**Attachment 5**

**Submission Form for**

**Technical & Cost Proposal**

**(Full Service)**

1. Proposer’s name, address, telephone, 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.**

|  |  |  |
| --- | --- | --- |
| **Program dates - *no* preference order** | **Yes** | **No** |
| **November 17 – 19, 2024**  |  |  |
| **December 8 – 10, 2024** |  |  |
| **December 15 – 17, 2024** |  |  |
| **February 2 – 4, 2025** |  |  |
| **March 2 – 4, 2025** |  |  |

|  |  |  |
| --- | --- | --- |
| **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. **Please include floor plan & capacity chart as well as fit to scale diagrams.**

**Program days will be as follows:**

**Day 1:** Sunday – Arrivals and Set up. Registration opens at 5pm.

**Day 2:** Monday – Day 1 of the program starting at 8:30 am – 5:00 pm

**Day 3:** Tuesday – Day 2 of the program starting at 7:00 am – 3:30 pm

| **Day/ Time** | **Function** | **Set Up** | **Expected Attendance** | **Room Name (floor, level)** |
| --- | --- | --- | --- | --- |
| **Day 1: Sunday – Set up day only – no meetings.****Registration open 5pm-7pm.**  |
| 7:00 am – 24 hr. hold  | 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.Offer multiple AV storage rooms if meeting space spread out over multiple floors.(2) 6ft tables around perimeter of the room.  | 5 |  |
| Noon – 24 hr. hold  | Staff office 1 | (2) rounds of 8 and (2) 6 ft tables around perimeter of the room.A room that can be rekeyed. | 10-15 |  |
| Noon – 24 hr. hold  | Staff office 2 | (2) rounds of 8 and (2) 6 ft tables around perimeter of the room.A room that can be rekeyed. | 10-15 |  |
| Noon – 24 hr. hold  | Staff office 3 | (2) rounds of 8 and (2) 6 ft tables around perimeter of the room.A room that can be rekeyed. | 10-15 |  |
| Noon – 24 hr. hold  | Staff office 4 | (2) rounds of 8 and (2) 6 ft tables around perimeter of the room.A room that can be rekeyed. | 10-15 |  |
| 3:00 pm – 24 hr. hold | Faculty Room | Hollow Square | 10-20 |  |
| Noon – 24 hr. hold | Conference Registration Desk and Storage Room | (8) 6ft tables with 2 chairs each and (8) narrow classroom tables against the wall for materials. Small storage room that can be re-keyed in a close proximity to store materials overnight.***Registration open 5pm-7pm.*** **\*Provide fit to scale diagram\*** | 850 on a flow |  |
| Noon– 24 hr. hold | Foyer Space (near reg area) | High boys tables, small cocktail rounds with chairs | 20 on a flow |  |
| 2:00 pm – 24 hr. hold | Breakout # 1 – SET UP | Crescent rounds of 6 or Classroom set up. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\***  | 125-250 |  |
| 2:00 pm – 24 hr. hold | Breakout # 2 – SET UP | Crescent rounds of 6 or Classroom set up. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 125-250 |  |
| 2:00 pm – 24 hr. hold | Breakout # 3 – SET UP | Crescent rounds of 6 or Classroom set up. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 125-250 |  |
| 2:00 pm – 24 hr. hold | Breakout # 4 – SET UP | Crescent rounds of 6. Head table for 3. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 75 - 100 |  |
| 2:00 pm – 24 hr. hold | Breakout # 5 – SET UP | Crescent rounds of 6. Head table for 3. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 75 - 100 |  |
