

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

**NOTICE**

The United States Probation, for the Southern District of Florida is seeking quotes for a hotel to host their annual district-wide training for approximately 185 attendees. 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 training as described in the attached Statement of Work. The dates of the event are August 29, 30 and 31, 2018

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: March 30, 2018 by 10.00 AM EST**  
**Quote Due Date: April 6, 2018 by 10.00 AM EST.**