**Attachment 5**

**Submission Form for**

**Technical & Cost Proposal**

**(Room Block)**

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 Cancellation Policy |  |

|  |  |  |
| --- | --- | --- |
| Please indicate which date(s) you are offering for theprogram | | |
| **Dates** | **Yes** | **No** |
| **Fall 2025 dates (*order preference*)** | | |
| 1st Choice: October 12-24, 2025 |  |  |
| 2nd Choice: October 5-17, 2025 |  |  |
| ~~2~~~~nd~~ 3rd Choice: October 19-31, 2025 |  |  |
| **Summer 2026 dates (*no order preference*)** | | |
| July 10-24, 2026 |  |  |
| July 17-31, 2026 |  |  |
| July 24-August 7, 2026 |  |  |

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

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

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. ***Include floor plan and capacity chart.***

**October 2025**

| **Date(s)** | **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- | --- |
| Dates 1-15 | 1:00pm-24-hour hold | Staff Office | 5 6’ tables with 1 chair, 5 6’ tables for materials | 6 |  |
| Dates 3-15 | 6:00am-24-hour hold | AV Storage | 6’ tables for 2 | 2 |  |
| Dates 3-8 & 11-15 | 9:00am-24-hour hold | Faculty Room | Hollow Square | 20 |  |
| **Week 1 - Meetings** | | | | | |
| Dates 3-8 | 6:00am-24-hour hold | General Session | 15 Conference Pods for 9, stage with head table for 3, Podium | 137 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #1 (can use ½ the General Session) | 8 Conference pods of 9 | 72 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #2 | 7 Conference pods of 9 | 54 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #3 | 5 Conference pods of 9 | 45 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #4 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #5 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #6 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #7 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #8 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #9 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #10 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #11 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #12 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #13 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #14 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #15 | Conference | 9 |  |
| Dates 4-8 | 7:30-8:30am | Breakfast (indoor/outdoor space) | Rounds | 145 |  |
| Date 3 & 4 | 8:00am-2:00pm | Lunch with Speaker | Rounds of 9 | 155 |  |
| Dates 5-8 | 11:45am-1:15pm | Lunch (indoor/outdoor space) | Rounds | 145 |  |
| **Week 2 - Meetings** | | | | | |
| Dates 10-15 | 6am-24-hour hold | General Session | Rounds of 5-8, stage with head table for 3, Podium | 135 |  |
| Dates 10-15 | 6:00am-24-hour hold | Breakout #1 (can use ½ the General Session) | Crescent Rounds | 72 |  |
| Dates 11-15 | 6:00am-24-hour hold | Breakout #2 | Crescent Rounds | 65 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #3 | Crescent Rounds | 45 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #4 | Crescent Rounds | 30 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #5 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #6 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #7 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #8 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #9 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #10 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #11 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #12 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #13 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #14 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #15 | Conference | 9 |  |
| Dates 11 | 8:00am-2:00pm | Lunch with Speaker (can use ½ the General Session) | Rounds of 9 | 155 |  |
| Dates 12-15 | 7:30-8:30am | Breakfast (indoor/outdoor space) | Rounds | 155 |  |
| Dates 12-14 | 11:45am-1:15pm | Lunch (indoor/outdoor space) | Rounds | 155 |  |
| Dates 14 | 12:00-8:30pm | Dinner with Speaker | Rounds of 9 | 137 |  |

**Summer 2026**

| **Date(s)** | **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- | --- |
| Dates 1-15 | 1:00pm-24-hour hold | Staff Office | 5 6’ tables with 1 chair, 5 6’ tables for materials | 6 |  |
| Dates 3-15 | 6:00am-24-hour hold | AV Storage | 6’ tables for 2 | 2 |  |
| Dates 3-8 & 11-15 | 9:00am-24-hour hold | Faculty Room | Hollow Square | 20 |  |
| **Week 1 - Meetings** | | | | | |
| Dates 3-8 | 6:00am-24-hour hold | General Session | 15 Conference Pods for 9, stage with head table for 3, Podium | 137 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #1 (can use ½ the General Session) | 8 Conference pods of 9 | 72 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #2 | 7 Conference pods of 9 | 54 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #3 | 5 Conference pods of 9 | 45 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #4 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #5 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #6 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #7 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #8 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #9 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #10 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #11 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #12 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #13 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #14 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #15 | Conference | 9 |  |
| Dates 4-8 | 7:30-8:30am | Breakfast (indoor/outdoor space) | Rounds | 145 |  |
| Date 3 & 4 | 8:00am-2:00pm | Lunch with Speaker | Rounds of 9 | 155 |  |
| Dates 5-8 | 11:45am-1:15pm | Lunch (indoor/outdoor space) | Rounds | 145 |  |
| **Week 2 - Meetings** | | | | | |
| Dates 10-15 | 6am-24-hour hold | General Session | Rounds of 5-8, stage with head table for 3, Podium | 135 |  |
| Dates 10-15 | 6:00am-24-hour hold | Breakout #1 (can use ½ the General Session) | Crescent Rounds | 72 |  |
| Dates 11-15 | 6:00am-24-hour hold | Breakout #2 | Crescent Rounds | 65 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #3 | Crescent Rounds | 45 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #4 | Crescent Rounds | 30 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #5 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #6 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #7 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #8 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #9 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #10 | Conference | 9 |  |
| Dates 11-14 | 6:00am-24-hour hold | Breakout #11 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #12 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #13 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #14 | Conference | 9 |  |
| Dates 3-8 | 6:00am-24-hour hold | Breakout #15 | Conference | 9 |  |
| Dates 11 | 8:00am-2:00pm | Lunch with Speaker (can use ½ the General Session) | Rounds of 9 | 155 |  |
| Dates 12-15 | 7:30-8:30am | Breakfast (indoor/outdoor space) | Rounds | 155 |  |
| Dates 12-14 | 11:45am-1:15pm | Lunch (indoor/outdoor space) | Rounds | 155 |  |
| Dates 14 | 12:00-8:30pm | Dinner with Speaker | Rounds of 9 | 137 |  |

