**Attachment 5**

**Submission Form for**

**Technical & Cost Proposal**

**(Full Service)**

1. Proposer’s name, address, telephone and fax numbers, email and federal tax identification number.

|  |  |
| --- | --- |
| Firm (Legal Name): |  |
| Address: |  |
| Address Line 2: |  |
| City, State, Zip Code |  |
| Contact: |  |
| Title: |  |
| Phone Number: |  |
| Email Address: |  |
| Federal Tax ID Number: |  |
| Web Site: |  |
| Hotel Check-in and Check-out Time |  |
| Guest Room Reservation Individual Cancellation Policy |  |

|  |  |  |
| --- | --- | --- |
| **Billing** | **Yes** | **No** |
| Does the property accept direct billing (master account)? |  |  |

|  |  |  |
| --- | --- | --- |
| **Incidentals** | **Daily Amount** | **Total** |
| What is the amount held for incidentals upon check-in |  |  |

1. Estimated Meeting and Function Room Block:

Propose Meeting and Function Rooms schedule, including the date, time, and a description of the set is detailed below. Please add the Function room name, square footage, noting dimensions, any odd shapes, angles, pillars and other salient characteristics). Enter “n/a” for any items that are not applicable.

| **Date(s)** | **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- | --- |
| **Week 1 & Week 2 – Office (1st Friday-3rd Friday)** | | | | | |
| Dates 1-15 (1st Friday-3rd Friday) | 11:00am-24-hour hold | Office | Conference table for 6, 6 6’ tables for storage | 6 |  |
| **Week 1 & Week 2 – AV Storage (1st Sunday-3rd Friday)** | | | | | |
| Dates 3-15 (1st Sunday-3rd Friday) | 6:00am-24-hour hold | AV Storage | 5 6’ tables & 2 chairs | 2 |  |
| **Week 1 & Week 2 – Faculty Room (1st Saturday-2nd Friday AND 2nd Monday-3rd Friday)** | | | | | |
| Dates 2-8 (1st Satruday-2st Friday) & Date 11-15 (2nd Monday-3rd Friday) | 9:00am-24-hour hold | Faculty Room | Hollow Square | 18 |  |
| **Week 1 – Meetings (Sunday-Friday)** | | | | | |
| Date 3 (Sunday) | 6:00am-5:00pm | Registration | L-Shape with 2 chairs | Flow |  |
| Dates 3-8 (Sunday-Friday) | 6:00am-24-hour hold  Released at 7:00pm on last day | General Session | 12 Conference Pods for 9, stage with head table for 3, Podium | 108 |  |
| Dates 3-8 (Sunday-Friday) | 6:00am-24-hour hold  Released at 4:00pm on last day | Breakout #1 (can use ½ the General Session) | 6 Conference pods of 9 | 54 |  |
| Dates 3-8 (Sunday-Friday) | 6:00am-24-hour hold Released at 4:00pm on last day | Breakout #2 | Crescent Rounds | 54 |  |
| Dates 3-8 (Sunday-Friday) | 6:00am-24-hour hold  Released at 4:00pm on last day | Breakouts #3 | Crescent Rounds | 45 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #4 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #5 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #6 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #7 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #8 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #9 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-2-4hour hold  Released at 7:00pm on last day | Breakouts #10 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #11 | Conference | 9 |  |
| Dates 3-7 (Sunday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakouts #12 | Conference | 9 |  |
| Dates 4-8 (Monday-Friday) | 6:30-8:00am | Breakfast | Rounds | 117 |  |
| Date 3-4 (Sunday & Monday) | 8:00am-2:00pm | Lunch with Speaker in Meeting Room | Rounds of 9 | 125 |  |
| Dates 5-7 (Monday-Thursday) | 11:45am-1:15pm | Lunch | Rounds | 117 |  |
| **Week 2 – Meetings (2nd Monday-3rd Friday)** | | | | | |
| Dates 11-15 (Monday-Friday) | 6am-24-hour hold  Released at 7:00pm on last day | General Session | 12 Rounds of 9, stage with head table for 3, Podium | 117 |  |
| Dates 11-15 (Monday-Friday) | 6:00am-24-hour hold  Released at 6:00pm on last day | Breakout #1 | Crescent Rounds | 60 |  |
| Dates 11-15 (Monday-Friday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #2 | Crescent Rounds | 40 |  |
| Dates 11-14 (Monday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #3 | Crescent Rounds | 50 |  |
| Dates 11-14 (Monday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #4 | Crescent Rounds | 30 |  |
| Dates 11-14 (Monday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #5 | Conference | 30 |  |
| Dates 11-14 (Monday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #6 | Conference | 9 |  |
| Dates 11-14 (Monday-Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #7 | Conference | 9 |  |
| Dates 11-14 (Monday- Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #8 | Conference | 9 |  |
| Dates 11-14 (Monday- Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #9 | Conference | 9 |  |
| Dates 11-14 (Monday- Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #10 | Conference | 9 |  |
| Dates 11-14 (Monday- Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #11 | Conference | 9 |  |
| Dates 11-14 (Monday- Thursday) | 6:00am-24-hour hold  Released at 7:00pm on last day | Breakout #12 | Conference | 9 |  |
| Dates 11 (Monday | 8:00am-2:00pm | Lunch with Speaker in Meeting Room | Rounds of 9 | 125 |  |
| Dates 12-15 (Tuesday-Friday) | 6:30-8:00am | Breakfast | Rounds | 117 |  |
| Dates 12-14 (Tuesday-Thursday | 11:45am-1:15pm | Lunch | Rounds | 117 |  |
| Dates 14 (Thursday) | 12:00-10:00pm | Dinner with Speaker in Meeting Room | Rounds of 9 | 117 |  |

