**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** |
| September 26 – 28, 2018  (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** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Wednesday, September 26, 2018 Set up day** | | | | |
| 8:00 p.m. – 24 hr hold through 3:30 p.m.  on Friday | Staff office | Board room or conference set up – close to the general session room | 10 |  |
| 8:00 p.m. – 24 hr hold through 5:30 p.m.  on Friday | AV Storage Room –. | Empty room close to the general session room or a service elevator – private room not to be shared with other groups or bell desk |  |  |
| 8:00 p.m. – 24 hr hold through 5:30 p.m. Friday | General Session | rounds of 10, Riser with head table for 8, podium, space for two 10 ft screens  **\*PROVIDE FIT TO SCALE DIAGRAM\*** | 350 – 400 |  |
| **Thursday, September 27, 2018**  **Same meeting rooms as Wednesday** | | | | |
|  |  |  |  |  |
| 7:00 a.m. – 24 hr hold through 4:00 p.m.  on Friday | Registration Desk | 2 six foot tables, 4 chairs, 2 school room tables against the wall for materials | 350 – 400 |  |
| 5:00 – 8:00 p.m. | Reception | Indoor or outdoor space (w/umbrella or shaded option)– highboys and low cocktail rounds, no-host bar | 350 – 400 |  |
| **Friday, September 28, 2018**  **Same meeting rooms as Wednesday and Thursday** | | | | |
| 7:00 – 8:30 a.m. | Breakfast | Same room as the lunch room if it’s close the general session room and if available at no additional charge otherwise the general session foyer will work | 350 – 400 |  |
| 10:00 – 10:15 a.m. | Coffee service break | General session foyer | 350 – 400 |  |
| 12:00 – 1:00 p.m. | Lunch room | Rounds of 10  (not the general session room) | 350 – 400 |  |
| 3:30 – 5:30 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 Judicial Council of California and managed by JCC employees not third-vendors)?

|  |  |
| --- | --- |
| 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 $15,000.00 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 detailed customized Food and Beverage menus, provided for the unit price indicated on the Form for Submission of Cost Pricing.

\*The F&B rates are not flexible and cannot go over the maximum allowance\*

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

| 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** | | | |
| Reception: $40.00 pp inclusive of tax and service charge.  Passed and stationed appetizers. No host bar. |  | 350 |  |
| **Friday** | | | |
| Breakfast Buffet w/ a hot protein $25.00 pp inclusive of tax and service charge |  | 350 |  |
| Coffee/Tea Service only (no food)  $8.00 pp inclusive of tax and service charge |  | 350 |  |
| Lunch – Plated and Buffet menu options  $40.00 pp inclusive of tax and service charge |  | 350 |  |

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 | Suite w/ Parlor at the same group rate for San Diego and Orange County hotels only | Confirm number of rooms able to provide | Confirm daily room rate (WITHOUT taxes & surcharges) | Confirm daily individual room rate with surcharges and state/sales tax ***only if the county doesn’t accept the occupancy waiver*** |
| --- | --- | --- | --- | --- | --- | --- |
| Wednesday, September 26, 2018 | Single/double Occupancy | 25 | 1 |  |  |  |
| Thursday, September 27, 2018 | Single/double Occupancy | 250 | 1 |  |  |  |
| Friday, September 28, 2018 | Single/double Occupancy | 10 | 0 |  |  |  |
| Saturday, September 29, 2018 | Check-out | 0 | 0 |  |  |  |
|  |  | 285 | 2 |  |  |  |

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: Add rate only if wavier is not accepted |  |  | $ |
| 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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)

* Is there complimentary WIFI in the hotel lobby? Yes ⬜ No ⬜

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

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | (4) Complimentary easel stands |  |  |
| 2. | (8) Complimentary wireless Internet for Registration and Staff Office |  |  |
| 3. | AV storage area on total lock out – complimentary lock out and keys |  |  |
| 4. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 5. | Waived bartender fee’s for the reception |  |  |
| 6. | Contracted rate available two days pre/post |  |  |
| 7. | 3 week cut off |  |  |
| 8. | Complimentary risers and podiums |  |  |
| 9. | 5 Complimentary access to the concierge lounge |  |  |
| 10. | 5 complimentary parking |  |  |
|  | **Additional concessions:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Does the hotel have a coffee shop? Yes, or No** |  |
| **Coffee shop hours:** |  |

|  |  |
| --- | --- |
| **What other Food & Beverage service outlets are inside the hotel (e.g. restaurants, room service, grab and go, etc.…)** |  |
|  |  |
|  |  |
|  |  |
|  |  |

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.

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**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: |  |  |  |