



STATE OF DELAWARE
Delaware Department of Natural Resources and Environmental Control
Division of Watershed Stewardship
Watershed Assessment Section
Wetland Monitoring & Assessment Program

March 9, 2017

ISSUED BY: BRITTANY HAYWOOD
COMMUNICATIONS & OUTREACH COORDINATOR
302-739-9939

SUBJECT: **AWARD NOTICE**
NAT18123-WETLANDSCONFERENCE
Venue for 2018 Delaware Wetlands Conference

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KEY CONTRACT INFORMATION

1. CONTRACT PERIOD

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Each contractor's contract shall be valid for a three (3) year (2017-2020) period from March 30, 2017 to March 30, 2020. Each contract may be renewed for two (2) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

2. VENDOR

[\(Return to Table of Contents\)](#)

Sodexo, Inc. – Chase Center on the Riverfront
9801 Washington Blvd.
Gaithersburg, MD 20578
Federal E.I. Number 52-0936594
State of Delaware License Number: 1998207229

Purchase Orders Should Be Sent To:
Sodexo Operations c/o Chase Center on the Riverfront
815 Justison Street
Wilmington, DE 19801

Contact: Dee Huntsman
302-426-3929 x184
dhuntsman@centerontheriverfront.com

3. PRICING

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Prices quoted in the proposal shall remain fixed and binding on the bidder at least through 3/1/2018. Delaware reserves the right to ask for an extension of time if needed.

Chase Center on the Riverfront

815 Justison Street Wilmington, DE USA 19801
 Phone: 302-425-3929 • Fax: 302-425-4897

Banquet Event Order

BEO #: 10009

PO #:

Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference BEO Name: Wetlands Conference Address:	Event Date: Wednesday, January 31, 2018
	Contact: Brittany Haywood Phone: (302) 739--9939 Fax: On-Site:
	Booked By: Dee Huntsman Sales Manager:

Date	Time	Room	Function	Set-up	AGR	EXP	Rental
1/31/18	7:00 AM - 8:00 AM	Atrium Lobby	Client Load In				WAIVED
1/31/18	7:30 AM - 8:00 AM	Atrium Lobby	Vendors Arrive				WAIVED
1/31/18	8:00 AM - 4:00 PM	Governors' Hall	Exhibits	EXHB	25	25	1,000.00
1/31/18	8:00 AM - 4:00 PM	Atrium Lobby	Registration	ASIS			WAIVED
1/31/18	9:00 AM - 1:30 PM	Riverfront Ballroom	General Session	RD8	350	350	WAIVED
1/31/18	10:00 AM - 4:00 PM	Christina Ballroom	Breakout	CLAS	150	150	750.00
1/31/18	10:00 AM - 4:00 PM	Dravo Auditorium	Breakout	THTR	150	150	750.00
1/31/18	10:00 AM - 4:00 PM	Pusey & Jones Room	Breakout	CLAS	130	130	500.00

Menu

Serve: 8:00 AM to 10:20 AM

Pastries by the Dozen- GOV HALL

Assorted In-House Baked Pastries, Croissants, Scones, Muffins,
 Sweet Cream Butter

200 Assorted Pieces of Whole Fruit @ \$2.00

30 people @ 15.00 Per person

Serve: 8:00 AM to 3:00 PM

Coffee, Water & Soft Drinks- GOV HALL

Station Open 8a-10:15a then from 12:15p-3p

Water Cambros

Assorted Canned Coke Soft Drinks

Regular Coffee, Decaffeinated Coffee and Assorted Teas, served
 with Sugar, Equal, Sweet & Low, Half & Half and Milk

Serve: 12:00 PM to 1:30 PM

MEXICAN GRILL BUFFET- RFBR

Steamed Brown Rice

Fresh Chopped Romaine

Grilled Barbacoa

Cilantro Lime Grilled Chicken

Adobo Pulled Pork

Room Set/ Rental Equipment

*** Trash Cans and Recycle Bins
 throughout all spaces ***

LOBBY

Information Desk used for
 Registration

GOVERNORS' HALL

25- 8' Vendor Tables with boxed @ \$8.00 ea
 linens

4- F&B Tables

7- High Tops

- Set pods and leather arm chairs

3- 11" x 17" Sign stands for
 registration directions

RIVERFRONT BALLROOM- General Session and Lunch

8' x 8' x 12" Riser for Podium

65- 60" Crescent Rounds of 6 people
 each

2- Double sided Buffets

2- Beverage stations

CHRISTINA BALLROOM- Breakout

Final guarantee numbers are due by 12 Noon, four (4) business days prior to the event. If the client does not provide guarantee numbers 4 business days prior to the event, the agreed number will be used for billing purposes. All prices subject to applicable 22% Staffing Charge. All payments should be made to: Sodexo Operations LLC Tax ID#52-2208088.