| 2:00 pm – 24 hr. hold | Breakout # 6 – SET UP | Crescent rounds of 6. Head table for 3. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 75 – 100 |  |
| 2:00 pm – 24 hr. hold | Breakout # 7 – SET UP | Crescent rounds of 6. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 75 - 100 |  |
| 2:00 pm – 24 hr. hold | Breakout # 8 – SET UP | Crescent rounds of 6. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 75 - 100 |  |
| 2:00 pm – 24 hr. hold | Breakout # 9 – SET UP | Crescent rounds of 6. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 75 – 100 |  |
| 2:00 pm – 24 hr. hold | Breakout # 10 – SET UP | Crescent rounds of 6. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 35-50 |  |
| 2:00 pm – 24 hr. hold | Breakout # 11 – SET UP | Crescent rounds of 6. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 35 - 50 |  |
| 2:00 pm – 24 hr. hold | Breakout # 12 – SET UP | Crescent rounds of 6. Head table for 3 on a riser. Table for materials front of the room. Space for screen and AV cart.**\*Provide fit to scale diagram\*** | 35 - 50 |  |
| 5:00 pm – 24 hr. hold | General Session – SET UP | Rounds of 8 ppl using 72-inch round tables.Riser with panel table for 3 ppl.Podium and US/CA flags on a riser.**\*Provide fit to scale diagram\*** | 850 |  |
| **Date 2: Monday (First day of the program)****Program runs from 8:30 am – 5:00 pm** |
| 24 hr. hold | Conference Registration Desk and Storage Room | Existing set up ***Registration desk open 7am-5pm.*** | 850 on a flow |  |
| 24 hr. hold  | Foyer Space(near reg area) | High boys tables, small cocktail rounds with chairs | 20 on a flow |  |
| 24 hr. hold | AV Storage room  | Existing set up  | 10 |  |
| 24 hr. hold | Staff office 1 | Existing set up  | 10-15 |  |
| 24 hr. hold | Staff office 2 | Existing set up  | 10-15 |  |
| 24 hr. hold | Staff office 3 | Existing set up  | 10-15 |  |
| 24 hr. hold | Staff office 4 | Existing set up  | 10-15 |  |
| 24 hr. hold | Faculty Room | Existing set up | 10-20 |  |
| 7:00 am – 9:00 am | Pre-Conference Breakfast Buffet | Rounds of 8. | 300 |  |
| 10:00 am – 11:00 am | AM Coffee Break | Buffet | 340 |  |
| 7:00 am – 24 hr. hold  | Staff Meal Room | 6 Rounds of 8.3 tables around perimeter of the room with some chairs.  | 50 on a flow |  |
| 7:00 am – 24 hr. hold  | Faculty Meal Room | 6 Rounds of 8.3 tables around perimeter of the room with some chairs. | 50 on a flow |  |
| 24 hr. hold | Opening General Session/ Lunch | Existing set up11:00am – 1:30pm Plated Luncheon/ General session | 850 |  |
| 24 hr. hold | Breakout # 1 | Existing set up Pre-con session 8:30am-10:30amBreakout session 1:45pm-5:00pm | 125-250 |  |
| 24 hr. hold | Breakout # 2 | Existing set up Pre-con session 8:30am-10:30amBreakout session 1:45pm-5:00pm | 125-250 |  |
| 24 hr. hold | Breakout# # 3 | Existing set up Pre-con session 8:30am-10:30amBreakout session 1:45pm-5:00pm | 125-250 |  |
| 24 hr. hold | Breakout # 4 | Existing set up Pre-con session 8:30am-10:30amBreakout session 1:45pm-5:00pm | 75 – 100 |  |
| 24 hr. hold | Breakout # 5 | Existing set up Breakout session 1:45pm-5:00pm | 75 – 100 |  |
| 24 hr. hold | Breakout # 6 | Existing set up Breakout session 1:45pm-5:00pm | 75 – 100 |  |
