



GROUP SALES AGREEMENT

Staybridge Suites Flowood – NW Jackson
2620 Lakeland Drive
Flowood, Mississippi 39232

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between the Staybridge Suites Flowood – NW Jackson and Mississippi Library Commission and outlines specific terms, conditions, and services to be provided.

ORGANIZATION: Mississippi Library Commission

CONTACT:

Name: Jennifer Lena
Phone Number: (601) 432-4042
E-mail Address: jlena@mlc.lib.ms.us

NAME OF EVENT: Librarianship 101

OFFICIAL PROGRAM DATES:

Arrival: 9/25/24
Departure: 9/27/24

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Mississippi Library Commission agrees that it will be responsible for utilizing, room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Room Type	# of Rooms	Group Block Rate
Single Queen Suite	21 -updated to 21 <i>lw</i>	\$107.00

Hotel room rates are subject to applicable state and local taxes in effect at the time of check in.*

*Group is tax exempt

COMMISSION

Group is non-commissionable

METHOD OF RESERVATIONS

Rooming List Reservations must be made by cut-off date – Monday, 9/16/24

GUARANTEED RESERVATIONS

All reservations must be guaranteed with a major credit card or by Mississippi Library Commission. Hotel will not hold any reservations unless secured by one of the above methods. Individual reservations may be cancelled up to 24 hours prior to the date of arrival to avoid no show or cancellation charges. The no-show/cancellation fee is one night's room charge.

Please note a check-in time of 3:00pm and check-out time of 11:00am. For added convenience baggage storage can be arranged at any time for our guests.

CUT-OFF DATE

Reservations must be made received on or before 9/16/2024 (the "Cut-Off Date"). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space--and rate--available basis at the Mississippi Library Commission group rate after this date.

BILLING ARRANGEMENTS

The following billing arrangements apply: Direct Billed to Mississippi Library Commission

CANCELLATION POLICY

Provided that Mississippi Library Commission timely notifies Hotel of the Cancellation, and all individual reservations are cancelled at least 24 hours prior to the date of arrival, Hotel agrees not to seek damages from Mississippi Library Commission relating to the Cancellation.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions including corrective lining out by either Hotel or Mississippi Library Commission will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

MUTUAL INDEMNIFICATION

~~Group agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel Manager, IHG, and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food and the preparation or serving of food to Hotel guests by persons other than Hotel employees.~~ MLC Staybridge Suites JW

Hotel agrees to indemnify, defend and hold harmless the Group, attendees, and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the Group/Event.

IMPOSSIBILITY OF PERFORMANCE

This agreement will terminate without liability to either party if substantial performance of either party's obligation is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion; war, disaster, civil disorder, curtailment of transportation facilities, or any other emergency making it illegal, or otherwise impossible to provide the facilities of the services or to hold the meeting. Any delay in necessary and essential construction or renovation of the Hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general from whatever cause.

ARBITRATION

~~The parties agree that any and all claims, controversies or disputes between the parties which arise out of or relate in any way to this Agreement or a breach hereof and which the parties are unable to resolve informally shall be submitted to binding arbitration in Flowood, to be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association, or such other dispute resolution provider as otherwise agreed to by the parties. The parties expressly agree that this arbitration shall be final and binding on the parties and judgment may be entered upon the award and may be enforced by appropriate judicial action in any state or federal court having jurisdiction thereof. In this connection, the parties hereby submit themselves to the jurisdiction of the State of Mississippi. The parties agree that the arbitrator shall adhere faithfully to the laws of the State of Mississippi and that the arbitrator shall award to the prevailing party in arbitration the reasonable attorney's fees and costs expended in connection with any arbitration conducted under this provision.~~ MLC Staybridge Suites JW

LITIGATION EXPENSES

~~The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.~~ MLC Staybridge Suites JW

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies Mississippi Library Commission at any time prior to Mississippi Library Commission's execution of this document, the outlined format and dates will be held by the Hotel for Mississippi Library Commission on a first-option basis until 9/16/24. If Mississippi Library Commission cannot make a commitment prior to that date, the offer will revert to a second option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Agreement prior to 9/16/24, or upon Hotel's acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon Hotel and Mississippi Library Commission.