Chase Center on the Riverfront

815 Justison Street Wilmington, DE USA 19801
Phone: 302-425-3929 • Fax: 302-425-4897

Banquet Event Order

BEO #:10009

PO #:

Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference BEO Name: Wetlands Conference Address:	Event Date: Wednesday, January 31, 2018
	Contact: Brittany Haywood Phone: (302) 739--9939 Fax: On-Site:
	Booked By: Dee Huntsman
	Sales Manager:

Menu continued...

Roasted Corn Salsa, Pico Di Gallo, Pickled Red Onions, Marinated Black Beans, Sautéed Mushrooms, Peppers, Onions, Sautéed Vegetable Medley, Arugula

Guacamole, Sour Cream, BBQ Ranch Sauce, Avocado Lime Sauce, Sesame Ginger Sauce & Romesco Sauce

****12:35 pm- DESSERT SET IN GOV HALL ****

Tres Leches Cake

Regular Coffee, Decaffeinated Coffee and Assorted Teas Served with Sugar, Equal, Sweet & Low, Half & Half and Milk

350 people @ 22.00 Per person

Serve: 2:30 PM to 4:00 PM

Half Hour Sweet Break by the Dozen- GOV HALL

Assorted Mini Cookies, Brownies, Dessert Bars

20 people @ 12.00 Per person

Serve: 2:30 PM to 4:00 PM

Bagged Snacks- GOV HALL

Individually Bagged Chips and Pretzels

125 people @ 2.00 Per person

Beverage continued...

Event Details continued...

Room Set/ Rental Equipment continued...

Classroom seating for 150

- 8' x 8' x 12" Riser

1 - 8 1/2" x 11" Sign stand in front of room

DRAVO AUDITORIUM- Breakout

Existing theater seating

1 - Cocktail Round with two chairs at head of room

2 - 8 1/2" x 11" Sign stand in front of each door

PUSEY & JONES ROOM- Breakout

Classroom seating for 130

1 - 8' Materials table

1 - 8 1/2" x 11" Sign stand in front of room

POOLE ROOM- Mother's Room

Small refrigerator

Comfortable seating

Complimentary Wireless to be available throughout the building

1 - Phone Charging Station @ \$150.00 each

*** All Audio Visual provided by Riverfront A/V. Separate contract and invoice.

Linen Rental continued...

STANDARD HOUSE LINENS

Billable Staffing/Services continued...

3 Setup/Breakdown Porter @ \$100.00 each

Final guarantee numbers are due by 12 Noon, four (4) business days prior to the event. If the client does not provide guarantee numbers 4 business days prior to the event, the agreed number will be used for billing purposes. All prices subject to applicable 22% Staffing Charge. All payments should be made to: Sodexo Operations LLC Tax ID#52-2208088.

Chase Center on the Riverfront

815 Justison Street Wilmington, DE USA 19801

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Banquet Event Order

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Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference BEO Name: Wetlands Conference Address:	Event Date: Wednesday, January 31, 2018
	Contact: Brittany Haywood Phone: (302) 739--9939 Fax: On-Site:
	Booked By: Dee Huntsman Sales Manager:

7:00 am- Client arrival for set up
7:30 am- Vendor arrival
8:00 am- Registration. Pastries in GOV HALL
9:00 am- Opening Remarks- RFBR
10:20 am- AM Break in GOV HALL
10:20 am- Breakouts in DRAVO, CHBR, P&J
12:00 pm- Lunch buffet in RFBR
12:35 pm- Dessert set up in GOV HALL
1:30 pm- Breakouts in DRAVO, CHBR, P&J
2:30 pm- PM Break in GOV HALL
3:00 pm- Breakouts in DRAVO, CHBR, P&J
4:00 pm- Event concludes

Final guarantee numbers are due by 12 Noon, four (4) business days prior to the event. If the client does not provide guarantee numbers 4 business days prior to the event, the agreed number will be used for billing purposes. All prices subject to applicable 22% Staffing Charge. All payments should be made to: Sodexo Operations LLC Tax ID#52-2208088.

