

Date: January 30, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

**Re: DPAC-25-02 – FAMILY & DOMESTIC VIOLENCE EDUCATION –
APRIL 7-8, 2025 (SET-UP APRIL 6, 2025)**

Amendment #2

The following constitutes Amendment #2 for the above referenced bid:

- Answers to questions received by Due Date of Questions.
- Amended RFQ with highlighted changes stemming from Questions & Answers period.

NOTE: Quote Submission Due Date: Monday, February 3, 2025 at 11:00 am

	RFQ Section Reference	Question	Answer
1.	Title Page	Is this conference date flexible to the week before (Sunday, March 30th through Tuesday, April 1st) or the week after (Sunday, April 13 through Tuesday, April 15th) based on other contracted business over your preferred dates?	The dates are firm.
2.	RFQ Section 4.1	On page 7 knowing that this event would not require all the event space would you be willing to share space with other groups in similar area. We would of course ensure no airwalls or shared but events could be in the same hall or across from one another.	The Judiciary prefers not to have other groups in close proximity but will work with the awarded contractor – please submit with 3.7 Technical Quotation
3.	RFQ Section 4.2	On page 8 would the Judiciary agree to a 10-business day prior to the event guarantee of attendees. This would bring the due date for the final banquet head count to March 24, 2025.	No, the Judiciary is not willing to change these time frames.

4.	RFQ Section 4.5.1	On page 11 would the Judiciary agree to a 10-business day prior to the event preliminary lodging list and a final lodging list 5 business days prior to the event. This would bring the due date for the preliminary lodging list to March 24, 2025, and the final lodging list to March 31, 2025.	No, the Judiciary is not willing to change these time frames.
5.	RFQ Section 4.5.1	On page 11 regarding the confirmed number of guestrooms vs the actual number of guestrooms the Judiciary would be responsible for whichever is higher. Meaning if the Judiciary confirms 100 rooms but only actualizes 90 rooms the Judiciary would still be financially responsible for the remaining 10 rooms as they confirmed them with their final lodging list and the hotel was not able to attempt to resell the unreserved rooms	Yes, Judiciary will pay the confirmed number per the final lodging list provided 2-business days prior to the event.
6.	RFQ Section 4.5.2	On page 11 a late checkout for the specified number of rooms on the pricing sheet (or less) would be granted a late checkout of 12:00pm at no additional charge. From 12:01pm – 1:00pm would be a \$100 fee. From 1:01pm – 4:00pm would be a half day rate, and from 4:01pm on would be additional night's stay.	Please submit with bid submission with 3.7 Technical Quotation.

7.	RFQ Section 4.6	On page 11 that Copy/Facsimile Machine Services will be offered at no cost to the Judiciary, are we able to put a cap on the number of copies that are able to be made to 50 black and white copies at no additional cost and 25 color copies at no additional cost. Any thing about those amounts would be subject to the prevailing cost we charge for black and white and color copies.	Please submit with bid submission with 3.7 Technical Quotation.
8.	RFQ Section 4.7.1	On page 12/13 regarding employee lists this information must be obtained by speaking with the hotel’s human resources department which the Sales Manger will be able to get you in contact with. All communication regarding employee lists will need to be between the NJ State Police and the Human Resources Manager directly	Please submit with bid submission with 3.7 Technical Quotation.
9.	RFQ Section 6.8	On page 16 due to the recent tastings and events in fall of 2024 is the Judiciary willing to forgo any tastings for this event as there have been no menu changes since the tastings and events.	Tastings must be made available if requested as noted in RFQ Section 6.8

<p>10.</p>	<p>Judiciary Price Sheets (Attachments 1 & 1a)</p>	<p>On the price sheet General Session is noted as a preferred set up of Banquet Rounds and then under notes it is noted as classroom, pods, or theater. Can you please clarify the setup type that is needed for General Session space.</p>	<p>The Judiciary prefers set-up with Banquet Rounds but will consider other set-up types presented on Price Sheets (Attachments 1 & 1a). Alternate options from Banquet Rounds may be submitted with 3.7 Technical Quotation.</p>
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