Are Meeting and Function Rooms compliant with American Disabilities Act (ADA)?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Can the Program use its own audio-visual equipment at no additional charge?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Please include an audio-visual price list sheet with this proposal for the Program.

1. Propose Meeting and Function Room Rates. Please note the maximum Meeting Room Rental as indicated on the RFP in Section 2. **NOT TO EXCEED $10,000**

| Based Upon Percentage of Block | Inclusive Meeting Room Rental Rates |
| --- | --- |
| If the total sleeping rooms occupied equals 80-100% of the total sleeping rooms blocked. |  |
| If the total sleeping rooms occupied equals 70–79% of the total sleeping rooms blocked. |  |
| If the total sleeping rooms occupied equals 60–69% of the total sleeping rooms blocked. |  |
| If the total sleeping rooms occupied equals 59% or less of the total sleeping rooms blocked. |  |

1. Propose Termination Fee and corresponding Effective Deadline Date. Please note the maximum Termination Fee as indicated on the RFP in Section 2: **NOT TO EXCEED $25,000**

| Item Number | Termination | Effective Deadline Date | Inclusive Termination Fees |
| --- | --- | --- | --- |
| a. | Effective on or before: |  |  |
| b. | Effective on or before: |  |  |
| c. | Effective on or before: |  |  |
| d. | Effective on or after: |  |  |

1. Propose Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing.

\*\* Price not to exceed inclusive cost for each meal: Breakfast-$25; Lunch or Dinner-$40, AM Coffee Service-$8 \*\*

\*\*Menu should vary each week since we have the same audience both weeks.

Breakfast preferences to be included: Buffet with hot items including an egg dish, oatmeal, meat, pastries, juice, coffee, etc.

Lunch/Dinner preferences to be included: Buffet with 2-3 entrée options, sides & dessert. No setup/teardown fees.

| Type of Group Meal | Food and Beverage  Sample Menu | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Date 3 (Sunday)** | | | |
| Lunch Buffet (meeting room with speaker) |  | 117 |  |
| **Date 4 (Monday)** | | | |
| Breakfast Buffet |  | 117 |  |
| AM Coffee Service |  | 117 |  |
| Lunch Buffet (meeting room with speaker) |  | 125 |  |
| **Date 5 (Tuesday)** | | | |
| Breakfast Buffet |  | 117 |  |
| AM Coffee Service |  | 117 |  |
| Lunch Buffet |  | 117 |  |
| **Date 6 (Wednesday)** | | | |
| Breakfast Buffet |  | 117 |  |
| AM Coffee Service |  | 117 |  |
| Lunch Buffet |  | 117 |  |
| **Date 7 (Thursday)** | | | |
| Breakfast Buffet |  | 117 |  |
| AM Coffee Service |  | 117 |  |
| Lunch |  | 117 |  |
| **Date 8 (Friday)** | | | |
| Breakfast Buffet |  | 117 |  |
| AM Coffee Service |  | 117 |  |
| **Date 11 (Monday)** | | | |
| Lunch Buffet (meeting room with speaker) |  | 125 |  |
| **Date 12 (Tuesday)** | | | |
| Breakfast Buffet |  | 120 |  |
| AM Coffee Service |  | 120 |  |
| Lunch Buffet |  | 120 |  |
| **Date 13 (Wednesday) – Off property after Breakfast** | | | |
| Breakfast Buffet |  | 120 |  |
| **Date 14 (Thursday)** | | | |
| Breakfast Buffet |  | 120 |  |
| AM Coffee Service |  | 120 |  |
| Lunch Buffet |  | 120 |  |
| Dinner Buffet (meeting room with speaker) |  | 117 |  |
| **Date 15 (Friday)** | | | |
| Breakfast Buffet |  | 120 |  |
| AM Coffee Service |  | 117 |  |

1. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable.

| Date | Type of Sleeping Room | Estimated Number of Sleeping Rooms | **Confirm number of rooms able to provide** | **Confirm daily room rate** (w/o taxes & surcharges) | **Confirm daily individual room rate w/ surcharges and/or tax (if applicable** |
| --- | --- | --- | --- | --- | --- |
| Date 2  Saturday | Single | 15 |  |  |  |
| Date 3 Sunday | Single Occupancy | 120 |  |  |  |
| Date 4 Monday | Single Occupancy | 120 |  |  |  |
| Date 5  Tuesday | Single Occupancy | 120 |  |  |  |
| Date 6  Wednesday | Single Occupancy | 120 |  |  |  |
| Date 7  Thursday | Single Occupancy | 120 |  |  |  |
| Date 8  Friday | Single Occupancy | 5 |  |  |  |
| Date 9 Saturday | Single Occupancy | 5 |  |  |  |
| Date 10  Sunday | Single Occupancy | 5 |  |  |  |
| Date 11  Monday | Single Occupancy | 130 |  |  |  |
| Date 12  Tuesday | Single Occupancy | 130 |  |  |  |
| Date 13  Wednesday | Single Occupancy | 130 |  |  |  |
| Date 14  Thursday | Single Occupancy | 130 |  |  |  |
| Date 15  Friday | Check-out | Check out |  |  |  |
|  |  | 1135 |  |  |  |

Are Sleeping rooms compliant with American Disabilities Act (ADA)?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Propose the cut-off date for reservations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Check either “yes” or “no” beside each of the items listed below. If applicable, propose the rate(s) for tax and/or surcharge below:

| Item Number | Type | Yes | No | Percentage  Rate | Dollar Amount |
| --- | --- | --- | --- | --- | --- |
| a. | Hotel/motel transient occupancy tax waiver (exemption certificate for state agencies) |  |  |  |  |
| b. | Occupancy Tax rate: |  |  |  | $ |
| c. | Tourism, State Tax or Surcharge: |  |  |  | $ |
| d. | Tourism, State Tax or Surcharge: |  |  |  | $ |

1. Propose Parking price schedule, number of parking passes, discounted passes and parking rate inclusive of any service charges, gratuity, and/or sales tax. Enter “n/a” for any items that are not applicable.

| Parking Rate | Number of Complimentary parking | Valet Parking Rate | Self-Parking Rate | Oversize vehicles/SUV | In/Out Privileges |
| --- | --- | --- | --- | --- | --- |
| Complimentary parking |  |  |  |  |  |
| Discounted Parking Group Rate |  |  |  |  |  |
| Normal Hotel Parking Rate |  |  |  |  |  |

1. Propose High speed internet connection pricing.

* What are the daily charges for computer connection for individual guests? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What are the daily charges for an individual computer connected to the Internet in meeting rooms? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What are the charges for all attendees for the duration of the program? \_\_\_\_\_\_\_\_\_\_\_\_\_

(Please propose the lowest package rate possible)

1. Other Program Needs (identify if included in other proposed pricing):

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | Complimentary house phone in office |  |  |
| 2. | (10) Complimentary easels |  |  |
| 3. | (6) Complimentary Wireless Internet for Registration and Offices |  |  |
| 4. | Staff Office and AV storage area on total lock out – complimentary lock out with 6 keys. |  |  |
| 5. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 6. | 1 complimentary suite upgrade-Dates 2-8 & Dates 11-15 |  |  |
| 7. | Dean Suite held complimentary over weekend, Dates 8-11 (if available) |  |  |
| 8. | 1 complimentary suite upgrade-Dates 2-8 & Dates 11-15 |  |  |
| 9. | Complimentary or discounted parking for group |  |  |
| 10. | Complimentary Wireless Internet for attendees throughout hotel |  |  |
|  | **Additional concessions:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Propose options for transportation to the hotel on public transportation

Discuss the various means of transportation to local airports.

Discuss the approximate distance from major freeways.

|  |
| --- |
|  |
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|  |

**OFFER PERIOD**

A Proposer's submission is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this ninety (90) day period, the Judicial Council of California reserves the right to negotiate extensions to this period.

**L. Signature (must be completed by proposer):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_. | | | |
| By: |  |  |  |
|  | Signature |  | Print Name |
| Title: |  |  |  |