**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 Cancellation Policy |  |

Please indicate which date(s) you are offering for the program

|  |  |  |
| --- | --- | --- |
| **Dates** | **Yes** | **No** |
| Date 1  September 14-19, 2014 |  |  |
| Date 2  September 28 – October 3, 2014 |  |  |

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.

| **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Date 1**  **Set up only** | | | | |
| 4:00 pm – 24 hour hold | Staff Office | Conference | 6 |  |
| 4:00 pm – 24 hour hold | AV Storage | Empty Room |  |  |
| 4:00 pm – 24 hour hold | Faculty Office | Conference | 10 |  |
| 4:00 pm – 24 hour hold | Registration | 3 6ft. Tables – Outside Foyer from Assigned Breakouts | Flow |  |
| 4:00 pm – 24 hour hold | Breakout #1  Computer Lab | Classroom Set - 2 per 6ft  Head Table for 2 with 2 chairs  Internet Access | 35 |  |
| 4:00pm – 24 hour hold | Breakout #2 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 45 |  |
| 4:00 pm – 24 hour hold | Breakout #3 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 4:00 pm – 24 hour hold | Breakout #4 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 4:00 pm – 24 hour hold | Breakout #5 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| **Date 2**  **Registration 7:00 – 9:00 am**  **Program 7:30 am – 6:00 pm** | | | | |
| 24 hour hold | Staff Office | Conference | 6 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 24 hour hold | Faculty Office | Conference | 10 |  |
| 24 hour hold | Registration | 3 6ft. Tables – Outside Foyer from Assigned Breakouts | Flow |  |
| 7:30 am – 9:00 am  12:00 – 1:00 pm | Breakfast & Lunch | Rounds– 8 - 10 | 125 |  |
| 6:00 am – 6:00 pm | Breakout #1  Computer Lab | Classroom Set - 2 per 6ft  Head Table for 2 with 2 chairs  Internet Access | 35 |  |
| 6:00am – 24 hour hold  8:30 am – 5:30 pm | Breakout #2 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 45 |  |
| 6:00 am – 24 hour hold  8:30 – 5:30 pm | Breakout #3 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6:00 am – 24 hour hold  8:30 – 5:30 pm | Breakout #4 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6:00 am – 24 hour hold  8:30 – 5:30 pm | Breakout #5 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 3:00 – 3:15 pm | PM Break | Foyer adjacent to Breakouts | Flow |  |
| **Day 3**  **Program 7:30 am – 6:00 pm** | | | | |
| 24 hour hold | Staff Office | Conference | 6 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 24 hour hold | Faculty Office | Conference | 10 |  |
| 24 hour hold | Registration | 3 6ft. Tables – Outside Foyer from Breakout Rooms | Flow |  |
| 7:30 am – 9:00 am  12:00 – 1:00 pm | Breakfast & Lunch | Rounds– 8 - 10 | 125 |  |
| 6:00am – 24 hour hold  8:30 am – 5:30 pm | Breakout #1 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 45 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #2 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #3 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #4 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 3:00 – 3:15 pm | PM Break | Foyer adjacent to Breakouts | Flow |  |
| **Day 4**  **Program 7:30 am – 6:00 pm** | | | | |
| 24 hour hold | Staff Office | Conference | 6 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 24 hour hold | Faculty Office | Conference | 10 |  |
| 24 hour hold | Registration | 3 6ft. Tables – Outside Foyer from Breakout Rooms | Flow |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #1 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #2 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #3 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #4 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 3:00 – 3:15 pm | PM Break | Foyer adjacent to Breakouts | Flow |  |
| **Day 5**  **Program 7:30 am – 6:00 pm** | | | | |
| 24 hour hold | Staff Office | Conference | 6 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 24 hour hold | Faculty Office | Conference | 10 |  |
| 24 hour hold | Registration | 3 6ft. Tables – Outside Foyer from Breakout Rooms | Flow |  |
| 7:30 am – 9:00 am  12:00 – 1:00 pm | Breakfast & Lunch | Rounds– 8 - 10 | 125 |  |
| 6:00am – 24 hour hold  8:30 am – 5:30 pm | Breakout #1 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 45 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #2 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #3 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6am – 24 hour hold  8:30 – 5:30 pm | Breakout #4 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 3:00 – 3:15 pm | PM Break | Foyer adjacent to Breakouts | Flow |  |
| **Day 6**  **Program 7:30 am – 1:00 pm** | | | | |
| 6:00 am – 3:00 pm | Staff Office | Conference | 6 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 6:00 am – 3:00 pm | Faculty Office | Conference | 10 |  |
| 6:00 am – 2:00 pm | Registration | 3 6ft. Tables – Outside Foyer from Breakout Rooms | Flow |  |
| 7:30 am – 9:00 am | Breakfast | Rounds– 8 - 10 | 125 |  |
| 6:00am – 2:00 pm  8:30 am – 1:00 pm  \* AV Strike - 1:30 – 5:00 pm \* | Breakout #1 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 45 |  |
| 6:00 am – 2:00 pm  8:30 – 1:00 pm  \*AV Strike – 1:30-5:00 pm\* | Breakout #2 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6:00 am – 2:00 pm  8:30 – 1:00 pm  \*AV Strike – 1:30 - 5:00 pm | Breakout #3 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| 6:00 am – 2:00 pm  8:30 – 1:00 pm  \*AV Strike – 1:30 – 5:00 pm\* | Breakout #4 | Crescent Rounds of 5  Head Table for 2 with 2 chairs | 35 |  |
| **Day 7: (Saturday AM)** | | | | |
| 6:00 am – 10:am | AV Storage  \*Load Out\* | Empty Room |  |  |

