
TULSA COUNTY

PURCHASING
DEPARTMENT

MEMO

DATE: March 6, 2019

FROM: Megan Blackford
Assistant Purchasing Director



TO: Board of County Commissioners

SUBJECT: Agreement- Hyatt Regency Tulsa

Submitted for your approval and execution is the attached Preferred Rate Agreement between the Board of County Commissioners and Hyatt Regency Tulsa for Tulsa County's negotiated rate regarding hotel reservations. These rates are guaranteed from January 1, 2019 through December 31, 2019.

Respectfully submitted for your approval and execution.

MLB / arh

ORIGINAL: Michael Willis, County Clerk, for the March 11, 2019 agenda.



Hyatt Regency Tulsa
100 East 2nd Street
Tulsa, OK 74103
918-582-9000
www.tulsa.hyatt.com

2019 Preferred Rate Agreement

February 28, 2019

Megan Blackford
Tulsa County
500 S. Denver Ave.
Tulsa, OK 74103
mblackford@tulsacounty.org

Dear Megan,

Thank you for choosing the Hyatt Regency Tulsa Hotel as your 2019 preferred hotel. We are excited about the opportunity to work with **Tulsa County**. Below you will find the details of the agreement.

Dates: January 1, 2019 – December 31, 2019

Rates: \$94.00 per room night or Current Government Per Diem – single/double occupancy
Non – Commissionable / NLRA

**** Rate includes complimentary internet access in guestrooms**

**** Rates do not include 13.5172% Tax****

Reservations: When making reservations please make sure to ask for **Tulsa County** the negotiated rate. Individual reservations can be made by calling the hotel direct at **918-234-1234** or **888-591-1234**. In order for your travel agency / travelers to book reservations through the Global Distribution System, we will require the following information.

- IATA #
- Pseudo City Codes
- GDS System
- Rate Access Code

Reservations must be guaranteed by credit card, direct bill or advanced deposit.

Groups and Conferences: Due to the difference in nature of individual and group bookings, we are unable to guarantee that the negotiated rate will be offered for groups of **10** or more rooms or convention attendees. Groups of **10** or more will be negotiated on a case by case basis.

Parking: \$20.00 (valet)/ \$12.00 (self-parking) per vehicle in the attached parking garage.

Cancellation / Guarantee: All reservations can be guaranteed for late arrival by credit card or advanced deposit. In the event that a guaranteed reservation no shows, the guest will be charged the appropriate first nights room and tax charges against the form of guarantee. All guests have until **6:00 PM day of arrival** to cancel their reservation. If the reservation is cancelled please retain the cancellation number.

Payment Procedures: All guestroom charges including room, tax and incidentals will be the responsibility of the individual guest. If a traveler does not have a credit card, a cash deposit with photo ID will be required upon check-in at the front desk.

Thank you for considering the **Hyatt Regency Tulsa**, as your 2019 preferred hotel. We look forward to a long lasting relationship with **Tulsa County**. If the above meets your understanding and approval please sign below and return by mail or fax **918-560-2232** by **March 11, 2019**. Should you have questions please give me a call at **918-560-2207**.

Tulsa County Board of County Commissioners

Karen Keith, Chairman

Date:

HYATT REGENCY TULSA

Tonya Jimenez

Date:

Approved as to form:

Nolan M. Fields IV

Asst. Dist. Attorney

3-6-19