

May 31, 2018

**UNITED STATES PROBATION OFFICE  
SOUTHERN DISTRICT OF FLORIDA**

**NOTICE**

The United States Probation Office, for the Southern District of Florida is seeking quotes for a hotel to host their Sentencing Guidelines Conference on July 25 and 26, 2018. The hotel shall be responsible for providing the following to include but not limited to: hotel rooms, meeting space, audiovisual needs as well as food and beverage during this conference.

This is a request for **Open Market Pricing**. **A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

Quotes and questions concerning this RFQ must be emailed to:

Melissa Camillo-Castillo, Contracting  
Officer United States District Court  
301 North Miami Avenue, Room 396  
Miami, FL 33128  
Phone: 305-714-1824  
Email: [melissa\\_camillo-castillo@flsd.uscourts.gov](mailto:melissa_camillo-castillo@flsd.uscourts.gov)

If you are interested and would like to receive a copy of the RFQ, please contact the Contracting Officer listed above.

**Question Due Date: June 5, 2018 by 10.00 AM EST**  
**Quote Due Date: June 8, 2018 by 10.00 AM EST.**