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.

| 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. |  |

1. 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: |  |  |

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

(**Example: Hot Breakfast to include a Protein option; Lunch – Three Course Plated or Buffet)**

| Type of Group Meal | Food and Beverage Menu | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Date 2: Monday** | | | |
| Breakfast |  | 110 |  |
| AM Break |  | 110 |  |
| Lunch |  | 110 |  |
| PM Break |  | 110 |  |
| **Date 3: Tuesday** | | | |
| Breakfast |  | 110 |  |
| AM Break |  | 110 |  |
| Lunch |  | 110 |  |
| PM Break |  | 110 |  |
| **Date 4: Wednesday** | | | |
| Breakfast |  | 110 |  |
| AM Break |  | 110 |  |
| Lunch |  | 110 |  |
| PM Break |  | 110 |  |
| **Day 5: Thursday** | | | |
| Breakfast |  | 110 |  |
| AM Break |  | 110 |  |
| Lunch |  | 110 |  |
| PM Break |  | 110 |  |
| **Day 6: Friday** | | | |
| Breakfast |  | 110 |  |
| AM Break |  | 110 |  |

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 1 | Single Occupancy | 85 |  |  |  |
| Date 2 | Single Occupancy | 85 |  |  |  |
| Date 3 | Single Occupancy | 85 |  |  |  |
| Date 4 | Single Occupancy | 85 |  |  |  |
| Date 5 | Single Occupancy | 83 |  |  |  |
| Date 6 | Single Occupancy | 2 |  |  |  |
| Date 7 | Check Out | Check Out |  |  |  |
|  |  | 425 |  |  |  |

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: |  |  |  | $ |

F: 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 |  |  |  |  |  |

G: Propose High speed internet connection pricing.

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

* 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)

* Propose Internet Package Pricing for Computer Lab on Day 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H: 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. | Complimentary Wired Internet for Registration and Staff Office |  |  |
| 4. | Staff Office and AV storage area on total lock out – complimentary lock out and keys for staff |  |  |
| 5. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
|  | **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. |
|  |

**OFFER PERIOD**

A Proposer's proposal 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 AOC reserves the right to negotiate extensions to this period.

**H. 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.**