| 24 hr. hold | Breakout # 7 | Existing set up Breakout session 1:45pm-5:00pm | 75 - 100 |  |
| 24 hr. hold | Breakout # 8 | Existing set up Breakout session 1:45pm-5:00pm | 75 - 100 |  |
| 24 hr. hold | Breakout # 9 | Existing set up Breakout session 1:45pm-5:00pm | 75 – 100 |  |
| 24 hr. hold | Breakout # 10 | Existing set up Breakout session 1:45pm-5:00pm | 35 – 50 |  |
| 24 hr. hold | Breakout # 11 | Existing set up Breakout session 1:45pm-5:00pm | 35 – 50 |  |
| 24 hr. hold | Breakout # 12 | Existing set up Breakout session 1:45pm-5:00pm | 35 – 50 |  |
| **Date 3: Tuesday (last day of the program)****Program ends at 3:30pm****AV strike: 3:30pm – 6:00pm** |
| 24 hr. hold – 6:00 pm | Conference Registration Desk and Storage Room | Existing set up ***Registration desk open 7am-2:00pm.*** | 850 on a flow |  |
| 24 hr. hold  | Foyer Space (near reg area) | High boys tables, small cocktail rounds with chairs | 20 on a flow |  |
| **24 hr. hold through Wednesday 10am** | AV Storage room  | Existing set up  | 10 |  |
| 24 hr. hold – 6:00 pm | Staff office 1 | Existing set up  | 10-15 |  |
| 24 hr. hold – 6:00 pm | Staff office 2 | Existing set up  | 10-15 |  |
| 24 hr. hold – 6:00 pm | Staff office 3 | Existing set up  | 10-15 |  |
| 24 hr. hold – 6:00 pm | Staff office 4 | Existing set up  | 10-15 |  |
| 24 hr. hold – 4:00 pm | Faculty Room | Existing set up | 10-20 |  |
| 7:00 am – 3:00 pm  | Staff Meal Room | 6 Rounds of 8.3 tables around perimeter of the room with some chairs.  | 50 on a flow |  |
| 7:00 am – 3:00 pm  | Faculty Meal Room | 6 Rounds of 8.3 tables around perimeter of the room with some chairs. | 50 on a flow |  |
| 24 hr. hold – 6:00 pm | General Session Room | 7:00 am – 8:30 am breakfast buffet8:30 am-10:00 am GS 12:00 pm – 1:45 pm GS/ Plated LuncheonExisting set up. | 850 |  |
| 10:00 am – 11:00 am | AM Coffee Break | Buffet | 680 |  |
| 24 hr. hold – 6:00 pm | Breakout # 1 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 125-250 |  |
| 24 hr. hold – 6:00 pm | Breakout # 2 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 125-250 |  |
| 24 hr. hold – 6:00 pm | Breakout # 3 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 125-250 |  |
| 24 hr. hold – 6:00 pm | Breakout # 4 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 75 – 100 |  |
| 24 hr. hold – 6:00 pm | Breakout # 5 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 75 – 100 |  |
| 24 hr. hold – 6:00 pm | Breakout # 6 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 75 – 100 |  |
| 24 hr. hold – 6:00 pm | Breakout # 7 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 75 - 100 |  |
| 24 hr. hold – 6:00 pm | Breakout # 8 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00 pm – 3:30 pm | 75 - 100 |  |
| 24 hr. hold – 6:00 pm | Breakout # 9 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 75 – 100 |  |
| 24 hr. hold – 6:00 pm | Breakout # 10 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 35 – 50 |  |
| 24 hr. hold – 6:00 pm | Breakout # 11 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00pm – 3:30 pm | 35 – 50 |  |
| 24 hr. hold – 6:00 pm | Breakout # 12 | Existing set up Breakout session 10:15 am – 11:45 am and 2:00 pm – 3:30 pm | 35 – 50 |  |

