**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** |
| March 9 – 15, 2019 |  |  |
| March 16 – 22, 2019 |  |  |
| April 6 – 12, 2019 |  |  |
| May 4 – 10, 2019 |  |  |
| May 11 – 17, 2019 |  |  |

|  |  |  |
| --- | --- | --- |
| **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** |
| --- | --- | --- | --- | --- | --- |
| **Saturday (day 1)**  **Saturday is set up only** | | | | | |
| Saturday: 12:00 p.m. – 24 hr hold until Saturday (day 7) at 9 a.m. | AV storage room | | 4 chairs, (2) 8 ft table against the wall – *We require a room w/o air walls, that can be rekeyed and not shared. Not a guest room and preferably close proximity and easy access to a service elevator.* |  |  |
| Saturday: 5:00 p.m. – 24 hr hold through Saturday (day 7) at 9 a.m. | CFCC Staff office | | conference for 20  (4) 6ft tables along the wall (1) 6ft table to be used as office desk | 20 |  |
| Saturday: 5:00 p.m. – 24 hr hold (set up)  **This room will be used through Wednesday 6 p.m.** | Access to Visitation Advanced | | Classroom  Head table for 2 | 60 |  |
| **Sunday (day 2)**  **Meeting rooms from Saturday plus:** | | | | | |
| Meeting 8 a.m. – 5 p.m. 24 hr hold through Wed | Access to Visitation Advanced | | Classroom  Head table for 2 | 60 |  |
| 5:00 p.m. – 24 hr hold through Friday at 7 p.m. | Conference Services Staff office | | Existing board room or conference for 10 | 10 |  |
| 5:00 p.m. – 24 hr hold through Friday at 7 p.m. | Registration desk | | 6 tables or pre-build area | 600 (flow) |  |
| **Monday (day 3)**  **Repeat rooms from Saturday and Sunday plus:** | | | | | |
| 8:00 a.m. – 24 hr hold through Friday at 5 p.m. | | Faculty room | 2 rounds of 5 | 10 |  |
| 8:00 a.m. – 24 hr hold through Friday at 5 p.m. | | Adhoc meeting | Hollow Square | 20 – 30 |  |
|  | |  |  |  |  |
| 5:00 p.m. – 24 hr hold (set up only) | | A2V grantees training | Crescent rds of 6  Head table for 2 | 50 |  |
| 5:00 p.m. – 24 hr hold through Thursday 5 p.m. (Monday set up only) | | New Court Professionals | Crescent rds of 5  Head table for 2 | 35 - 40 |  |
| **Tuesday (day 4)** | | | | | |
| 8:00 a.m. – 5:00 p.m. | | A2V grantee training | Existing set up | 50 |  |
| 12:00 p.m. – 24 hr. hold through 2 p.m. on Friday | | Program Staff meal room | Rounds | 25 - 30 |  |
| 24 hr hold thru Thursday | | New Court Professionals | Existing set up | 35 - 40 |  |
| 5:00 p.m. (set up only) through Wednesday 6 p.m. | | AB1058 | Crescent rds of 6  Head table for 3 | 40 |  |
| 5:00 p.m. (set up only) through Wednesday 6 p.m. | | Juvenile Dep Med | U shape, Hollow Square or crescent rds of 6  Head table for 2 | 20 |  |
| 5:00 p.m. (set up only) through Wednesday 6 p.m. | | Juvenile Dep Attorneys | Classroom  Head table for 2 | 80 |  |
| 5:00 p.m. – (set up only) 24 hr hold through Thursday at 5:00 p.m. | | FCS Directors Meeting | Crescent rds of 6  Head table for 2 | 45 - 50 |  |
| 8:00 a.m. – 24 hr hold through Friday 7 p.m. | | FLI Staff office  \*We prefer to keep all (3) FLI breakout rooms and FLI office in close proximity to each other – not on different floors or wings | Round for 5   1. 6ft against wall to be used as a desk   (2) 6ft against the wall for materials | 5 |  |
| 5:00 p.m. (set up) – 24 hr hold through Friday at 2:00 p.m. | | FLI breakout 1  \*\*\* | Crescent rds of 6  Head table for 2  Provide fit to scale diagram | 40 - 50 |  |
| 5:00 p.m. (set up) – 24 hr hold through Friday at 2:00 p.m. | | FLI breakout 2  \*\*\* | Crescent rds of 6  Head table for 2  Provide fit to scale diagram | 40 - 50 |  |
