
UNIVERSITY CONTRACT AWARD

DATE ISSUED: June 1, 2017

COMMODITY: **Hartford Catering, Lodging and Venue Providers**

CONTRACT#: UC-17-KA012317-8D

FOR: University of Connecticut

Payment Terms: Net 30

TERMS OF CONTRACT:

- A. The University of Connecticut or using agency will issue either an individual purchase order or a blanket purchase order for services.
- B. The term of this contract shall be from July 1, 2017 to June 30, 2020 with options to renew for two (2) additional one (1) year terms.

1 st Extension	7/1/2020 to 6/30/2021
2 nd Extension	7/1/2021 to 6/30/2022

Purchasing Agent:

Kristin Allen

(860) 486-0970

Email: kristin.allen@uconn.edu

Hartford Marriott Downtown Hotel

Services: Catering, Lodging and Venue Usage

200 Columbus Blvd.

Hartford, CT 06103

Contact: Stephanie Simmons

Phone: (860) 760-2236

Email: ssimmons@waterfordhotelgroup.com

Cancellations: The University reserves the right to cancel, add or reschedule dates and times with the applicable notice period described below. The Contractor shall use its best efforts to meet the University's rescheduled dates, if any.

Venue	30 days notice
Catering	72 hours notice
Lodging	7 days notice

Catering prices are per the current published catering menu.

Venue Rates

Conference Room 4 – 30 ppl max Conference Room 5 – 40 ppl max Conference Room 7 – 45 ppl max	\$450 per room
Capital 1, 2 or 3 – each 55 ppl max. Two of these can be combined for 100 ppl max.	\$650 per room; \$1,000 for two sections combined
Marriott Rooms A, B, C, D and E – each 85 ppl max.	\$750 per each room
Capital Ballroom – can accommodate 150 ppl max.	\$1,800 per room
Marriott Ballroom – can accommodate up to 600 ppl max.	\$1,250 for 1/3 of Marriott Ballroom \$2,000 for 2/3 of Marriott Ballroom \$5,000 for entire Marriott Ballroom
<i>Prices are subject to a 22% service charge</i>	

Lodging Rates

Single Room	\$199.00 per night
Double Room	\$199.00 per night
King Room	\$199.00 per night
Check-in: 4:00pm; Check-out 11:00am 15% Sales Occupancy Tax	