



Superior Court of Arizona

in Maricopa County

REQUEST FOR QUOTES

Justice Court Clerks Conference

Solicitation RFQ, 180002-1

DATE OF ISSUE:
10/19/2017

DEADLINE FOR RECEIPT OF BIDS/RESPONSES:
11/07/2017 15:00 (MST)

PROCUREMENT OFFICER:
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Description of Procurement:

Only responses submitted **electronically** to <https://azdom.hostams.com/webapp/PRDVSS1X1/AltSelfService> prior to the bid closing date and time outlined in the solicitation will be considered for award. The bid will be listed under "Justice Court Clerks Conference". **Late offers will not be considered.**

For assistance, please contact Vendor Self Service Support Department via phone or email, during regular business hours: 1-602-506-1000 or purchasing@superiorcourt.maricopa.gov.

The Judicial Procurement Code ("The Code") governs this procurement and is incorporated by reference. Any protest concerning this Request for Quotes must be filed with the Procurement Officer. Instructions for protests and claims are available at <http://www.superiorcourt.maricopa.gov/CourtInformation/Purchasing/index.asp>

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

Scope of Work

The Maricopa County Justice Courts seeks a qualified vendor to provide training space for an annual Justice Courts Conference. The conference will last for three (3) consecutive days.

The selected vendor will provide:

- Five (5) classrooms per day
- One (1) large classroom to accommodate up to 250 participants
- Water for participants
- Access to all rooms from a three (3) day period from 7:30 am – 5 pm each day
- Cleaning services of the restrooms throughout the day, at the end of each day and at the conclusion of the program
- Technology enables rooms with projection, video, audio, and internet capabilities (all rooms)
- Tech support for all three days
- Free parking for all staff, instructors, and participants for the duration of the program only

Dates of conference to be determined