

NYS Tug Hill Commission



Invitation for Bids

2026 Tug Hill Local Government Conference

IFB Release Date: Friday, May 23, 2025

Proposal Due Date: Monday, June 16, 2025

Designated Contacts	
PRIMARY CONTACT	ALTERNATE CONTACT
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Late admissions will not be accepted.

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1. Introduction

1.1 Overview

The NYS Tug Hill Commission (THC), a state government agency, is seeking a facility to host the 2026 Tug Hill Local Government Conference. The conference allows local officials to receive necessary training hours, learn about new topics and issues, and to network. It is a unique opportunity for Tug Hill local officials to interface with state agency and private subject matter experts and is one of the primary ways THC achieves its mandates in Article 37 of Executive Law. The selected venue will accommodate ~600 attendees, speakers, and exhibitors, and provide a professional environment for presentations, networking, and meals over the course of two days.

1.2 Designated Contacts

In compliance with the Procurement Lobbying Law, Felicia Passino, Administrative Aide at THC, has been designated as the primary contact for this solicitation and may be reached by email or phone, (315) 785-2380, felicia@tughill.org. If the primary designated contact is not available, the secondary contact for this solicitation is Jennifer Harvill, Projects Director, (315) 785-2380, jennifer@tughill.org.

1.3. Key Events

Event	Date/Tim
IFB Release Date	Friday, May 23, 2025
Questions Due	Tuesday, June 3, 2025, by 3 p.m.
Questions Answered	Friday, June 6, 2025, by 3 p.m.
Bids Due	Monday, June 16, 2025, by 3 p.m.
Contract Start Date (estimated – subject to OSC approval)	August 1, 2025

1.4 IFB Questions and Clarifications

All questions and/or requests for clarification regarding this IFB are only accepted via email sent to Felicia Passino at felicia@tughill.org, and copied to Jennifer Harvill at jennifer@tughill.org. The deadline for submissions of questions is Tuesday, June 3. Please reference “**Tug Hill LGC IFB**” in the subject line. A bidder is encouraged to submit questions as soon as possible. Questions submitted after the deadline indicated may not be answered. Official answers to all questions of a substantive nature will be provided in the form of a question-and-answer document available to all prospective bidders via the THC website at tughill.org/projects/lgc-procurement/. There will be no bidder’s conference held for this IFB.

1.5 Confidential/Proprietary Information

During the evaluation process, the content of each bid will be held in confidence and details of any bid will not be revealed (except as may be required under the Freedom of Information Law or other state law). Bidder shall specifically identify those portions of their bid deemed to be confidential, proprietary information or trade secrets and provide any justifications why such materials, upon request, should not be disclosed by THC.

2. Mandatory Minimum Requirements

2.1 Qualifications of Bidder

THC will require the bidder to demonstrate successful experience with similar events. THC reserves the right to investigate or make any inquiry into the capabilities of any bidder to properly perform. Upon a tentative award resulting from the bid, THC reserves the right to conduct a site visit to ensure all mandatory requirements are met.

2.2. Mandatory Requirements

A list of mandatory requirements is included below. Bidders must meet all the mandatory requirements to be considered for an award.

- A. The facility must be located within a 10-mile radius of the Tug Hill Region – maroon line on the interactive map, tughill.org/projects/lgc-procurement/, and must have onsite parking, hi-speed wi-fi access, and be ADA accessible.
- B. The facility must be available on two consecutive weekdays between April 1 and May 21, 2026. On Day 1, the main event room and two meeting rooms must be available from 11:00 am through 6:30 pm. On Day 2, the main event room and all meeting rooms must be available from 6:30 am through 4:30 p.m.
- C. A block of 70 single/double occupancy rooms at or below the current GSA rate for the applicable county must be available for booking for the evening of Day 1.
 - a. Occupancy rooms can be located either onsite or within one mile of the venue. If occupancy rooms are located offsite, onsite parking must be available.
 - b. Booking must be available until 11:59 p.m. 28 days before the event so that attendees may make reservations. Any rooms not reserved by this date will be released, and any reservations taken after that date will be based on space availability.
 - c. Rooms should be primarily non-smoking, with an option to accommodate smokers, if possible.
 - d. If room rates are over GSA, the bidder must provide rationale.
 - e. Either THC or registered attendees will be responsible for the payment of lodging for each registered attendee. If THC pays for attendee lodging, THC shall not be responsible for payment for incidental expenses.
 - f. Venue must be able to provide individual guest room receipts for each traveler at checkout.
 - g. Facilities are eligible to subcontract with adjacent facilities for occupancy rooms if necessary, however, the use of third-party services for the purposes of submitting this bid are not permissible.
- D. Meeting room space as outlined below:
 - a. Main event room. The room must accommodate at least 600 attendees and a minimum of 35 exhibitor tables with power. Day 1 reception and Day 2 breakfast and lunch will be served via banquet seating, and exhibitor tables will be spaced along the outside walls. A microphone, elevated platform and lectern are needed.

