**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** |
| August 11 – 13, 2021  (Dates are not flexible) |  |  |

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

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

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** | **Preferred Set Up** | **Expected Attendance** | **Meeting Room Name and**  **room set up based on the current CDC and/or hotel guidelines – if space is limited include max capacity if applicable** |
| --- | --- | --- | --- | --- |
| **Wednesday, August 11, 2021: Set up only no program**  **Thursday, August 12, 2021 – Day 1 of program** | | | | |
| Wednesday: 6:00 p.m. – 24 hr hold through 3:00 p.m.  on Friday | CRS Staff office | Board room or  conference set up | 5 |  |
| Wednesday: 6:00 p.m. – 24 hr hold through 3:00 p.m.  on Friday | AV Storage Room | Empty room  We need a room that can be rekeyed and no air walls. The AV room cannot be in a guest room. |  |  |
| Wednesday: 6:00 p.m. – 24 hr hold through 1:00 p.m.  on Friday | Registration Desk | 2 six foot tables, 4 chairs, 2 school room tables against the wall for materials | Flow |  |
| Wednesday: 6:00 p.m. – 24 hr hold through 12:00 p.m.  on Friday | Meeting room | Conference | 10 |  |
| Wednesday: 6:00 p.m. – 24 hr hold through 3:00 p.m.  on Friday | TCPJAC /CEAC General Session | Crescent rds of 6, Riser, Head table for 8, podium  Space for 1 – 2 Ten foot screens  **Provide fit to scale diagram** | 170 - 180 |  |
| Wednesday: 6:00 p.m. – 24 hr hold **through**  **6:00 p.m.**  **on Thursday** | Breakout 1 | Crescent Rounds of 6  Head table for 2 - 4  Space for screen and AV cart **Provide fit to scale diagram**  \*Not the GS room that will be used for breakout #4 | 30 |  |
| Wednesday: 6:00 p.m. – 24 hr hold **through**  **6:00 p.m.**  **on Thursday** | Breakout 2 | Crescent Rounds of 6  Head table for 2 - 4  Space for screen and AV cart **Provide fit to scale diagram**  \*Not the GS room that will be used for breakout #4 | 40 |  |
| Wednesday: 6:00 p.m. – 24 hr hold **through**  **6:00 p.m.**  **on Thursday** | Breakout 3 | Crescent Rounds of 6  Head table for 2 - 4  Space for screen and AV cart **Provide fit to scale diagram**  \*Not the GS room that will be used for breakout #4 | 25 |  |
| **Thursday, August 12, 2021: Re-use all the rooms above except for the 3 breakout rooms** | | | | |
| **Thursday evening set up only: 6:00 p.m. – through Friday at 3:00 p.m.** | CEAC Business Meeting – Set up only | ***REST THE GENERAL SESSION ROOM*** Crescent rds of 6  Riser with head table for 8  Space for 10 ft screen and AV cart  **Provide fit to scale diagram** | 80 |  |
| **Thursday evening set up only: 6:00 p.m. – through Friday at 3:00 p.m.** | TCPJAC Business Meeting – Set up only | Crescent rds of 6  Riser with head table for 8  Space for 10 ft screen and AV cart  **Provide fit to scale diagram** | 80 |  |
|  |  |  |  |  |
| **Friday, August 23, 2019 Existing rooms from Wednesday and Thursday as listed plus the following:** | | | | |
| 7:00 – 8:00 a.m.  10:30 – 10:45 a.m. | Meal room:  Breakfast and AM coffee service | Rds of 10  \*Flow arrival - the room does not have to fit 140  **\*not inside the general session room** | 140 |  |
| 8:00 a.m. – 12:30 p.m. | TCPJAC Business Meeting | Existing set up | 80 |  |
| 8:00 a.m. – 12:30 p.m. | CEAC Business Meeting | Existing set up | 80 |  |
| 12:30 p.m. – 3:00 p.m. | AV strike of all meeting rooms |  |  |  |

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?

*The equipment is owned by the State of California Judicial Council and the AV staff are JC employees– not a third party.*

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

1. Propose Meeting and Function Room Rates. Please note the maximum Meeting Room Rental of $10,000.00 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. |  |
| 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 of $10,000.00 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.

\*Provide detailed customized menu description in the grid below.

\* All rates are inclusive of tax and service fee.

\*The rates are not flexible and cannot go over the maximum allowance.

\*F&B minimum is not allowed – per person unit rates only

|  |  |
| --- | --- |
| Breakfast | AM Coffee Service |
| $25.00 | $8.00 |

| Type of Group Meal | Food and Beverage Menu  **Please provide the customized menu selection that will be provide for each meal and not just the menu title**. | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Friday, August 13, 2021 – *Meals will only be provided on Friday*** | | | |
| Breakfast $25.00 inclusive of tax and service charge |  | 140 |  |
| Coffee/Tea Service only (no food)  $8.00 inclusive of tax and service charge **(provide per person rate not per gallon)** |  | 140 |  |

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** |
| --- | --- | --- | --- | --- | --- |
| Wednesday, August 11, 2021 | King/Double Occupancy | 15 |  |  |  |
| Thursday, August 12, 2021 | King/Double Occupancy | 100 |  |  |  |
| Friday, August 23, 2019 | Check-out |  |  |  |  |
| 135 |  | 115 |  |  |  |

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

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

Requesting 3 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 | Dollar Amount only |
| --- | --- | --- | --- | --- |
| a. | Hotel/motel transient occupancy tax waiver (exemption certificate for state agencies) |  |  |  |
| b. | Occupancy Tax rate: Add rate only if wavier is not accepted |  |  | Do not add percentage |
| c. | Tourism |  |  | $ |
| d. | 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.

* Provide basic WiFi rate package for 150 people on August 12th and 13th including sales tax and service fee’s.

What are the daily charges for computer connection in guest rooms? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | (8) Complimentary easels |  |  |
| 2. | Complimentary basic WiFi in all meeting rooms (150 per day – Thursday and Friday) |  |  |
| 3. | (5) Complimentary basic wireless Internet for event staff |  |  |
| 4. | 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. |  |  |
| 6. | 3 week cut off |  |  |
| 7. | Complimentary risers and podiums |  |  |
| 8. | (5) Complimentary parking for event staff |  |  |
| 9. | (5) Complimentary concierge lounge for event staff |  |  |
|  | **Additional concessions:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Does the hotel have a coffee shop?** |  |
| **Coffee shop hours:** |  |

**Please provide the following with your proposal:**

* **Floor plans and capacity charts**
* **Fit to scale diagrams as indicated in section B Meeting and Function Room Block**
* **Customized menus**
* **Sanitation protocols related to covid-19**

**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: |  |  |  |