Chase Center on the Riverfront

Please remit payments to:
Sodexo Operations LLC

Tax ID# 52-2208088
Unit ID# 9734001

815 Justison Street Wilmington, DE USA 19801
Phone: 302-425-3929 - Fax: 302-425-4897

Estimate of Charges

Invoice #: 10009

PO #:

Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference	Site Contact: Brittany Haywood OnSite Contact: Sales Manager:
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Day/Date	Time	Function	Room	Gtd
Wednesday, January 31, 2018	7:00 am		Atrium Lobby	
Wednesday, January 31, 2018	7:30 am		Atrium Lobby	
Wednesday, January 31, 2018	8:00 am		Atrium Lobby	
Wednesday, January 31, 2018	8:00 am		Governors' Hall	
Wednesday, January 31, 2018	9:00 am		Riverfront Ballroom	
Wednesday, January 31, 2018	10:00 am		Christina Ballroom	
Wednesday, January 31, 2018	10:00 am		Dravo Auditorium	
Wednesday, January 31, 2018	10:00 am		Pusey & Jones Room	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
200	Assorted Pieces of Whole Fruit	2.00	400.00	
30	Pastries by the Dozen- GOV HALL	15.00	450.00	
20	Half Hour Sweet Break by the Dozen- GOV HALL	12.00	240.00	
125	Bagged Snacks- GOV HALL	2.00	250.00	
350	MEXICAN GRILL BUFFET- RFBR	22.00	7,700.00	
	TOTAL FOOD		9,040.00	
	Staffing Charge %	22.00	1,988.80	
	Sales Tax %	0.00	0.00	
				11,028.80

NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
350	Coffee, Water & Soft Drinks- GOV HALL	7.50	2,625.00	
	TOTAL BEVERAGE		2,625.00	
	Staffing Charge %	22.00	577.50	
	Sales Tax %	0.00	0.00	
				3,202.50

NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
3	Setup/Breakdown Porter	100.00	300.00	
65	- 60" Crescent Rounds of 6 people each		0.00	
25	- 8' Vendor Tables with boxed linens	8.00	200.00	

Estimate of Charges

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4	- F&B Tables		0.00
7	- High Tops		0.00
2	- Double sided Buffets		0.00
2	- Beverage stations		0.00
1	- Cocktail Round with two chairs at head of room		0.00
1	- 8' Materials table		0.00
1	- 8 1/2" x 11" Sign stand in front of room		0.00
2	- 8 1/2" x 11" Sign stand in front of each door		0.00
1	- 8 1/2" x 11" Sign stand in front of room		0.00
3	- 11" x 17" Sign stands for registration directions		0.00
1	- Phone Charging Station	150.00	150.00
TOTAL MISCELLANEOUS			650.00
	Staffing Charge %	0.00	0.00
	Sales Tax %	0.00	0.00
			650.00

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
Riverfront Ballroom	G/S		
Christina Ballroom	B/O	750.00	750.00
Dravo Auditorium	B/O	750.00	750.00
Atrium Lobby	REG		
Pusey & Jones Room	B/O	500.00	500.00
Atrium Lobby	LDIN		
Atrium Lobby	VENA		
Governors' Hall	EXHB	1,000.00	1,000.00
TOTAL			3,000.00
	Room rental tax %	0.00	0.00
			3,000.00

Please remit payments to:
 Sodexo Operations LLC
 Tax ID# 52-2208088
 Unit ID# 9734001
 815 Justison Street
 Wilmington, DE 19801

To ensure proper account crediting, please reference the invoice # 10009. Payment is due in full by: to avoid any interest charges.

Grand Total: 17,881.30

Balance Due: 17,881.30

Chase Center on the Riverfront

815 Justison Street Wilmington, DE USA 19801
 Phone: 302-425-3929 • Fax: 302-425-4897

Banquet Event Order

BEO #:10010

PO #:

Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference BEO Name: Wetlands Conference Address:	Event Date: Thursday, February 01, 2018
	Contact: Brittany Haywood Phone: (302) 739--9939 Fax: On-Site:
	Booked By: Dee Huntsman Sales Manager:

Date	Time	Room	Function	Set-up	AGR	EXP	Rental
2/1/18	8:00 AM - 4:00 PM	Atrium Lobby	Registration	ASIS			WAIVED
2/1/18	8:00 AM - 4:00 PM	Governors' Hall	Exhibits	EXHB	25	25	1,000.00
2/1/18	9:00 AM - 1:30 PM	Riverfront Ballroom	General Session	RD8	350	350	WAIVED
2/1/18	10:00 AM - 4:00 PM	Christina Ballroom	Breakout	CLAS	150	150	750.00
2/1/18	10:00 AM - 4:00 PM	Dravo Auditorium	Breakout	THTR	150	150	750.00
2/1/18	10:00 AM - 4:00 PM	Pusey & Jones Room	Breakout	CLAS	130	130	500.00

Menu

Serve: 8:00 AM to 10:10 AM

Pastries by the Dozen- GOV HALL

Assorted In-House Baked Pastries, Croissants, Scones, Muffins,
 Sweet Cream Butter

200 Individual Whole Pieces of Fruit @ \$2.00

30 people @ 15.00 Per person

Serve: 8:00 AM to 3:00 PM

Coffee, Water & Soft Drinks- LOBBY

Station Open 8a-10:00a then from 12:00p-3p

Water Cambros

Assorted Canned Coke Soft Drinks

Regular Coffee, Decaffeinated Coffee and Assorted Teas, served
 with Sugar, Equal, Sweet & Low, Half & Half and Milk

Serve: 11:50 AM to 1:30 PM

POWER HOUSE BUFFET- RFBR

Kale & Quinoa Salad with Toasted Almonds, Golden Raisins,
 Pickled Red Onion and Citrus Vinaigrette

Fresh Cut Romaine Hearts with a Classic Caesar Dressing

Power Slaw featuring a blend of Beets, Carrots, Cauliflower,
 Broccoli, Kale, and Brussel Sprout Leaves

Cilantro and Lime Grilled All Natural Chicken Breast Strips, Rare
 Seared Sesame Garlic Ahi Tuna, Roasted Portabella Mushrooms,
 Sliced Bistro Tender Steak

Grilled Asparagus with Lemon and Extra Virgin Olive Oil

Room Set/ Rental Equipment

*** Trash Cans and Recycle Bins
 throughout all spaces ***

LOBBY

Information Desk used for
 Registration

GOVERNORS' HALL

25- 8' Vendor Tables with boxed linens @ \$8.00 ea

4- 8' F&B Tables

7- High Top Tables

- Set pods and leather arm chairs

RIVERFRONT BALLROOM- General Session and Lunch

8' x 8' x 12" Riser for Podium

67- 60" Crescent Rounds of 6 people
 each

2- Double sided buffets

2- Beverage stations

CHRISTINA BALLROOM- Breakout

8' x 8' x 12" Riser

Classroom seating for 150

DRAVO AUDITORIUM- Breakout

Final guarantee numbers are due by 12 Noon, four (4) business days prior to the event. If the client does not provide guarantee numbers 4 business days prior to the event, the agreed number will be used for billing purposes. All prices subject to applicable 22% Staffing Charge. All payments should be made to: Sodexo Operations LLC Tax ID#52-2208088.

Chase Center on the Riverfront

815 Justison Street Wilmington, DE USA 19801
 Phone: 302-425-3929 • Fax: 302-425-4897

Banquet Event Order

BEO #:10010

PO #:

Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference BEO Name: Wetlands Conference Address:	Event Date: Thursday, February 01, 2018
	Contact: Brittany Haywood Phone: (302) 739--9939 Fax: On-Site:
	Booked By: Dee Huntsman Sales Manager:

Menu continued...

Beluga Lentil Salad with Golden Beets, Tomatoes and Fresh Dill

Blue Cheese Crumbles, Chevre Goat Cheese, Greek Feta

**** 12:30 pm- DESSERT SET IN GOV HALL ****

Fresh Berries over Angel Food Cake

Regular Coffee, Decaffeinated Coffee and Assorted Teas
 Served with Sugar, Equal, Sweet & Low, Half & Half and Milk

350 people @ 22.00 Per person

Serve: 2:30 PM to 4:00 PM

Half Hour Sweet Break by the Dozen- GOV HALL

Assorted Mini Cookies, Brownies, Dessert Bars

20 people @ 12.00 Per person

Serve: 2:30 PM to 4:00 PM

Bagged Snacks- GOV HALL

Individually Bagged Chips and Pretzels

125 people @ 2.00 Per person

Beverage continued...

