CONTRACT AWARD

Date: April 12, 2018

Contract Number: B0001529

Procurement Officer: Steven W. White
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Item: Hotel – Corporate Rates

Department: Wichita State University
1845 Fairmount, Campus Box 23
Wichita, KS 67260-0023

Period of Contract: April 12, 2018 through December 31, 2018
Annual renewals with agreement of both parties

Hotels:

Hampton Inn/Topeka
1515 SW Arrowhead Rd
Topeka, KS
Rate: $93.00 plus tax
Contact: Maria Hernandez
Maria.hernandez2@hilton.com
PH: (785)228-0111
Fax: (785)228-0112

Homewood Suites/Topeka
1519 SW Arrowhead Rd
Topeka, KS
Rate: $119.00 plus tax
Contact: Jorge Hernandez
Jorge.hernandez@hilton.com
PH: (785)861-7840
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 2\textsuperscript{nd} and 3\textsuperscript{rd} and 4\textsuperscript{th} weekend in March.
The 3\textsuperscript{rd} and 4\textsuperscript{th} 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.