 **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 ⬜

**Are there any future renovation plans in the meeting space and guest rooms during the program dates?**

|  |
| --- |
| **If yes, please explain:**  |

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 *inclusive*.**

| 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. | Complimentary |
| If the total sleeping rooms occupied equals 60 – 69% of the total sleeping rooms blocked. | Complimentary |
| If the total sleeping rooms occupied equals 59% or less of the total sleeping rooms blocked. | Complimentary |

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 $50,000** ***inclusive***.

| 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.

**Breakfast preferences to be included**: Buffet with hot items including an egg dish, oatmeal, fruit, pastries, coffee, tea, juice, etc. $25 inclusive cost.

**Lunch preferences to be included**: Plated lunch to include salad, hot protein entrée plate with some vegetables and starch, and a dessert. $40 inclusive cost. Buffet lunch with 2-3 entrée options, salad, vegetables, starch, dessert. $40 inclusive cost.

* Provide **detailed** customized menu description in the grid below. Leaving the area blank, or “chefs’ choice” or TBD or no details, will end up with no points for the Food and Beverage criterion in the evaluation.
* All rates are **inclusive** of tax and service fee.
* F&B minimum is not allowed – per person unit rates only. No Set up/ tear down fees.

| **Type of Group Meal** | Food and Beverage MenuDetailed menu required | Estimated Number of Meals | **Price per person****Inclusive** |
| --- | --- | --- | --- |
| **Day 2 (Monday)** |
| **Breakfast Buffet** with hot item/protein (ex. Scrambled eggs, bacon) yogurt, oatmeal, pastries, fruit, juice, coffee/tea. **$25.00 per person all-inclusive** | Please type here customized/ itemized menu | 375 | $ |
| **AM Coffee Service** ***(coffee and tea service only)*** **$8.00 per person all-inclusive**  | Please type here itemized menu | 340 | $ |
| **Plated Lunch** to include 3 course plated options, salad, hot protein plate with vegetables, starch, and a dessert.**$40.00 per person all-inclusive** | Please type here customized/ itemized menu | 850 | $ |
| **Buffet lunch** (Staff/ Faculty) with 2-3 entrée options, salad, vegetables, starch, dessert. **$40.00 per person all-inclusive** | Please type here customized/ itemized menu | 150 | $ |
| **Day 3 (Tuesday)** |
| **Breakfast Buffet** with hot item/protein (ex. Scrambled eggs, bacon) pastries, fruit, juice, coffee**$25.00 per person all-inclusive** | Please type here customized/ itemized menu | 1,000 | $ |
| **AM Coffee Service** ***(coffee and tea service only)*** **$8.00 per person all-inclusive** | Please type here itemized menu | 680 | $ |
| **Plated Lunch** to include 3 course plated options, salad, hot protein plate with vegetables, starch, and a dessert.**$40.00 per person all-inclusive** | Please type here customized/ itemized menu | 850 | $ |
| **Buffet lunch** (Staff/ Faculty) with 2-3 entrée options, salad, vegetables, starch, dessert. **$40.00 per person all-inclusive** | Please type here customized/ itemized menu | 150 | $ |

|  |  |
| --- | --- |
| **Does the hotel have a coffee shop?**  |  |
| **Coffee shop name and business hours:**  |  |
| **Does the hotel have an on-site restaurant?**  |  |
| **On-site restaurant name and business hours:** |  |
| **On-site bar/lounge name and business hours:**  |  |

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

**Judicial Council of California’s maximum sleeping room unit rate:**

* Anaheim and Los Angeles: $169.00 or best available rate
* San Diego: $194.00 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** (w/o taxes & surcharges) | **Confirm daily individual room rate with surcharges**  |
| --- | --- | --- | --- | --- | --- |
| Sunday | King/ Double rooms | 300 |  |  |  |
| Monday | King/ Double rooms | 750 |  |  |  |
| Tuesday | King/ Double rooms | 20 |  |  |  |
|  |  | 1,070 |  |  |  |

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

 **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 # | 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 (add rate only if waiver is not accepted) |  |  | $ |
| c. | Tourism, State Tax or Surcharge(insert name)  |  |  | $ |
| d. | Tourism, State Tax or Surcharge(insert 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  | 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 internet in the guest rooms? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What are the daily charges for an individual computer connected to the internet in meeting space? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Can you provide inclusive package (lowest) rate for multiple computers connected to Wi-Fi in meeting rooms?

If yes, please indicate total including labor, taxes and surcharges:

If over 500 conx. used: $\_\_\_\_\_\_\_\_\_\_\_\_\_ Daily $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for entire program $\_\_\_\_\_\_\_

If under 500 conx. used: $\_\_\_\_\_\_\_\_\_\_\_\_ Daily $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for entire program $\_\_\_\_\_\_\_

* Propose pricing for 2 dedicated wireless network connections with a band of 5 Mbps (2 laptops will be connected Monday and Tuesday with testing on Sunday.

 Include inclusive rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Other Program Needs/ Concessions (identify if included in the other pricing):**

| Item # | **Description** | **Approved (please note if approved)** | **Alternative**  |
| --- | --- | --- | --- |
| 1. | (20) Complimentary easel stands  |  |  |
| 2. | (13) Complimentary risers and podiums |  |  |
| 3. | Complimentary Registration area telephone (outside line) |  |  |
| 4. | Complimentary basic Wi-Fi in guestrooms  |  |  |
| 5. | Complimentary basic Wi-Fi in meeting space |  |  |
| 6. | All program office space on total lock out – complimentary lock out and keys for staff |  |  |
| 7. | Complimentary guest room policy – please indicate how many booked rooms will earn 1 complimentary room (ex. 1/50) |  |  |
| 8. | Contracted rate available 2 days before/post program |  |  |
| 9. | 3 weeks cut-off |  |  |
| 10. | (10) Complimentary Wireless Internet connections for Registration and staff offices |  |  |
| 11. | (8) complimentary parking passes for the duration of the program for staff |  |  |
| 12. | Complimentary meeting room rental |  |  |
| 13. | Concierge level access (up to 20 people) |  |  |
| 14. | 20% audio visual discount with in-house provider |  |  |
| 15. | Hand Sanitizer station inside each meeting room |  |  |
|  | **Additional concessions provided 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.

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| --- |
|  |

**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**
* **In house AV equipment and labor price sheet**

**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: |  |  |  |