| 5:00 p.m. (set up) – 24 hr hold through Friday at 2:00 p.m. | | FLI breakout 3  \*\*\* | Crescent rds of 6  Head table for 2  Provide fit to scale diagram | 40 - 50 |  |
| 5:00 p.m. (set up) – 24 hr hold through Thursday at 5:00 p.m. | | FLI General session | Riser, head table for 3 – 5, podium, U.S. & Calif flags  Crescent of 6  (not full rounds)-space for 10 ft screen and AV table  Provide fit to scale diagram | 100 - 120 |  |
| **Wednesday (day 4)**  **Repeat rooms as noted above** | | | | | |
| 7:00 a.m. – 24 hr hold through Friday  (meal times: breakfast 7 – 9 a.m., AM coffee service: 10 – 10:30 a.m., lunch 12:00 – 1:00 p.m.) | | FLEP Meal room | Rounds of 10  Keep the same room Wednesday – Friday  *\*Outdoor area for Friday lunch can be an option as long as there are umbrellas or some sort of sun protection. The outdoor space should be closed for the public during the lunch hour.* | 250 – 400 |  |
| 5:00 p.m. (set up) through Friday 7:00 p.m. | | FLEP General session | Crescent rds of 6  Riser, head table 3- 5, podium, (2) 10 ft screens, AV table  **Provide fit to scale diagram** | 350 – 400 |  |
| 5:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 1 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 120 – 190  Reuse general session |  |
| 5:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 2 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 50 - 60 |  |
| 5:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 3 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 30 - 40 |  |
| 5:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 4 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 110 |  |
| 5:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 5 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 20 - 25 |  |
| **Thursday (day 5) and Friday (day 6)**  **Repeat rooms as noted above** | | | | | |
| 7:00 a.m. – 24 hr hold through Friday  (meal times: breakfast 7 – 9 a.m., AM coffee service: 10 – 10:30 a.m., lunch 12:00 – 1:00 p.m.) | | FLEP Meal room | Existing set up | 250 - 400 |  |
| 8:00 a.m. – 5:00 p.m. meeting adjourn | | FCS Directors Meeting | Existing set up | 45 - 50 |  |
| 8:00 a.m. – 5:00 p.m. meeting adjourn | | New Court Professionals | Existing set up | 35 - 40 |  |
| 8 a.m. – 5 p.m.  24 hr hold through Friday at 7 pm | | FLEP General session | Existing set up | 350 – 400 |  |
| 8 a.m. – 5 p.m.  24 hr hold through Friday at 7 pm | | Breakout 1 | Existing set up | 120 - 190 |  |
| 8 a.m. – 5 p.m.  24 hr hold through Friday at 7 pm | | Breakout 2 | Existing set up | 50 - 60 |  |
| 8 a.m. – 5 p.m.  24 hr hold through Friday at 7 pm | | Breakout 3 | Existing set up | 30 - 40 |  |
| 8 a.m. – 5 p.m.  24 hr hold through Friday at 7 pm | | Breakout 4 | Existing set up | 110 |  |
| 8 a.m. – 5 p.m.  24 hr hold through Friday at 7 pm | | Breakout 5 | Existing set up | 20 - 25 |  |
| 8 a.m. – 5 p.m.  24 hr hold | | FLI breakout 1 | Existing set up | 40 - 50 |  |
| 8 a.m. – 5 p.m.  24 hr hold | | FLI breakout 2 | Existing set up | 40 - 50 |  |
| 8 a.m. – 5 p.m.  24 hr hold | | FLI breakout 3 | Existing set up | 40 - 50 |  |
| 8 a.m. – 5 p.m.  24 hr hold | | FLI General session | Existing set up | 100 - 120 |  |
| 10:00 – 10:30 a.m. | | FLI AM Coffee service | Located near the FLI breakout rooms | 100 |  |
