State of Utah

GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

Department of Administrative Services

Kimberly K. Hood
Executive Director

Division of Finance

John C. Reidhead, CPA
Director

Invitation to Participate

The State of Utah seeks lodging accommodation arrangements for the State's official travelers including all executive departments, and participating cities, counties and institutions of higher education. This invitation will allow interested hotels, motels and other overnight lodging properties to be placed on a state listing of facilities willing to accept state rates. We believe such a listing will result in a more efficient process for arranging accommodations for the state and also eliminate unnecessary calls to facilities that do not accept state rates. This will be effective starting July 1, 2010.

If your facility will offer rooms and/or meals at or below the State's lodging and meal per diem rates (based on availability) please fill out and return the attached "Vendor Response Form." After we receive your completed form we will add your facility's information to a listing on our web page.

Please send your completed form to:

Kevin Lucus
State Travel Coordinator
DAS/Finance
1170 State Office Building
Salt Lake City, UT 84114
Phone: (801) 538-3357 FAX: (801) 538-3485
E-Mail: klucus@utah.gov
www.finance.utah.gov/travel

Background:
The State of Utah, during fiscal year 2010 (July 1, 2009 - June 30, 2010) booked through our State Travel Office approximately 2,500 room nights within the State. The number of rooms actually booked for state travel is **substantially higher** as individual travelers are allowed to make their own in-state reservations as well. The State of Utah recently completed a rate study which resulted in an increase in the maximum room rate for several cities as well as increases in meal per diem rates. These new rates are effective July 1, 2010, and are listed below.

Contracted Travel Agency:

The State of Utah has a contracted travel agency, currently Christopherson Business Travel, located on-site in the State Office Building. Six agents book all business travel via the Worldspan and Sabre General Distribution Systems (GDS's). The IATA# is 46510763; Pseudo City code is FP9 for Worldspan and 2CXB for Sabre.

State of Utah maximum lodging rates effective July 1, 2010:

Altamont	$70.00
Boulder	$70.00
Bryce	$70.00
Bullfrog	$70.00
Cedar City	$70.00
Delta	$70.00
Fillmore	$70.00
Heber City/Midway	$90.00
Kanab	$75.00
Layton	$70.00
Logan	$75.00
Mexican Hat	$70.00
Moab	$90.00
Nephi	$70.00
Ogden	$70.00
Panguitch	$70.00
Park City	$90.00
Payson	$70.00
Price	$70.00
Provo/Orem/Lehi	$75.00
Metropolitan Salt Lake City (Draper to Centerville), Tooele	$90.00
Springville	$70.00
St George/Washington/Springdale	$70.00
Torrey	$70.00
Tremonton	$70.00
Vernal/Roosevelt	$90.00
All Other Utah Cities	$65.00

Rates listed above are for single occupancy. For double occupancy add $20, for triple occupancy add $40 and for quadruple occupancy add $60.

State of Utah meal per diem rates (for group gatherings, excluding gratuity) effective July 1, 2010:

Breakfast	$9
Lunch	$11

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Dinner	$16
Breaks for Group Gatherings	$4

Vendor Response Form

Name of Hotel/chain: _____
Key person for contact:_____
Address: _____
City, State & Zip: _____
Phone: ( ) _____Fax: ( ) _____
E-Mail address _____
Internet web site: _____
Toll free number: _____

Facility:
Define room type offered:

Standard_____ Standard with kitchenette_____
Suite_____ Furnished Apartment_____
Other_____

How many total rooms does property have?_____
Number of nonsmoking rooms _____
Number of smoking rooms _____

Location:
Give distance in miles to major airport, downtown and one other primary location:

Nearest Airport: _____ distance_____
Downtown: _____ distance_____
Another location: _____ distance_____

Amenities, services and facilities:	Yes	No
1. Sleeping rooms on secure floor	___	___
2. Secure parking	___	___
3. Free parking	___	___
4. Free airport shuttle	___	___
5. Full service restaurant on property	___	___
6. Exercise facility	___	___
7. Business service center on property	___	___
8. Free local calls	___	___
9. Cost free connection to long distance carrier	___	___
10. Car rental agency on property	___	___
11. Will you provide last room availability	___	___
12. Free internet connection	___	___

13. Other features such as cable TV, indoor/outdoor pools A/V costs, Park & Fly policies…..
_____

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_____
_____

14. List ADA approved handicap accessibility features_____
_____

15. Room rate(s) offered:
Single:_____ Double:_____ Triple:_____ Quadruple:_____

16. Rates include a:
___free full breakfast (full menu or buffet with comparable choices w/seating
___free continental breakfast
___no breakfast

Blackout periods (if applicable):
List beginning and ending dates_____
_____
Are there any dates where you are currently sold out? _____
_____

Conference Facilities:

ROOM NAME	DIMENSIONS Length x Width by Feet	THEATHER STYLE CAPACITY	CLASSROOM STYLE CAPACITY	ROUNDS STYLE CAPACITY	OTHER

Signature below verifies Vendor response:

_____ _____
Name of Signatory (printed) Signature

_____ _____
Title Date

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