

Cambria hotel & suites Columbus - Polaris ✓

Hotel.com Guest Review Rating: 4.5 Superb/.6mi to Polaris Mall
9100 Lyra Dr, Columbus, OH, 43240, United States of America, (614) 841-9100

Hilton Columbus/Polaris

No response

Hotel.com Guest Review Rating: 4.5 Superb/.2mi to Polaris Mall
8700 Lyra Dr, Columbus, OH, 43240, United States of America, (614) 885-1600

Homewood Suites by Hilton Columbus/Polaris, OH

No Shuttle

Hotel.com Guest Review Rating: 4.7 Exceptional/.9mi to Polaris Mall
2045 Polaris Pkwy, Columbus, OH, 43240, United States of America, (614) 396-5100

Staybridge Suites Columbus Polaris

No response

Hotel.com Guest Review Rating: Unrated/.2mi to Polaris Mall
9090 Lyra Dr, Columbus, OH, 43240, United States of America, (614) 880-9080

CIVIL SERVICE COMMISSION

ISSUE DATE: February 16, 2017
 GROUP NAME: **Columbus Civil Service Commission**
 CONTACT: Carla Goddard
 PHONE: (614)645-0855
 FAX: (614)645-0866

The **Columbus Civil Service Commission** (hereafter "Commission") is requesting from Polaris area hotel vendors (hereafter "Vendors") informal bids for the provision of lodging/breakfast/shuttle service as described below.

GUEST ROOMS

The needed number of rooms/dates are as follows:

Date(s)	King Suite with Separate Living/Bedroom Areas
04/01/2017 (Arrival)	14
04/02/2017	14
04/03/2017	25
04/04/2017	25
04/05/2017	25
04/06/2017	25
04/07/2017	25
04/08/2017 (Departure)	0
Total Room Nights	153

All room rates quoted are to be net or non-commissionable. Room Rate tax is to be limited to 8.1% (5.1% local sales tax and 3% bed tax with State of Ohio tax exempt form from the Commission.) The Room Rate is to include a breakfast coupon for a complimentary breakfast at the Vendor's hotel facility for each guest for each night's stay.

Guest accommodations are to be available at 3:00pm on arrival day and reserved until 12:00pm on departure day. Any attendee wishing special consideration for late checkout will inquire at the front desk prior to the day of departure.

The Civil Service Commission will be responsible for room charges and applicable taxes only. Any other charges such as room service, cleaning, movies, etc., are to be charged directly to the guest.

SHUTTLE SERVICE

The Vendor will provide complimentary shuttle service to Commission guests from John Glenn Columbus International Airport to the Vendor's hotel facility on Saturday, April 01, 2017; and from the Vendor's hotel facility to John Glenn Columbus International Airport on Saturday, April 08, 2017. The Commission will supply the selected Vendor with guest arrival/departure times for these days by close-of-business, Monday, March 27, 2017.

MEETING SPACE

The Commission will need the use of a meeting room (no charge) as defined below:

Date	Start Time	End Time	Function	Minimum Capacity	Setup	Price
04/01/2017	7:00pm	9:00pm	Meeting	30	Conference	\$0.00/Comp

AUDIO-VISUAL EQUIPMENT

The Commission will bring any needed audio-visual equipment for use in the conference room 04/01/17.

ROOM RESERVATION PROCEDURES AND ATTRITION

Upon selection of a Vendor and the execution of an agreement between the Commission and the Vendor based upon the Vendor's bid, the Vendor will remove from its inventory and consider sold to the Commission the room types/nights as defined herein.

Saturday, March 18, 2017 will serve as the **Room Reduction Date** (14 days prior to the 4/01/17 arrival date). No later than the Room Reduction Date, the Commission will supply to the selected Vendor a Rooming List indicating the final number of room nights needed and the names of expected guests. Any requests for special room arrangements will be indicated on the Rooming List. Any room nights not reserved via this list may be returned to the Vendor's general inventory at no charge to the Commission. Reservation requests made by the Commission after March 18, 2017 may be accepted by the Vendor on a space available basis, at the higher of the contract rate identified herein, or the rate available at that time if agreed to in writing by the Commission.

There will be no **Attrition Penalty or any such other penalty** charged to the Commission for unused room nights occurring after 04/01/17.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ROOM RATE BID

Please indicate in the boxes below the Net Room Rate, applicable Room Rate Tax (not to exceed 8.1%), and the Total Per Room Night Rate you are bidding:

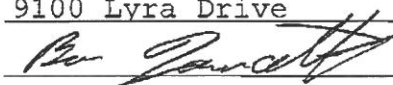
Net Room Rate	Room Rate Tax (8.1%)	Total Per Room Night Rate (Net Room Rate + Room Rate Tax)
\$119.00	\$9.64	\$128.64

VENDOR SIGNATURE

I have read the terms and conditions included herein and agree to them as stated and affirmed by my submission of this bid.

Vendor/Hotel Name: Cambria Suites Columbus/Polaris

Hotel Address: 9100 Lyra Drive

Authorized Bidder's Signature: 

Authorized Bidder's Printed Name: Ben Fawcett

Authorized Bidder's Title: Sales Coordinator

Bid Submission Date: 02/15/2017

Please email or fax this executed bid document by **5:00pm EDT, THURSDAY, FEBRUARY 23, 2017** to:

Carla Goddard
Columbus Civil Service Commission
Email: cgoddard1@columbus.gov
Fax: (614) 645-0866

Goddard, Carla

From: Manana Fribley <manana.fribley@thewitnessgroup.com>
Sent: Wednesday, February 15, 2017 3:14 PM
To: Goddard, Carla
Cc: Manana Fribley
Subject: RE: Request for Bid

Hi Carla,
I am so sorry but could you dis-regard the bid I faxed over to you.

Our hotel does not have a shuttle and we will not be able to participate in the bidding process.

Sorry to have wasted you time ☹

Manana Fribley, MBA, CTA | Director of Sales



Homewood Suites by Hilton Columbus Polaris
2045 Polaris Parkway | Columbus, OH, 43240
Phone: 614-396-5100 X 502 | Fax: 614-396-5101
columbuspolaris.homewoodsuites.com | www.thewitnessgroup.com



From: Goddard, Carla [<mailto:CGoddard1@Columbus.gov>]
Sent: Wednesday, February 15, 2017 2:04 PM
To: Manana Fribley
Subject: Request for Bid

Good Afternoon Ms. Fribley,

Please find attached an Informal Bid Request form through which the Commission is soliciting bids for a block of rooms in April of this year. If you have any questions regarding the information, please call me at (614)645-0855 or email me at cgoddard1@columbus.gov.

Carla Goddard
Administrative Assistant III

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

CIVIL SERVICE COMMISSION