# CONTRACT AWARD

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| Date: | April 12, 2018 |
| Contract Number: | B0001529 |
| Procurement Officer:<br>Telephone:<br>E-mail Address: | Robby Murray<br>(316)978-5185<br>robby.murray@wichita.edu |
| **Item:** | **Hotel – Corporate Rates – Topeka Area Only** |
| Department: | Wichita State University<br>1845 Fairmount, Campus Box 23<br>Wichita, KS 67260-0023 |
| Period of Contract: | April 12, 2018 through December 31, 2021<br>Annual renewals with agreement of both parties |
| Hotels: | Homewood Suites/Topeka<br>1519 SW Arrowhead Rd<br>Topeka, KS |
| Rate: | $119.00 plus tax |
| Contact: | Jorge Hernandez<br>Jorge.hernandez@hilton.com<br>PH: (785)861-7840<br>Fax: (785)861-7841 |

## Room Assignments

Room reservations shall be made directly with the hotel by calling them direct. In doing so, please ask your attendees to request the corporate rate for **Wichita State University**. Anyone at the front desk should be able to make your reservation for you.

This contract is for Wichita State University employees traveling to Topeka, Kansas.

Rates quoted are net non-commissionable and exclusive of applicable state and local taxes. As of contract date sales tax rate is 9.15% and the city occupancy tax is 7.0%. There is also a city imposed "tourism district fee" of $1.00 per night.

Rates are non-LRA (Last Room Available) if occupancy exceeds 90% on any given day, the rate may no longer be available for booking on that day.

There are certain "blackout dates", and they are as follows:
The 2nd and 3rd and 4th weekend in March.
The 3rd and 4th weekend in May.

## Cancellation/Performance Policy

Reservations are to be guaranteed for arrival with a valid credit card. If for any reason the party would like to cancel an individual reservation(s) they must do so no later than 24 hours in advance, local hotel time, on or before the guaranteed arrival date of the reservation.