



REQUEST FOR QUOTATION

March 21, 2025

RFQ: FY25-RFQ-18 CERRA SC Teacher Forum Conference in Myrtle Beach, SC

REPLY BY: March 31, 2025

REPLY TO: Krista Scherpf  
Procurement Specialist

PHONE NUMBER: 803-323-2143  
EMAIL: [scherpfk@winthrop.edu](mailto:scherpfk@winthrop.edu)

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DELIVERY DESTINATION:  
[scherpfk@winthrop.edu](mailto:scherpfk@winthrop.edu)

INVOICE TO:  
Winthrop University  
Accounts Payable  
125 Tillman Bldg.  
Rock Hill SC 29733  
PAYMENT TERMS: NET 30

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SCOPE OF WORK:

1. Winthrop University is seeking quotes from qualified and experienced companies (individually or collectively, the “Proposer”) interested in providing hotel and conference space for the 2025 CERRA SC Teacher Forum Conference. Details of the requested Work are attached hereto.
2. Bid only as specified. No substitutions will be allowed.
3. Bids/Quotes will be submitted electronically to Krista Scherpf at [scherpfk@winthrop.edu](mailto:scherpfk@winthrop.edu).
4. Questions: Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer by Thursday, March 27, 2025 by 12:00 PM EST. Questions should be submitted via email to [scherpfk@winthrop.edu](mailto:scherpfk@winthrop.edu).
5. Protest: If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the



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date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]

- Hotel/Conference Venue **MUST** be in Myrtle Beach, South Carolina.

### BIDDING PROPOSAL/COST PROPOSAL

Item No.	Description	QTY	UM	Unit Price	Total Price
1	Hotel Room Accommodations for November 11, 2025; single rooms	3	EA		
2	Hotel Room Accommodations for November 12, 2025; single rooms	95	EA		
3	Hotel Room Accommodations for November 13, 2025; single rooms	95	EA		
4	Conference Space in Formal Banquet Hall, November 12-14, 2025; Formal meeting space for approximately 100 people	1	EA		
5	Classroom-style breakout rooms, seating for 30-35 people;	3	EA		



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	November 12-13, 2025				
6	Rectangular table rentals with tablecloth/drape for silent auction, November 11-14, 2025	30	EA		
7	Round table rental with corresponding chairs (for 100 participants), Nov 11-13, 2025	100	Participants		
8	Breakfast buffet for November 13-14, 2025; 100 people	2 (1 per day)	EA		
9	Lunch buffet for November 13, 2025; 100 people	1	EA		
10	Dinner buffet for November 12-13, 2025; 100 people	2 (1 per day)	EA		
11* Preferred Attribute	AV Package Rental: 1 LCD projector and related equipment and cords; podium microphone package with house sound to include microphone, mixer, and house sound system; and 2 wireless microphones.	1	EA		



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12 – Preferred Attribute	*Hotel room accommodations will be beachfront				
Total Price					



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DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PRINTED NAME OF PERSON SUBMITTING QUOTE:

\_\_\_\_\_

SIGNATURE OF PERSON SUBMITTING QUOTE:

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**\*\*Your signature confirms pricing and delivery completion date. Return all pages of this Request for Quote.\*\***