**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)  Program date: | **Yes** | **No** |
| April 3 – 6, 2022 (preferred) |  |  |
| April 5 – 8, 2022  (second option) |  |  |
| April 10 – 13, 2022 (third option) |  |  |

|  |  |  |
| --- | --- | --- |
| **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.

**Program days will be as follows:**

**Day 1: Sunday, April 3, 2021 or Tuesday, April 5, 2021 or**

**Sunday, April 10, 2021**

**Day 2: Monday, April 4, 2021, or Wednesday, April 6 or**

**Monday, April 11, 2021**

**Day 3: Tuesday, April 5, 2012, or Thursday, April 7, 2021 or Tuesday, April 12, 2021**

**Day 4: Wednesday, April 6, 2021 or Friday, April 8, 2021, or Wednesday, April 13, 2021**

| **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name**  **Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Day 1: Set up day – no meetings The rooms on day one will be used all week and require to be held on 24 hr hold every day** | | | | |
|  |  |  |  |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 1:00 p.m. | CJER Staff Office | 2 rounds  3 6’ft against the wall | 5 |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 1:00 p.m. | Meeting Planner & registration staff office | Conference or existing boardroom | 6 |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 5:00 p.m. | AV Storage room | A room that can be rekeyed w/o air-walls and not a guest room. Located near the meeting space or service elevator and in the same tower/building if applicable |  |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 1:00 p.m. | Faculty Room | Two rounds of 5 | 10 |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 1:00 p.m. | Registration | 2 6ft tables | 4 |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 5:00 p.m. | General Session and reuse for breakout #1 | Crescent rds of 5 – 6  Riser for panel 3 – 5 ppl  Podium  . ***We can reuse this room for one of the breakouts but it cannot be used for breakfast* \*Provide fit to scale diagram\*** | 300 |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 5:00 p.m. | Breakout #2 | Crescent rds of 5 – 6  Head table for 3  **\*Provide fit to scale diagram\*** | 100 |  |
| Day 1: set up day  5:00 p.m.- 24 hr. hold through day 4 at 5:00 p.m. | Breakout #3 | Crescent rds of 5 – 6  Head table for 3  **\*Provide fit to scale diagram\*** | 100 |  |
| **Date 2 (first day of the programs): NO F&B on day 2** | | | | |
| 1:00 p.m. - 24 hr hold through 5:00 p.m. on  day 4 | General Session/ Breakout 1 | Existing set up | 300 |  |
| 1:00 p.m. - 24 hr hold through 5:00 p.m. on  day 4 | Breakout 2 | Existing set up | 100 |  |
| 1:00 p.m. - 24 hr hold through 5:00 p.m. on  day 4 | Breakout 3 | Crescent rds of 5  Head table for 3  **\*Provide fit to scale diagram\*** | 50 |  |
| 7:00 a.m. - 24 hr hold through 5:00 p.m. on  day 4 | Breakout 4 | Crescent rds of 5  Head table for 3  **\*Provide fit to scale diagram\*** | 50 |  |
| 7:00 a.m. - 24 hr hold through 5:00 p.m. on  day 4 | Breakout 5 | Crescent rds of 5  Head table for 3  **\*Provide fit to scale diagram\*** | 50 |  |
| 7:00 a.m. - 24 hr hold through 5:00 p.m. on  day 4 | Breakout 6 | Crescent rds of 5  Head table for 3  **\*Provide fit to scale diagram\*** | 50 |  |
| **Date 3 and 4** | | | | |
| 7:00 a.m. - 24 hr hold | General Session/ Breakout 1 | Existing set up | 300 |  |
| 7:00 a.m. - 24 hr hold | Breakout 2 | Existing set up | 100 |  |
| 7:00 a.m. - 24 hr hold | Breakout 3 | Existing set up | 50 |  |
| 7:00 a.m. - 24 hr hold | Breakout 4 | Existing set up | 50 |  |
| 7:00 a.m. - 24 hr hold | Breakout 5 | Existing set up | 50 |  |
| 7:00 a.m. - 24 hr hold | Breakout 6 | Existing set up | 50 |  |
| 7 – 8:30 a.m.  **\*Day 3 and 4** | Meal room: Breakfast | Rounds of 10  **\*Provide fit to scale diagram\*** |  |  |
| 10:00 – 10:30 a.m.  **\*Day 3 and 4** | AM Coffee Service | Reuse the meal room or set up in the foyer whichever is closest to the general session room |  |  |
| 12:00 – 1:00 p.m.  **\*Day 3 only** | Lunch | Reuse the General Session room – existing set up |  |  |
| **Date 4 –**  **The program ends at 1:00 p.m.**  **AV strike: 1 – 5 p.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 property of the State of California and the AV staff that will bring the equipment, set up and use during the program will be Judicial Council employees.*