Event Details continued...

7:00 am- Client arrival for set up

7:30 am- Vendor arrival

8:00 am- Registration. Pastries in GOV HALL

9:00 am- Opening Remarks- RFBR

10:00 am- AM Break in GOV HALL

10:20 am- Breakouts in DRAVO, CHBR, P&J

11:50 pm- Lunch buffet in RFBR

12:30 pm- Dessert set up in GOV HALL

1:30 pm- Breakouts in DRAVO, CHBR, P&J

2:30 pm- PM Break in GOV HALL

3:15 pm- Breakouts in DRAVO, CHBR, P&J

4:00 pm- Event concludes

Room Set/ Rental Equipment continued...

Existing theater seating

1 - Cocktail Round with two chairs at head of room

PUSEY & JONES ROOM- Breakout

Classroom seating for 130

1 - 8' Materials Table

POOLE ROOM- Mother's Room

Small refrigerator

Comfortable Seating

Complimentary wireless available throughout the building

1 - Phone Charging Station @ \$150.00 each

*** All Audio Visual provided by Riverfront A/V. Separate contract and invoice.

Linen Rental continued...

STANDARD HOUSE LINENS

Billable Staffing/Services continued...

3 Setup/Breakdown Porter @ \$100.00 each

Final guarantee numbers are due by 12 Noon, four (4) business days prior to the event. If the client does not provide guarantee numbers 4 business days prior to the event, the agreed number will be used for billing purposes. All prices subject to applicable 22% Staffing Charge. All payments should be made to: Sodexo Operations LLC Tax ID#52-2208088.

Chase Center on the Riverfront

Please remit payments to:
Sodexo Operations LLC

Tax ID# 52-2208088
 Unit ID# 9734001

815 Justison Street Wilmington, DE USA 19801
 Phone: 302-425-3929 - Fax: 302-425-4897

Estimate of Charges

Invoice #: 10010

PO #:

Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference	Site Contact: Brittany Haywood OnSite Contact: Sales Manager:
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Day/Date	Time	Function	Room	Gtd
Thursday, February 01, 2018	8:00 am		Atrium Lobby	
Thursday, February 01, 2018	8:00 am		Governors' Hall	
Thursday, February 01, 2018	9:00 am		Riverfront Ballroom	
Thursday, February 01, 2018	10:00 am		Christina Ballroom	
Thursday, February 01, 2018	10:00 am		Dravo Auditorium	
Thursday, February 01, 2018	10:00 am		Pusey & Jones Room	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
200	Individual Whole Pieces of Fruit	2.00	400.00	
30	Pastries by the Dozen- GOV HALL	15.00	450.00	
20	Half Hour Sweet Break by the Dozen- GOV HALL	12.00	240.00	
125	Bagged Snacks- GOV HALL	2.00	250.00	
350	POWER HOUSE BUFFET- RFBR	22.00	7,700.00	
	TOTAL FOOD		9,040.00	
	Staffing Charge %	22.00	1,988.80	
	Sales Tax %	0.00	0.00	
				11,028.80

NO.	BEVERAGE	PRICE	SUBTOTAL	TOTAL
350	Coffee, Water & Soft Drinks- LOBBY	7.50	2,625.00	
	TOTAL BEVERAGE		2,625.00	
	Staffing Charge %	22.00	577.50	
	Sales Tax %	0.00	0.00	
				3,202.50

NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
3	Setup/Breakdown Porter	100.00	300.00	
67	- 60" Crescent Rounds of 6 people each		0.00	
25	- 8' Vendor Tables with boxed linens	8.00	200.00	
7	- High Top Tables		0.00	
4	- 8' F&B Tables		0.00	

Estimate of Charges

Invoice #: 10010

PO #:

Account: State of DE - Dept. of Natural Resources Post As: Wetlands Conference	Site Contact: Brittany Haywood OnSite Contact: Sales Manager:
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1	- 8' Materials Table		0.00
1	- Cocktail Round with two chairs at head of room		0.00
2	- Double sided buffets		0.00
2	- Beverage stations		0.00
1	- Phone Charging Station	150.00	150.00
TOTAL MISCELLANEOUS			650.00
	Staffing Charge %	0.00	0.00
	Sales Tax %	0.00	0.00
			650.00

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
Riverfront Ballroom	G/S		
Christina Ballroom	B/O	750.00	750.00
Dravo Auditorium	B/O	750.00	750.00
Atrium Lobby	REG		
Pusey & Jones Room	B/O	500.00	500.00
Governors' Hall	EXHB	1,000.00	1,000.00
TOTAL			3,000.00
	Room rental tax %	0.00	0.00
			3,000.00

Please remit payments to:
 Sodexo Operations LLC
 Tax ID# 52-2208088
 Unit ID# 9734001
 815 Justison Street
 Wilmington, DE 19801

To ensure proper account crediting, please reference the invoice # 10010. Payment is due in full by: to avoid any interest charges.