- b. Two breakout rooms for Day 1, that can each accommodate up to 80 attendees, with pitchers of water and cups.
 - c. Seven breakout rooms for Day 2, as follows:
 - i. Two breakout rooms that can each accommodate up to 140 attendees
 - ii. Two breakout rooms that can each accommodate up to 120 attendees
 - iii. One breakout room to accommodate up to 90 attendees
 - iv. One breakout room to accommodate up to 60 attendees
 - v. One breakout room to accommodate up to 35 attendees
 - vi. Optional eighth breakout room to accommodate up to 35 attendees
 - vii. Breakout rooms to have pitchers of water and cups
- E. Audio visual (A/V) equipment and support staff services for all needed meeting rooms per specifications. Facilities are eligible to subcontract with outside vendors for A/V requirements if necessary. Available A/V equipment for both days of the conference must include:
- a. Labor
 - i. A/V set-up
 - ii. A/V take-down
 - iii. On-site support (basic equipment operator available for consult/troubleshooting during conference hours)
 - b. Audio
 - i. Powered podium with microphone
 - ii. Two to three wireless handheld or Lavalier microphones
 - c. Video
 - i. Digital projector and remote control/slide advancer
 - ii. Extra batteries for remote control/slide advancer to have on standby
 - iii. Laptop computer that is compatible with projector
 - iv. Large screen or video monitor
- F. Registration area near entrance to main event room, set up to register conference attendees, including four 6 to 8-foot tables, linens, comfortable chairs, extra lighting as needed and electrical outlets.
- G. On-site restaurant or catering capabilities. The following meal arrangements are required:
- a. Day 1 p.m. hearty hors d'oeuvres reception to include three stations (two hot, one cold) and cash bar (per person cost), no extra fee for bartender
 - b. Day 2 buffet continental breakfast (to include eggs, one meat, one starch, fruit, pastries, juices, regular coffee, decaf coffee, tea) (per person cost)
 - c. Day 2 buffet lunch (to include one soup, two salads, one bread, two meats, two starches, one vegetable, dessert, canned soft drinks, bottled water, coffee, decaf coffee, tea) (per person cost)
 - d. Day 2 afternoon coffee break (per gallon cost)
 - e. Special dietary accommodation as needed
 - f. Meals are to be approved by THC and must be served at times to conform to the conference agenda. Acceptability of meal and break proposals is at the discretion of the THC. The vendor must provide detailed meal descriptions within its proposal.

3. Submitting Your Proposal

3.1 Proposal Requirements

To be eligible, bidders are required to submit all completed required documents with the format and content requirements as indicated in the following sections. Proposals should consist of two distinct and separate parts: (1) Administrative Proposal and (2) Bid Response. Please submit one email with two distinct PDF attachments when submitting your proposal.

Evaluations of the Administrative and Bid Response packages received in response to this IFB will be conducted separately. Bidders are therefore cautioned not to include information not applicable to each specific submission.

THC will not be responsible for expenses incurred in the preparation and submission of the proposal.

3.2 Administrative Proposal Requirements

The Administrative Proposal must contain all items listed in Section 6. Materials should follow prescribed formats and in the same order as requested. All responses to the IFB may be subject to accuracy verifications. Forms are only necessary in certain circumstances. See checklist for more information.

3.3 Bid Response Proposal Requirements

Please complete the attached Bid Response Form as a cover sheet for your bid response and submit as directed. In addition to the dollar figures in the form, bidders should also provide:

- A. Venue overview and contact information
- B. Photos or floor plans of available spaces
- C. Sample agreement
- D. Cancellation policies

3.4 Submission Instructions

Proposals must be submitted via email as outlined below:

- A. Proposals must be submitted by Monday, June 16, 2025, at 3 p.m.
- B. Proposals must be submitted in one (1) clearly labeled email with two (2) clearly labeled PDF attachments:
 - 1. the Administrative Proposal, and
 - 2. the Bid Response
- C. Proposals must be emailed via separate PDF files (2 files per email) to felicia@tughill.org and copied to jennifer@tughill.org using the subject line: "THC 2026 LGC – YOUR ORGANIZATION NAME"

Please note that THC is a state government agency, and the maximum deposit that can be made is 25% of total cost. The balance of the conference bill will be paid after the conference.