*NO THIRD PARTIES WILL BE USED*

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

In lieu of in-person site visits, is a site inspection video that shows and describes the guest rooms, meeting rooms, and hotel outlets available? if so, please provide the link below.

If a video is not available, is a site selection tour through a video conferencing service available?

**Please explain:**

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

\*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

| Type of Group Meal | Food and Beverage Menu  **Provide detailed customized menus** | Estimated Number of Meals | Inclusive Price per person |
| --- | --- | --- | --- |
| **Date 3** | | | |
| Hot Breakfast Buffet or plated only  $25.00 pp inclusive of tax and service fee |  | 304 |  |
| AM Coffee Service ***(coffee and tea only)***  $8.00 inclusive of tax and service fee |  | 304 |  |
| Lunch – plated only. No buffet (lunch presentation)  $40.00 pp inclusive of tax and service fee |  | 304 |  |

|  |
| --- |
| **Date 4** |

|  |  |  |  |
| --- | --- | --- | --- |
| Hot breakfast Buffet or plated only  $25.00 pp inclusive of tax and service fee |  | 303 |  |
| AM Coffee Service ***(coffee and tea only)***  $8.00 inclusive of tax and service fee |  | 303 |  |

|  |  |
| --- | --- |
| **Does the hotel have a coffee shop?** |  |
| **Coffee shop hours:** |  |
| **Is it a full service coffee shop or other? Please describe and provide name** |  |

1. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable.

SF: $250.00 **maximum**

Sacramento, Napa and Sonoma County: $110.00 or best available rate

San Mateo and Santa Clara Counties: $140.00 or best available rate

| 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/or occupancy tax (only include the occupancy tax if the State occupancy tax waiver is not applicable)** |
| --- | --- | --- | --- | --- | --- |
| Day 1 | Single/Double Occupancy | 6 |  |  |  |
| Day 2 | Single/Double Occupancy | 269 |  |  |  |
| Day 3 | Single/Double Occupancy | 269 |  |  |  |
| Day 4 | Single/Double Occupancy | 2 |  |  |  |
| Day 5 | Check-out | Check out |  |  |  |
|  |  | 546 |  |  |  |

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

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

Propose the cut-off date for reservations (3 weeks prior to arrival): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 – do not add percentage |
| --- | --- | --- | --- | --- |
| a. | Hotel/motel transient occupancy tax waiver (exemption certificate for state agencies) |  |  |  |
| b. | Occupancy Tax rate: |  |  | $ |
| c. | Tourism (TID) |  |  | $ |
| d. | Other Surcharge (add name) \_\_\_\_\_\_\_ |  |  | $ |

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 internet 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Propose basic Wi-Fi package rate for 275 people for 3 days plus tax and service fee:

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

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | (13) Complimentary easel stands |  |  |
| 2. | (6) Complimentary basic Wireless Internet for Registration and Offices |  |  |
| 3. | Complimentary Wi-Fi in guest rooms |  |  |
| 4. | Complimentary basic Wi-Fi in meeting rooms |  |  |
| 5. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 6. | Complimentary risers and podiums |  |  |
| 7. | (7) access to Concierge lounge for event staff |  |  |
| 8. | 3-week cut-off date: |  |  |
| 9. | Complimentary bottles of water in all meeting rooms and refreshed during breaks (if covid-19 sanitary protocols are still in effect and pitchers of water are not allowed) |  |  |
| 10. | Hand sanitizer station inside each meeting room |  |  |
| 11. | 7 complimentary parking for event staff |  |  |
|  | **Additional concessions provided by the hotel:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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**
* **Covid-19 duty of care questionnaire**

**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.

1. **Signature (must be completed by proposer):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_. | | | |
| By: |  |  |  |
|  | Signature |  | Print Name |
| Title: |  |  |  |