

REQUEST FOR QUOTATION

August 18, 2025

RFQ: FY26-RFQ-01 2026 CERRA South Carolina Teaching Fellows Conference

REPLY BY: August 25, 2025

REPLY TO:

Krista Scherpf
Senior Procurement ManagerPHONE NUMBER: 803-323-2143
EMAIL: scherpfk@winthrop.eduDELIVERY DESTINATION:
scherpfk@winthrop.eduINVOICE TO:
Winthrop University
Accounts Payable
125 Tillman Bldg.
Rock Hill SC 29733
PAYMENT TERMS: NET 30

SCOPE OF WORK:

1. Winthrop University is seeking quotes from qualified and experienced companies (individually or collectively, the "Proposer") interested in providing conference meeting space and catering for the CERRA Annual South Carolina Teaching Fellows Junior Conference in March 2026.
2. Bid only as specified. No substitutions will be allowed.
3. Bids/Quotes will be submitted electronically to Krista Scherpf at 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 **August 23, 2025 by 12:00 PM EST**. Questions must be submitted by email to 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



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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 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]

6. Unit price to be shown for each item/service.
7. Partial bids/quotes will not be accepted on the specified quantity and on the specified dates listed in the schedule.
8. Schedule: event is to be hosted from Thursday, March 26 to Saturday, March 28, 2026 in either Greenville, SC; Columbia, SC; OR Myrtle Beach, SC.

BIDDING PROPOSAL/COST PROPOSAL

Item No.	Description	QTY	U/M	Unit Price	Total Price
1	Room Accommodations, 3/26/2026-3/28/2026, SINGLE ROOM	3	EA		
2	Room Accommodations, 3/27/2026-3/28/2026, SINGLE ROOM	30	EA		
3	Room Accommodations, 3/27/2026-3/28/2026, DOUBLE ROOM with rollaway bed	110	EA		
4	Formal meeting space/ballroom for 230 people	1	EA		



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5	Round table (seats 8)	29	EA		
6	Rectangular table	2	EA		
7	Catering (buffet) for 230 people, dinner on 3/27/2026	1	EA		
8	AV package for use: 1 LCD projector, related equipment/cords, projection screen, and 2 wireless microphones	1	EA		
9	Extra room for storage	1	EA		



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DATE: _____

COMPANY NAME: _____

ADDRESS:

PHONE: _____

EMAIL: _____

PRINTED NAME OF PERSON SUBMITTING QUOTE:

SIGNATURE OF PERSON SUBMITTING QUOTE:

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