Hotel and Mississippi Library Commission have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by:

Name: Jennifer Lena

Signature:

Jennifer Lena
Jennifer Lena (Sep 16, 2024 16:32 CDT)

Date:

Sep 16, 2024

Approved and authorized by Hotel:

Name: Larissa Wilson

Title: Regional Sales and Revenue Manager

Signature:

Larissa Wilson

Date:

9/11/2024






staybridge Librarianship 101

Final Audit Report

2024-09-16

Created:	2024-09-16
By:	Lynn Burris (lburris@mlc.lib.ms.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaEHOBpkD-rSw7TgVXYyF2cO_gT7mjXc2

"staybridge Librarianship 101" History

-  Document created by Lynn Burris (lburris@mlc.lib.ms.us)
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-  Document emailed to Jennifer Lena (jlена@mlc.lib.ms.us) for signature
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-  Email viewed by Jennifer Lena (jlена@mlc.lib.ms.us)
2024-09-16 - 9:32:10 PM GMT
-  Document e-signed by Jennifer Lena (jlена@mlc.lib.ms.us)
Signature Date: 2024-09-16 - 9:32:31 PM GMT - Time Source: server
-  Agreement completed.
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Mississippi Library Commission- Contract Request - FY25 (July 1, 2024 - June 30, 2025)

All initial contract requests and renewals or amendments to contracts must have this form completed.

Date of Request: Thursday, September 19, 2024

Description of Contract:

This contract is to provide overnight lodging for Librarianship 101 attendees the nights of September 25-27, 2024.

Initial Request/Renewing/Amending:

☒ Awarding ☐ Renewing ☐ Amending

Contractor Name: Staybridge Suites Hotel

Contractor Address: 2620 Lakeland Dr., Flowood, MS 39232

Total Contract Award: \$4,494.00

Period of Services

Start: Wednesday, September 25, 2024

to End: Friday, September 27, 2024

Purpose (attach a detailed scope of work if initial request; if renewal or amending include justification and any cost increases or changes to original scope of work):

Staybridge suites will provide overnight lodgings for those attending the Librarianship 101 Institute from September 25-27, 2024 with tax exemption applied. MLC will notify Staybridge Suites of finalized name and room list and number of required rooms by September 16, 2024.

Analysis Describing Award, Renewal, or Amendment of Contract (include specifications, quotes, and/or scoring criteria if applicable)

This is a hotel able to offer a large number of rooms for us at a government rate, conveniently located within a 10-minute drive from the Mississippi Library Commission. We have used them for the past three years and were provided quality service.

Type of Contract:

☐ Sole Source ☐ Emergency ☐ Competitive ☒ Other

If selecting "other," provide detailed explanation:

Below statutory threshold

Requested by: Sharon Davis, Library Development Director

Deputy Director Approval: Jennifer Lena

Administrative Services Approval: Lynea Davis

Executive Director Approval (if applicable):

Contracts over \$10,000 require Executive Director's Signature

Approval of this agreement is only the initial step in the contract process. In order to establish a valid contract, a formal agreement will be developed by Business Services and the agreement will be signed by the Contractor and the Mississippi Library Commission.









FY2025 Contract Request - Staybridges Suites

Final Audit Report

2024-09-17

Created:	2024-09-17
By:	Bobbie Green (bgreen@mlc.lib.ms.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAACMm5v4MRBRxMDU0DxwX8Hrf5yzaQ-KcN

"FY2025 Contract Request - Staybridges Suites" History

-  Document created by Bobbie Green (bgreen@mlc.lib.ms.us)
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-  Document emailed to Jennifer Lena (jlina@mlc.lib.ms.us) for signature
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-  Email viewed by Jennifer Lena (jlina@mlc.lib.ms.us)
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-  Document emailed to Lynn Burris (lburris@mlc.lib.ms.us) for signature
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-  Document e-signed by Lynn Burris (lburris@mlc.lib.ms.us)
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-  Agreement completed.
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