

**Attachment 5
Submission Form for
Technical Proposal
(Room Block Only)**

A. 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:	
Fax Number:	
Email Address:	
Federal Tax ID Number:	
Web site:	
Hotel reservation cut off policy:	
Hotel check-in time:	

Please indicate which dates you are offering for the program

Sept 15 – 19, 2013 (preferred date)	
Sept 9 – 13, 2013	

B. 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
Sunday 9/15/13 Or 9/9/13	Single/Double Occupancy	75	
Monday 9/16/13 Or 9/10/13	Single/Double Occupancy	75	
Tuesday 9/17/13 Or 9/11/13	Single/ Double Occupancy	75	
Wednesday 9/18/13 Or 9/12/13	Single/ Double Occupancy	65	
Thursday 9/19/13 Or 9/13/13	Single/ Double Occupancy	65	
Friday Feb 1st Or March 1st	Check-out		
		355	

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

Yes	
No	

C. Propose the cut-off date for reservations: _____

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

Item No.	Description	Approved (please note if approved)	Alternative
1.	Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room.		
2.	Sleeping room group rate availability 2 days pre & post the contracted dates		
3.	Discount hotel parking		

- E. 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.

F. Signature (must be completed by proposer):

SIGNED this _____ day of _____, 20_____.

By: _____
Signature Print Name

Title: _____

The Judicial Council of California, Administrative Office of the Courts, Conference & Registration Services does not retain the services of third party or outsourced representation. All quoted rates are to be net, not commissionable.