**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  |  |
| Hotel Check-out Time |  |
| Guest Room Reservation Cancellation Policy |  |

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

Please indicate which date(s) you are offering for the

Program:

|  |  |  |
| --- | --- | --- |
| **Dates** | **Yes** | **No** |
| 1st Choices: March 6-9, 2022 |  |  |
| 2nd Choice: March 1-4, 2022 |  |  |
| 3rd Choice: February 27-March 2, 2022 |  |  |

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

|  |  |
| --- | --- |
| **Coffee shop hours**  |  |
| **Restaurant hours:**  |  |

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. ***Include floor plan and capacity chart.***

| **Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name****Sq. Footage** |
| --- | --- | --- | --- | --- |
| **Date 1** |
| 2:00pm –24 hours | Meeting Planning Office | Boardroom | 2 |  |
| 2:00pm –24 hours | Staff Office | 6 tables, 4 chairs | 4 |  |
| 2:00apm – 24 hours | AV Storage | 2 tables, 2 chairs | 2 |  |
| **Date 2** |
| 24 hours | Meeting Planning Office | Boardroom | 2 |  |
| 24 hours | Staff Office | 6 tables, 4 chairs | 4 |  |
| 24 hours | AV Storage | 2 tables, 2 chairs | 2 |  |
| 10:00am-24 hours | Faculty room | Conference or 2 rounds of 8 | 6 |  |
| 9:00am – 3:00pm | Registration | 3 tables, 3 chairs | flow |  |
| 5:00am – 24 hours | General Session | Crescent Rounds, riser with head table for 3, podium | 92 |  |
| 5:00am – 24 hours | Breakout #1 | Crescent Rounds of 5, head table for 3 (can use General Session room) | 23 |  |
| 5:00am – 24 hours | Breakout #2 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 5:00am – 24 hours | Breakout #3 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 5:00am – 24 hours | Breakout #4 | Crescent Rounds of 5, head table for 3 | 23 |  |
| **Date 3** |
| 24 hours | Meeting Planning Office | Boardroom | 2 |  |
| 24 hours | Staff Office | 6 tables, 4 chairs | 4 |  |
| 24 hours | AV Storage | 2 tables, 2 chairs | 2 |  |
| 24 hours | Faculty room | Conference or 2 rounds of 8 | 6 |  |
| 5:00am – 24 hours | General Session | Crescent Rounds, riser with head table for 3, podium | 92 |  |
| 5:00am – 24 hours | Breakout #1 | Crescent Rounds of 5, head table for 3 (can use General Session room) | 23 |  |
| 5:00am – 24 hours | Breakout #2 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 5:00am – 24 hours | Breakout #3 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 5:00am – 24 hours | Breakout #4 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 5:00am – 24 hours | Breakfast & Lunch (with speaker) | Rounds of 8, riser with head table for 2, podium | 118 |  |
| **Date 4** |
| 24 hours – 4:00pm | Meeting Planning Office | Boardroom | 2 |  |
| 24 hours – 4:00pm | Staff Office | 6 tables, 4 chairs | 4 |  |
| 24 hours  | AV Storage | 2 tables, 2 chairs | 2 |  |
| 24 hours – 1:00pm | Faculty room | Conference or 2 rounds of 8 | 6 |  |
| 24 hours – 6:00pm | General Session | Crescent Rounds, riser with head table for 3, podium | 92 |  |
| 24 hours – 6:00pm | Breakout #1 | Crescent Rounds of 5, head table for 3 (can use General Session room) | 23 |  |
| 24 hours – 6:00pm | Breakout #2 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 24 hours – 6:00pm | Breakout #3 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 24 hours – 6:00pm | Breakout #4 | Crescent Rounds of 5, head table for 3 | 23 |  |
| 24 hours – 11:00am | Breakfast  | Rounds of 8 | 118 |  |
| **Date 5** |
| 24 hours – 10:00am | AV Storage | 2 tables, 2 chairs | 2 |  |

 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 |  |

 Please include an audio-visual price list sheet with this proposal for the Program.

1. Propose Meeting and Function Room Rates. Please note the maximum Meeting Room Rental as indicated on the RFP in Section 2. **NOT to exceed $10,000.00**

| 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: **NOT to exceed $10,000.00**

| 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.

**Inclusive price NOT to exceed: Breakfast: $25; AM Coffee Service: $8; Lunch: $40**

| **Type of Group Meal** | Food and Beverage Include Detailed Menu | Estimated Number of Meals | **Inclusive Price per person not to exceed maximum allowance** |
| --- | --- | --- | --- |
| **Date 3**  |
| Breakfast Buffet  |  | 118 |  |
| AM Coffee Service |  | 118 |  |
| Lunch |  | 118 |  |
| **Date 4**  |
| Breakfast Buffet  |  | 118 |  |
| AM Coffee Service |  | 118 |  |

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

Sleeping room unit rate for each location is $110: (**please bid your best available rate**)

| **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 and/or tax (if applicable** |
| --- | --- | --- | --- | --- | --- |
| Date 1 | Single Occupancy | 5 |  |  |  |
| Date 2 | Single Occupancy | 104 |  |  |  |
| Date 3 | Single Occupancy | 104 |  |  |  |
| Date 4 | Check-out | Check out |  |  |  |
|  |  | 213 |  |  |  |

Propose the cut-off date for reservations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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** | **Percentage****Rate**  | **Dollar Amount** |
| --- | --- | --- | --- | --- | --- |
| a. | Hotel/motel transient occupancy tax waiver (exemption certificate for state agencies) |  |  |  |  |
| b. | Occupancy Tax rate: |  |  |  | $ |
| c. | Tourism, State Tax or Surcharge: |  |  |  | $ |
| d. | Tourism, State Tax or Surcharge: |  |  |  | $ |

1. Propose Parking price schedule, number of parking passes, discounted passes and parking rate. 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 Wi-Fi in individual guest rooms? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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)

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. | (7) Complimentary easels |  |  |
| 3. | (4) Complimentary Wireless Internet for Registration and Offices |  |  |
| 4. | Complimentary basic Wireless Internet in the meeting space for the group |  |  |
| 5. | Staff Office, meeting planning office and AV storage area on total lock out – complimentary lock out and 2 keys each room for staff |  |  |
| 6. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 7. | (2) Complimentary risers and Podiums |  |  |
| 8. | 3-week cut-off date |  |  |
| 9. | Hand sanitizer stations inside each meeting room |  |  |
| 10. | Complimentary bottles of water in all meeting rooms and refreshed during breaks (if Covid-19 sanitary protocols are still in effect and water stations are not allowed) |  |  |
| 11. | 7 complimentary parking for event staff |  |  |
|  | **Additional concessions offered by the hotel:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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.

Discuss the dining options nearby.

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