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 |  |

* ***Include an audio-visual price list sheet with this proposal for the Program.***
* ***Include floor plan and capacity charts.***

1. Propose Meeting and Function Room Rates. Please note the Judicial Council’s maximum meeting room rental as indicated on the RFP in Section 2.

**October 2025**

| 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. | Complimentary if possible |
| 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. |  |

**Summer 2026**

| 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. | Complimentary if possible |
| 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 Judicial Council’s maximum termination fee as indicated on the RFP in Section 2.

**October 2025**

| 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: |  |  |

**Summer 2026**

| 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. Please note the Judicial Council’s maximum food and beverage unit rates for group meals, *inclusive of tax and gratuity,* as indicated on the RFP in Section 2. No setup/teardown fees.

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

**Lunch/Dinner preferences to be included**: Buffet with 1-2 entrée options.

**October 2025**

| Type of Group Meal | Food and Beverage  **Detailed menu required** | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Date 3** | | | |
| Lunch Buffet |  | 145 |  |
| **Date 4** | | | |
| Breakfast Buffet |  | 145 |  |
| AM Coffee Service |  | 145 |  |
| Lunch Buffet (meeting room with speaker) |  | 145 |  |
| **Date 5** | | | |
| Breakfast Buffet |  | 145 |  |
| AM Coffee Service |  | 145 |  |
| Lunch Buffet |  | 145 |  |
| **Date 6** | | | |
| Breakfast Buffet |  | 156 |  |
| AM Coffee Service |  | 156 |  |
| Lunch Buffet |  | 156 |  |
| **Date 7** | | | |
| Breakfast Buffet |  | 149 |  |
| AM Coffee Service |  | 149 |  |
| Lunch |  | 149 |  |
| **Date 8** | | | |
| Breakfast Buffet |  | 144 |  |
| AM Coffee Service |  | 144 |  |
| **Date 11** | | | |
| Lunch Buffet (meeting room with speaker) |  | 148 |  |
| **Date 12** | | | |
| Breakfast Buffet |  | 149 |  |
| AM Coffee Service |  | 149 |  |
| Lunch Buffet |  | 149 |  |
| **Date 13** | | | |
| Breakfast Buffet (include a box breakfast option as well with the price for each) |  | 141 |  |
| **Date 14** | | | |
| Breakfast Buffet |  | 157 |  |
| AM Coffee Service |  | 155 |  |
| Lunch Buffet |  | 157 |  |
| Dinner Buffet (meeting room with speaker) |  | 138 |  |
| **Date 15** | | | |
| Breakfast Buffet |  | 146 |  |
| AM Coffee Service |  | 146 |  |

**Summer 2026**

| Type of Group Meal | Food and Beverage  **Detailed menu required** | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Date 3** | | | |
| Lunch Buffet |  | 145 |  |
| **Date 4** | | | |
| Breakfast Buffet |  | 145 |  |
| AM Coffee Service |  | 145 |  |
| Lunch Buffet (meeting room with speaker) |  | 145 |  |
| **Date 5** | | | |
| Breakfast Buffet |  | 145 |  |
| AM Coffee Service |  | 145 |  |
| Lunch Buffet |  | 145 |  |
| **Date 6** | | | |
| Breakfast Buffet |  | 156 |  |
| AM Coffee Service |  | 156 |  |
| Lunch Buffet |  | 156 |  |
| **Date 7** | | | |
| Breakfast Buffet |  | 149 |  |
| AM Coffee Service |  | 149 |  |
| Lunch |  | 149 |  |
| **Date 8** | | | |
| Breakfast Buffet |  | 144 |  |
| AM Coffee Service |  | 144 |  |
| **Date 11** | | | |
| Lunch Buffet (meeting room with speaker) |  | 148 |  |
| **Date 12** | | | |
| Breakfast Buffet |  | 149 |  |
| AM Coffee Service |  | 149 |  |
| Lunch Buffet |  | 149 |  |
| **Date 13** | | | |
| Breakfast Buffet (include a box breakfast option as well with the price for each) |  | 141 |  |
| **Date 14** | | | |
| Breakfast Buffet |  | 157 |  |
| AM Coffee Service |  | 155 |  |
| Lunch Buffet |  | 157 |  |
| Dinner Buffet (meeting room with speaker) |  | 138 |  |
| **Date 15** | | | |
| Breakfast Buffet |  | 146 |  |
| AM Coffee Service |  | 146 |  |

1. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable. Please note the Judicial Council’s maximum sleeping room unit rate as indicated on the RFP in Section 2. Maximum Rates and Fees. Preference will be given for costs proposed within the maximum rates and fees established by the Judicial Council of California, as set forth below. However please submit hotel’s best available rate if the county maximum listed below cannot be accommodated.

**October 2025**

| 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** |
| --- | --- | --- | --- | --- | --- |
| Saturday, Date 2 (Southern CA only) | Single Occupancy | 10 |  |  |  |
| Sunday,  Date 3 | Single Occupancy | 145 |  |  |  |
| Monday,  Date 4 | Single Occupancy | 145 |  |  |  |
| Tuesday, Date 5 | Single Occupancy | 145 |  |  |  |
| Wednesday, Date 6 | Single Occupancy | 145 |  |  |  |
| Thursday, Date 7 | Single Occupancy | 145 |  |  |  |
| Friday,  Date 8 | Single Occupancy | 5 |  |  |  |
| Saturday, Date 9 | Single Occupancy | 5 |  |  |  |
| Sunday,  Date 10 | Single Occupancy | 15 |  |  |  |
| Monday,  Date 11 | Single Occupancy | 151 |  |  |  |
| Tuesday, Date 12 | Single Occupancy | 141 |  |  |  |
| Wednesday, Date 13 | Single Occupancy | 156 |  |  |  |
| Thursday, Date 14 | Single Occupancy | 145 |  |  |  |
| Friday,  Date 15 | Check-out | Check out |  |  |  |
|  |  | 1353 |  |  |  |

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

**Summer 2026**

| 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** |
| --- | --- | --- | --- | --- | --- |
| Saturday, Date 2 (Southern CA only) | Single Occupancy | 10 |  |  |  |
| Sunday,  Date 3 | Single Occupancy | 145 |  |  |  |
| Monday,  Date 4 | Single Occupancy | 145 |  |  |  |
| Tuesday, Date 5 | Single Occupancy | 145 |  |  |  |
| Wednesday, Date 6 | Single Occupancy | 145 |  |  |  |
| Thursday, Date 7 | Single Occupancy | 145 |  |  |  |
| Friday,  Date 8 | Single Occupancy | 5 |  |  |  |
| Saturday, Date 9 | Single Occupancy | 5 |  |  |  |
| Sunday,  Date 10 | Single Occupancy | 15 |  |  |  |
| Monday,  Date 11 | Single Occupancy | 151 |  |  |  |
| Tuesday, Date 12 | Single Occupancy | 141 |  |  |  |
| Wednesday, Date 13 | Single Occupancy | 156 |  |  |  |
| Thursday, Date 14 | Single Occupancy | 145 |  |  |  |
| Friday,  Date 15 | Check-out | Check out |  |  |  |
|  |  | 1353 |  |  |  |

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

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

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

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: |  |  |  | $ (October 2025)  $ (Summer 2026) |
| c. | Tourism, State Tax or Surcharge: |  |  |  | $ (October 2025)  $ (Summer 2026) |
| d. | Tourism, State Tax or Surcharge: |  |  |  | $ (October 2025)  $ (Summer 2026) |

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 internet in individual guest rooms? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What are the daily charges for an individual computer connected to the internet in meeting space? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are there additional charges for multiple computers connected to the internet in meeting rooms where the client provides the necessary networking hardware? Yes ⬜ No ⬜ . If yes, how much per day? ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 Registration area telephone |  |  |
| 2. | 10 Complimentary easels |  |  |
| 3. | Staff Office and AV storage area on total lock out – complimentary lock out and 8 keys for staff |  |  |
| 4. | Waive Urban or Resort Fee for group |  |  |
| 5. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 6. | 10 Complimentary Wireless Internet for Registration and Offices |  |  |
| 7. | Complimentary risers and podiums |  |  |
| 8. | Complimentary basic Wireless Internet in the meeting space for the group |  |  |
| 9. | Complimentary basic Wireless Internet in the guest rooms |  |  |
| 10. | 2 complimentary suite upgrades each program date |  |  |
| 11. | 3-week cut-off |  |  |
| 12. | Complimentary or discounted parking for the group |  |  |
| 13. | 10 Complimentary parking for staff |  |  |
|  | **Additional concessions:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

Discuss the various means of transportation to local airports.

Discuss if the hotel offers a complimentary airport shuttle.

Discuss the approximate distance from major freeways.

|  |
| --- |
|  |
|  |
|  |

**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: |  |  |  |