| 12:00 – 1:00 p.m.  AV set up: 8:00 – 11 a.m. AV strike: 1:00 – 5:00 p.m. | | FLI Lunch with speaker – Thursday use only | Riser, podium, rounds of  8 – 10  \*The GS room cannot be used for lunch\*  **Provide fit to scale diagram** | 100 - 120 |  |
| **Thursday set up for Friday** | | | | | |
| 6:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 6 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 95 |  |
| 6:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 7 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 60 |  |
| 6:00 p.m. (set up) through Friday 7:00 p.m | | Breakout 8 | Crescent rds of 6 (preferred) or classroom  Head table for 2 – 4  **Provide fit to scale diagram** | 35 |  |
| **Friday (day 6)**  **Repeat rooms from Thursday**  **Friday AV strike of all meeting rooms: 4:30 – 7:00 p.m.** | | | | | |
|  | |  |  |  |  |
| **Saturday (day 7)** | | | | | |
| 12:00 a.m. – 9:00 a.m. | | AV storage room | Unload – by 9 a.m. |  |  |
| 12:00 a.m. – 9:00 a.m. | | CFCC Staff office | Unload – by 9 a.m. |  |  |

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 |
| --- | --- | --- | --- |
| **Tuesday** | | | |
| Lunch – Provide Plated and Buffet menu options  $40.00 pp inclusive of tax and service charge |  | 19 |  |
| **Wednesday** | | | |
| Breakfast Buffet w/ a hot protein $25.00 pp inclusive of tax and service charge |  | 198 |  |
| Lunch –Buffet  menu options  $40.00 pp inclusive of tax and service charge |  | 201 |  |
| **Thursday** | | | |
| Breakfast Buffet w/ a hot protein $25.00 pp inclusive of tax and service charge |  | 217 |  |
| (FLI) AM Coffee Service (coffee/tea only) |  | 110 |  |
| Lunch –Buffet  menu options  $40.00 pp inclusive of tax and service charge |  | 111 |  |
| (FLI) Lunch –**PLATED**  menu options  $40.00 pp inclusive of tax and service charge \*lunch speaker – no buffet |  | 110 |  |
| **Friday** | | | |
| Breakfast Buffet w/ a hot protein $25.00 pp inclusive of tax and service charge |  | 395 |  |
| AM Coffee Service (coffee/tea only) |  | 365 |  |
| Lunch – Provide Plated and Buffet menu options  $40.00 pp inclusive of tax and service charge |  | 345 |  |

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 (WITHOUT taxes & surcharges) | Confirm daily individual room rate with surcharges and state/sales tax ***only if the county doesn’t accept the occupancy waiver*** |
| --- | --- | --- | --- | --- | --- |
| Saturday | King/two doubles | 5 |  |  |  |
| Sunday | King/two doubles | 21 |  |  |  |
| Monday | King/two doubles | 34 |  |  |  |
| Tuesday | King/two doubles | 126 |  |  |  |
| Wednesday | King/two doubles | 182 |  |  |  |
| Thursday | King/two doubles | 306 |  |  |  |
| Friday | King/two doubles | 5 |  |  |  |
| Saturday | Check-out | 0 |  |  |  |
|  |  | 679 |  |  |  |

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. | Complimentary Registration area telephone |  |  |
| 2. | (25) Complimentary easels stands |  |  |
| 3. | (12) Complimentary Wireless Internet for Registration and Staff Offices |  |  |
| 4. | Offices (FLI, FLEP and Conference services) 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. | (10) Complimentary parking |  |  |
| 7. | Complimentary podiums and risers |  |  |
| 8. | Complimentary room rental at 80 – 100% pick up |  |  |
| 9. | 3-week cut-off date |  |  |
| 10. | Complimentary Registration area telephone |  |  |
| 11. | 12 comp access to the concierge lounge for event staff |  |  |
|  | **Additional concessions:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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