

**Attachment 6
 Submission Form for
 Cost Proposal
 (Full Service)**

- A. Proposer's name, address, telephone and fax numbers, email and federal tax identification number.

Firm (Legal Name):	
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- B. Propose Meeting and Function Room Rates. Please note the maximum Meeting Room Rental as indicated on the RFP in Section 2.

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 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.	

- C. Propose Termination Fee and corresponding Effective Deadline Date. Please note the maximum Termination Fee as indicated on the RFP in Section 2:

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:		

D. 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.	Tax rate:				
c.	Surcharge:				

E. Propose Sleeping Rooms schedule, including sleeping room unit rate(s), tax and/or surcharge, if applicable, extended price(s), and total. Propose schedule based upon the Allowable Unit Price(s) Reimbursable by the State, as indicated on the RFP in Section 2.

Date	Type of Sleeping Room	Estimated Number of Sleeping Rooms	Sleeping Room Unit Rate
Tuesday, March 27th or Wednesday, April 4th	Single/Double Occupancy	7	
Wednesday, March 28th or Thursday, April 5th	Single/Double Occupancy	195	
Thursday, March 29th or Friday, April 6th	Single/ Double Occupancy	3	
		205	

F. Propose Food and Beverage schedule, including food and beverage rate(s) inclusive of any service charges, gratuity, and/or sales tax. Propose schedule based upon the Allowable Maximum Unit Price(s) Reimbursable by the State, set forth in on the RFP in Section 2.

Type of Group Meal	Estimated Number of Meals	Inclusive Price per person
Day #2: Wednesday, March 28th or Thursday, April 5th		
Lunch	250	
PM Break	250	
Thursday, March 29th or Friday, April 6th		
Breakfast Buffet	250	
AM Break	250	

Type of Group Meal	Estimated Number of Meals	Inclusive Price per person
Lunch	250	

G. 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. Propose schedule based upon the Program’s dates as set forth in Section II, of RFP

	Estimated Number of Parking Passes	Parking Rate
Complimentary Parking Passes		
Discounted Parking Rate		
Normal Parking Rate		

H. Propose High speed internet connection pricing.

- What are the daily charges for an individual computer connected to the Internet in meeting rooms? _____
- Are there additional charges for multiple computers connected to the Internet where the client provides the necessary networking hardware? Yes No . If yes, how much per day?
_____ (Please propose the lowest package rate possible)
- What are the daily charges for computer connection for individual guests? _____

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

SIGNED this _____ day of _____, 20_____.

By: _____
Signature Print Name

Title: _____