

State of Mississippi – Office of Purchasing and Travel  
2018 – 2019 Lodging Rate Proposal  
(Please print legibly or type)

Hotel Name:			
Hotel Information:	MAGIC Supplier Number:		
	Mailing Address:		
	City:	Zip:	
	County:		
Onsite Hotel Phone and Fax:	Onsite Hotel Phone:		
	Onsite Hotel Fax:		
Onsite Hotel Email and Website:	Email:		
	Website:		
Daily Base Room Rate (Do not include tax):	\$ _____ Single	\$ _____ Double	
In addition to Daily Rates, please list base rates for weekly and monthly if available (Do not include tax) :	\$ _____ Weekly	\$ _____ Monthly	
Have desk clerks and other personnel been informed of the agreed upon rates and policies?	_____ Yes _____ No		
Sleeping Room Door Entrances:	_____ Inside _____ Outside		
Minority Vendor Status:	_____ Yes _____ No		

<u>Rates will be needed Sunday – Thursday.</u> If you will also honor the rates for Friday and Saturday for official state business, please check the line indicating so:	<input type="checkbox"/> Yes, rates are available Sunday – Thursday. <input type="checkbox"/> Yes, rates are available Friday – Saturday. <input type="checkbox"/> No, rates are not available Friday – Saturday	
Rates available to city/county workers, community college employees, school districts and cost reimbursable contractors on official state business?	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>	
Payment options:	<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> Diner's Club <input type="checkbox"/> American Express <input type="checkbox"/> Personal Check <input type="checkbox"/> Other	
	<p style="color: red;">*Please note that the State of MS Visa Travel Card is sales tax exempt within the state of Mississippi. All other fees may be applied.</p>	
Is direct billing available? Note: Individual agencies will be responsible for arrangements.	<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span>	
	<p style="color: red;">*Please note that direct bill is sales tax exempt within the state of MS. All other fees may be applied.</p>	
Check-in/check-out times:	<input type="checkbox"/> Check-in <span style="float: right;"><input type="checkbox"/> Check-out</span>	
Cancellation Policy:	<hr/> <hr/> <hr/>	
Contract Onsite Contact Information for Questions, Disputes, etc.	Contact Name/Position:	Contact Phone:

Print Authorized Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Note: By signing the above, you are indicating your rates will be effective according to the guidelines as set forth in the Proposal Format and Guidelines and Check List Form for Hotel and Motel Services for the period of October 1, 2018, through September 30, 2019. No rate changes will be acceptable during this contract period unless the Federal Register publishes a rate change. In addition, you are indicating that rates will be made available to desk clerks for state employees who request “state rate” to be given these rates.**