Grand Total: 17,881.30

Balance Due: 17,881.30



BEO Number(s): **10009 & 10010**
 Date Issued: **3/8/17**
 Purchase Order:

Summary of Invoices

Name: Brittany Haywood
Company: DNREC- Division of Watershed Stewardship
Address: 100 West Water Street, Suite 10B
City: Dover **State:** DE **Zip:** 19904
Phone: 302-739-9939 **Fax:**
Event: see attached for itemized Wetlands Conference
Date(s): 1/31/18-2/1/18
Sales Mgr: Dee Huntsman

Day One:	Totals
Food and Beverage	\$11,665.00
22 % Staffing Charge	\$2,566.30
Rental Equipment	\$350.00
Miscellaneous Services	
Additional Staffing	\$300.00
Facility Rental	\$3,000.00
Applicable Discounts	
Total Charges for Day One	\$17,881.30

Day Two:	Totals
Food and Beverage	\$11,665.00
22% Staffing Charge	\$2,566.30
Rental Equipment	\$350.00
Miscellaneous Services	
Additional Staffing	\$300.00
Facility Rental	\$3,000.00
Applicable Discounts	
Total Charges for Day Two:	\$17,881.30

Checks payable to: **Sodexo Operations LLC**
 Tax ID: 52-2208088

SUB TOTAL	\$35,762.60
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Credit Card Payment::

Card Name: _____
 Exp. Date: _____
 Card No: _____
 V Code: _____ Zip Code: _____

DEPOSITS RECEIVED:	
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TOTAL PAYMENT DUE:	(\$35,762.60)
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Credit Card Authorization Signature: _____

Please remit payment to Sodexo Inc. To ensure proper account crediting, please reference BEO numbers above on payment. Payment is due in full by **DATE** to avoid any interest charges.



815 Justison Street • Wilmington, DE 19801
 Phone: 302.425.3929 • Fax: 302.425.4897
www.centerontheriverfront.com

ADDITIONAL TERMS AND CONDITIONS

[\(Return to Table of Contents\)](#)

4. BILLING

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

5. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

6. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Delaware Department of Natural Resources and Environmental Control to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

7. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number NAT18123-WETLANDSCONFERENCE on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

9. REQUIREMENTS

Room Rental Needs:	
Ballroom	1 room large enough to hold all 400 participants for morning group session and lunch. Will need riser and podium
Breakout Session Rooms	3 rooms that can comfortably accommodate 400 people split equally between them, and will hold concurrent presentation sessions or workshops throughout the day. Will need podiums.
Registration Area	1 area for guests to check-in each morning, and for presenters to download their presentations
Poster Area	1 area that can accommodate approximately 30 posters. Can be combined w/ exhibitors area
Exhibitor Area	1 area that can accommodate approximately 25 exhibitors. Will need 8' tables with

	linens and availability of electrical outlets. Can be combined w/ poster area
Room for Mothers	A small discreet area where breastfeeding mothers can go.
Food & Beverage Needs:	
Morning Snack	Coffee, water, soft drinks, pastries, fruit or other breakfast items each morning. We would like to make this event as eco-friendly as possible, and would like to minimize the use of bottled water and disposable cups. We will encourage attendees to bring their own re-fillable mugs.
Lunch	Reasonably priced buffet style lunch with small dessert for 350 people on each day. Each day's menu should be slightly different.
Afternoon Snack	Coffee, water, soft drinks, chips, pretzels, etc. each afternoon
Misc. Items:	
Recycling containers	Please provide recycling containers throughout the venue for our participants to use.
Wi-Fi Access	We would like to provide our participants with free Wi-Fi access throughout the event.
Charging Station	A kiosk or station where attendees can visit to charge their electronic devices.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

10. **HOLD HARMLESS**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

11. **NON-PERFORMANCE**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

12. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

13. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.