**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  November 12-14, 2014 |  |  |
| Date 2  November 19-21, 2014 |  |  |
| Date 3  November 17-19, 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. **Please provide a meeting room floor plan and space capacity chart.**

| **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Date 1-3** | | | | |
| 7:00 am – 24 hr. hold | Staff Office | (2) Rounds of (5) | 10 |  |
| 7:00 am – 24 hr. hold | Faculty Office | Conference Table | 8 |  |
| 7:00 am – 24 hr. hold | AV Office | Empty Room |  |  |
| **Date 1**  **Day (1) of Program**  **\*AV Set up 7 am – 12:00 pm\***  **Registration – 11:00 am – 5:00 pm**  **General Session & Breakouts – 1:00 – 5:00 pm** | | | | |
| 7:00 am – 24 hr. hold | Registration | (2) 6ft tables w/ (2) chairs | Flow |  |
| 7:00 am – 24 hr. hold  (\*AV set up – 7am- 12:00 pm) | General Session | \*Crescent rounds of (5)  \*Riser w Head table with (3) chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 110 |  |
| 7:00 am – 24 hr. hold  (\*AV set up – 7am- 12:00 pm) | Breakout #1 | \*Crescent rounds of (5)  \*Head table w (2) chairs  \*Lectern  \*6ft table w 2 chairs in back of room | 50 |  |
| 7:00 am – 24 hr. hold  (\*AV set up – 7am- 12:00 pm) | Breakout #2 | \*Crescent rounds of (5)  \*Head table w 2 chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 50 |  |
| 7:00 am – 24 hr. hold  (\*AV set up – 7am- 12:00 pm) | Breakout #3 | \*Crescent rounds of (5)  \*Head table w (2) chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 25 |  |
| 3:00 – 3:15 pm | PM Break | Foyer |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Date 2**  **Day (2) of Program**  **General Session & Breakouts – 8:00 am – 5:00 pm** | | | | |
| 7:00 am – 24 hr. hold | Registration closed  set up used as resource table | (2) 6ft tables w/ (2) chairs | Flow |  |
| 7:30 -9:00 am | Breakfast | Foyer | 90 |  |
| 7:00 am – 24 hr. hold | General Session | \*Crescent rounds of (5)  \*Riser w Head table with (3) chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 110 |  |
| 7:00 am – 24 hr. hold | Breakout #1 | \*Crescent rounds of (5)  \*Head table w (2) chairs  \*Lectern  \*6ft table w 2 chairs in back of room | 50 |  |
| 7:00 am – 24 hr. hold | Breakout #2 | \*Crescent rounds of (5)  \*Head table w (2) chairs  \*Lectern  \*6ft table w 2 chairs in back of room | 50 |  |
| 7:00 am – 24 hr. hold | Breakout #3 | \*Crescent rounds of (5)  \*Head table w (2) chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 25 |  |
| 10:00 – 10:15 | AM Break | \*Foyer | 90 |  |
| 12:00 – 1:00 pm | Lunch w/speaker | \*Rounds of (8)  \*Riser w/ Head Table & (2) chairs & Lectern | 110 |  |
| 3:00 – 3:15 pm | PM Break | Foyer | 90 |  |
| **Date 3**  **Day (3) of Program**  **General Session & Breakouts – 7:30 am - 12:00 pm**  **Program ends at 12:00 pm**  **\*AV Strike- 12:30 – 3:00 pm\*** | | | | |
| 7:00 am – 24 hr. hold | Registration closed  set up used as resource table | (2) 6ft tables w/ 2 chairs | Flow |  |
| 7:30 -9:00 am | Breakfast | Foyer | 90 |  |
| 7:00 am – 24 hr. hold  \*AV Strike – 12:30 – 3:00pm | General Session | \*Crescent rounds of (5)  \*Riser w Head table with 3 chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 110 |  |
| 7:00 am – 24 hr. hold  \*AV Strike – 12:30-  3:00 pm | Breakout #1 | \*Crescent rounds of (5)  \*Head table w 2 chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 50 |  |
| 7:00 am – 24 hr. hold  \*AV Strike – 12:30-  3:00 pm | Breakout #2 | \*Crescent rounds of (5)  \*Head table w 2 chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 50 |  |
| 7:00 am – 24 hr. hold  \*AV Strike – 12:30-  3:00 pm | Breakout #3 | \*Crescent rounds of (5)  \*Head table w 2 chairs  \*Lectern  \*6ft table w (2) chairs in back of room | 25 |  |
| 10:00 – 10:15 am | AM Break | Foyer | 110 |  |

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. Please include Protein offerings for Breakfast and either Buffet Lunch or 3 Course Plated.

| Type of Group Meal | Food and Beverage Menu | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Date 1** | | | |
| PM Break |  | 90 |  |
| **Date 2** | | | |
| Breakfast Buffet |  | 90 |  |
| AM Break |  | 90 |  |
| Lunch |  | 90 |  |
| PM Break |  | 90 |  |
| **Date 3** | | | |
| Breakfast Buffet |  | 90 |  |
| AM Break |  | 90 |  |

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 | 95 |  |  |  |
| Date 2 | Single Occupancy | 95 |  |  |  |
| Date 3 | Check-out |  |  |  |  |
|  |  | 190 |  |  |  |

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 guest 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)

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

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | (1) Complimentary Registration area telephone |  |  |
| 2. | (10) Complimentary easels |  |  |
| 3. | (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 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 AOC 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: |  |  |  |

**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.**