**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** |
| October 17 – 20, 2017 |  |  |
| October 24 – 27, 2017 |  |  |

|  |  |  |
| --- | --- | --- |
| **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** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Tuesday: Set up only no program** | | | | |
| 5:00 p.m. – 24 hr hold through 3:00 p.m.  on Friday | Staff office | Board room or conference set up | 10 |  |
| 5:00 p.m. – 24 hr hold through 12:00 p.m.  on Friday | Faculty Room | Board room or conference set up | 15 |  |
| 5:00 p.m. – 24 hr hold through 5:00 p.m.  on Friday | AV Storage Room | Empty room  We need a room that can be rekeyed and no air walls w/ easy access or a near a service elevator if on a different floor from the meeting rooms. The AV room cannot be shared with the staff office. |  |  |
| 5:00 p.m. – 24 hr hold through 2:00 p.m.  on Friday | Registration Desk | 2 six foot tables, 4 chairs, 2 school room tables against the wall for materials | Flow |  |
| 5:00 p.m. – 24 hr hold through 5:00 p.m.  on Wednesday | Qualifying Ethics 1 | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| 5:00 p.m. – 24 hr hold through 5:00 p.m.  on Wednesday | Qualifying Ethics 2 | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| **Wednesday** | | | | |
| 24 hr hold | Registration Desk | Existing set up | 220 |  |
| 24 hr hold | Staff office | Existing set up | 10 |  |
| 24 hr hold | Faculty Room | Existing set up | 15 |  |
| 24 hr hold | Qualifying Ethics 1 | Existing set up | 25 - 50 |  |
| 24 hr hold | Qualifying Ethics 2 | Existing set up | 25 - 50 |  |
| 24 hr hold | Faculty Room | Existing set up | 15 |  |
| 24 hr hold | AV Storage Room | Existing set up |  |  |
| 8:00 a.m. – 24 hr hold through Friday | General Session  (set up only) | Rounds of 6 – 8 Riser, podium and head table for 5 and U.S/CA Flags  *\*To be used for lunch on Thursday (speaker lunch).* | 320 |  |
| 5:00 p.m. – 24 hr through Friday | Breakout 1  (set up only) | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| 5:00 p.m. – 24 hr through Friday | Breakout 2  (set up only) | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| 5:00 p.m. – 24 hr through Friday | Breakout 3  (set up only) | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| 5:00 p.m. – 24 hr through Friday | Breakout 4  (set up only) | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| 5:00 p.m. – 24 hr through Friday | Breakout 5  (set up only) | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| 5:00 p.m. – 24 hr through Friday | Breakout 6  (set up only) | Classroom head table for 2-3 screen/projector table, materials table in the back | 25 - 50 |  |
| 7:00 – 9:00 a.m. | Breakfast |  | 220 |  |
| 10:00 – 11:00 a.m. | A.M. Coffee Service |  | 220 |  |
| 12:00 – 1:00 p.m. | Lunch | General Session room or outdoor space (if outdoor space if available) | 220 |  |
| **Thursday and Friday (the program ends Friday at 12:30 p.m. AV strike will be 1 – 4 p.m.)** | | | | |
| 24 hr hold | Staff office | Existing set up | 10 |  |
| 24 hr hold | Registration desk | Existing set up | 320 |  |
| 24 hr hold | Faculty office | Existing set up | 15 |  |
| 24 hr hold | AV Storage Room | Existing set up |  |  |
| 24 hr hold through 4:00 p.m. on Friday | General Session | Existing set up | 320 |  |
| 24 hr hold through 4:00 p.m. on Friday | Breakout 1 | Existing set up | 25 - 50 |  |
| 24 hr hold through 4:00 p.m. on Friday | Breakout 2 | Existing set up | 25 - 50 |  |
| 24 hr hold through 4:00 p.m. on Friday | Breakout 3 | Existing set up | 25 - 50 |  |
| 24 hr hold through 4:00 p.m. on Friday | Breakout 4 | Existing set up | 25 - 50 |  |
| 24 hr hold through 4:00 p.m. on Friday | Breakout 5 | Existing set up | 25 - 50 |  |
| 24 hr hold through 4:00 p.m. on Friday | Breakout 6 | Existing set up | 25 - 50 |  |
| 7:00 – 9:00 a.m. | Breakfast |  | 320 |  |
| 10:00 – 11:00 a.m. | A.M. Coffee Service |  | 320 |  |
| 12:00 – 1:00 p.m. | Lunch on Thursday | General Session room | 320 |  |

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 |  |

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. | 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.

| Type of Group Meal | **Food and Beverage Menu**  **Please provide the menu selection that will be provide for each meal and not just the menu title**. | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Thursday** | | | |
| Breakfast Buffet w/ a hot protein $25.00 inclusive of tax and service charge |  | 220 |  |
| Coffee/Tea Service only (no food)  $8.00 inclusive of tax and service charge |  | 220 |  |
| Lunch: Plated only $40.00 inclusive of tax and service charge |  |  |  |
|  | **Friday** |  |  |
|  |  |  |  |
| Breakfast Buffet w/ a hot protein $25.00 inclusive of tax and service charge |  | 320 |  |
| Coffee/Tea Service only (no food)  $8.00 inclusive of tax and service charge |  | 320 |  |

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** |
| --- | --- | --- | --- | --- | --- |
| Tuesday | Single/Double Occupancy | 4 |  |  |  |
| Wednesday | Single/Double Occupancy | 200 |  |  |  |
| Thursday | Single/Double Occupancy | 200 |  |  |  |
| Friday | Check-out | 7 |  |  |  |
| 135 |  | 411 |  |  |  |

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 |
| --- | --- | --- | --- | --- |
| a. | Hotel/motel transient occupancy tax waiver (exemption certificate for state agencies) |  |  |  |
| b. | Occupancy Tax rate if applicable: |  |  | $ |
| 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.

* What are the daily charges for an individual computer connected to the Internet in meeting rooms?
  + - Basic Web Pages: $
    - Standard definition for streaming videos: $

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. | Complimentary Registration area telephone |  |  |
| 2. | (10)Complimentary easels |  |  |
| 3. | (5) Complimentary wireless Internet |  |  |
| 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. |  |  |
| 6. | Contracted rate available two days pre/post |  |  |
| 7. | 3 week cut off |  |  |
| 8. | Complimentary risers and podiums |  |  |
| 9. | Complimentary meal delivery for staff office 10 and under |  |  |
|  | **Additional concessions:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

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 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: |  |  |  |