4. Evaluation and Selection Process

4.1 Proposal Evaluation

Each proposal requirement (administrative and bid request form) will first be examined in a proper and timely manner to assess for completeness and conformance with all requirements. Any proposal may be denied further consideration at this point if it does not meet those requirements.

THC reserves the right to determine the suitability of the facility to host the conference. THC also reserves the right to perform a site visit prior to the award of the contract to ensure suitability for the requirements of this IFB.

4.2 Administrative Proposal Evaluation

Administrative proposals are evaluated on completeness and accurateness of the requirements described in Section 6. In the event a proposal is incomplete, THC reserves the right to request clarifying information as deemed necessary to more fully evaluate a proposal. Failure to provide requested information or documents may result in a rejected proposal.

4.3 Bid Response Evaluation

Upon meeting the minimum requirements, the financial evaluation is valued at 100%. The award will be based on the lowest responsible bidder.

4.4 Tie Breaker

In the event of two bidders who meet the minimum requirements and bid the same dollar amount, the director or their designee shall make the final determination based upon a site visit evaluation score. Criteria for this evaluation includes venue cleanliness (5 points), ADA accessibility (5 points), experience with similar events (5 points), and online third-party customer reviews (5 points), for a maximum score of 20.

4.5 Notification of Award

After the evaluation, all bidders will be notified of the selected bidder, and THC will enter into contract negotiations with the successful bidder.

5. General Conditions & Contract Requirements

5.1 Administering Agency

THC is the administering agency for the State of New York for this procurement.

5.2 Method of Award

This is a single award solicitation. Each response will be evaluated based on the information submitted by the bidder by utilizing the evaluation methodology as described in this IFB.

Funding is contingent on the availability of sufficient funding.

5.3 Non-Collusive Bidding

Each bidder shall submit, as part of the proposal, a completed copy of the Non-Collusive Bidding Certification. This will certify that, to the best of the bidder's knowledge and belief:

- The prices in the bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder or with any competitor.
- Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or to any competitor prior to completion of selection process.
- No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award, nor shall any award be made where the above conditions have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where the above conditions have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the State, public department, or agency to which the bid is made, or their designee, determine that such disclosure was not made for the purpose of restricting competition. (Section 139- d of the State Finance Law).

The fact that a bidder has published price lists, rates, or tariffs covering items or services being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same prices being bid, does not constitute a disclosure within the meaning stated above.

5.4 IFB Documents

THC will make no allowance or concession to bidders for any alleged misunderstanding or deception because of quantity, character, or other conditions. The proposed budget is to cover the cost of furnishing all of the services specified in the IFB to the satisfaction of THC and the performance of all work set forth in the specifications.

5.5 Bid Proposal Effective Period

The bidder's proposal must be in effect for 120 days following the final date for submission of bid.

5.6 Save Harmless Clause

The selected bidder agrees and stipulates that it will assume all risks of liability in the performance of services to be provided under this proposal and that it will be solely responsible and liable for damages resulting from all accidents and injuries to person(s) or property. The selected bidder agrees to indemnify, keep and hold harmless the State of New York, its officers and employees for any and all claims for injury

or damage to persons or property, arising out of the service to be performed under this proposal, including negligence, active or passive, or wrongful or improper conduct of the selected bidder, its agents or employees.

5.7 Liability

THC shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of any proposal or for any work performed prior to the formal execution of a contract.

5.8 Reserved Rights

THC reserves the right to:

1. Reject any or all proposals received in response to this IFB;
2. Withdraw the IFB at any time, at the agency's sole discretion;
3. Make an award under the IFB in whole or in part;
4. Disqualify any bidder whose conduct and/or bid fails to conform to the requirements of the IFB;
5. Seek clarifications and revisions of bids;
6. Use bid information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the THC's request for clarifying information in the course of evaluation and/or selection under the IFB;
7. Prior to the bid due date, amend IFB specifications to correct errors or oversights, or to supply additional information as it becomes available.
8. Prior to the bid due date, direct the bidder to submit proposal modifications addressing subsequent IFB amendments issued;
9. Make typographical corrections to proposals, with the concurrence of the bidder;
10. Correct computational errors with the written concurrence of the bidder;
11. Change any of the scheduled dates stated herein;
12. Eliminate any mandatory, non-material specification that cannot be complied with by all of the prospective bidders;
13. Waive or modify minor irregularities in proposals received;
14. Negotiate with the bidders within the scope of the IFB in the best interests of the State. THC will negotiate the agreement for services in fulfillment of the needs of this IFB on the basis of demonstrated competence and qualifications. Agreement negotiations may include, but are not limited to, the selected bidders price proposal to ensure work is accomplished at fair and reasonable rates;
15. Request a Best and Final Offer (BAFO) from all eligible bidders in the best interests of the State;
16. If unsuccessful in negotiating an agreement with the selected bidder within an acceptable time frame, the Department may begin negotiations with the next ranked qualified bidder in order to serve and realize the best interests of the State;
17. Utilize any and all ideas submitted in the bids received;
18. Request additional information as deemed necessary to more fully evaluate a proposal;

19. Not to make any award pursuant to this IFB. This IFB does not commit THC to make any award, to pay the costs incurred in the preparation of a response to this IFB or to procure or contract for service.

5.9 Mandatory Contract Provisions

THC requires the following:

1. The bidder will read Appendix A (Standard Clauses for New York State Contracts), which will be incorporated as part of the contract without revision.
2. All outstanding tax liabilities, if any, against the bidder in favor of the State of New York must be satisfied prior to contract execution or a payment schedule for their speedy satisfaction.
3. The bidder must maintain adequate records as prescribed by THC to substantiate all claims for payment and must make those records available in New York State for examination and copying.
4. The first step of dispute resolution will be through conference between THC and the contractor. Unresolved disputes will be decided by the Executive Director of THC, or their designee, before either party pursues any legal remedy. If the contractor pursues any legal or equitable remedy outside THC, the contractor will continue to perform work at the direction of THC until such proceedings may be concluded and will continue to be paid, less an amount attributable to the disputed work.
5. Contract disputes that go to litigation must be pursued in a court of competent jurisdiction of the State of New York. New York law will govern the dispute.
6. The provisions of this IFB and of all attachments, and the contractor's response, will be made a part of the contract, as though separately and fully stated therein.
7. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.
8. Article XI-A of the State Finance Law ("prompt payment" legislation) regulates the procedures for making contract payments.
9. The laws of the State of New York shall be the law which shall govern the interpretation or application of any of the terms or conditions of this proposal or subsequent contract.
10. The State of New York retains the right to cancel this contract without reason, provided that the contractor is given sixty (60) days' notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract to stop work immediately for unsatisfactory work but is supplementary to that provision.

The THC reserves the right to terminate this contract in the event it is found that the certification filed by the bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, THC may exercise its termination right by providing written notification to the Bidder in accordance with the written notification terms of this contract.

5.10 Special Conditions

By accepting an award from THC under this IFB, the recipient agrees to comply with all of the special conditions outlined in appendices.

5.11 Freedom of Information

All proposals submitted and all related agreements and reports may be subject to disclosure under the Freedom of Information Law.

5.12 Debriefing Procedures

Pursuant to Section 163(9) (c) of the State Finance Law, any non-awarded bidder may request a debriefing regarding the reasons that the proposal submitted by the bidder was not selected for award. Requests for a debriefing must be made within fifteen (15) calendar days of written notification by the THC that the proposal submitted by the bidder was not selected for award.

Requests for a debrief must be submitted to felicia@tughill.org.

5.13 Protest Procedures

In the event unsuccessful proposers wish to protest the award resulting from this RFP, proposers should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found in Chapter XI Section 17 of the Guide to Financial Operations (GFO). Available on-line at: www.osc.state.ny.us/agencies/guide/MyWebHelp/

6. Attachments and Appendices

The following appendices are included in the subsequent sections and are available at tughill.org/projects/lgc-procurement/. All attachments and appendices are listed in the order they should be received in for each proposal requirement.

6.1 Administrative Proposal

- Attachment 1: IFB THC 2026 Conference Complete Submission Checklist
- Attachment 2: Mandatory Minimum Requirements Certification
- Attachment 3: Non-Collusive Bidding Certification
- Attachment 4: MacBride Fair Employment
- Attachment 5: Vendor Responsibility Questionnaire
- Attachment 6: Offerer's Certification of Compliance with State Finance Law §139-k (5)
- Attachment 7: Offerer's Disclosure of Prior Non-Responsibility Determinations
- Attachment 8: Offerer's Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j (3) and §139-j (6) (b)
- Attachment 9: Proof of Workers Compensation and Disability Insurance (if applicable)
- Attachment 10: Substitute W-9 Form
- Appendix A: Standard Clauses for New York State Contracts

6.2 Bid Response

Attachment 11: Bid Response Form