**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** |
| November 1 – 4, 2015 |  |  |
| November 3 – 6, 2015 |  |  |
| November 15 – 18, 2015 |  |  |

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** |
| --- | --- | --- | --- | --- |
| **Day 1 – Sunday or Tuesday (11/3)**  **Set up of offices, AV room and registration (AV room on hold until Thursday or Friday)**  **24 hr hold Sunday – Wednesday (or Tuesday – Friday)** | | | | |
| 4:00 p.m. – 24 hr hold | Staff Office | Conference | 6 |  |
| 4:00 p.m. – 24 hr hold | AV Storage | Empty Room |  |  |
| 4:00 p.m. – 24 hr hold | Faculty Room | Conference set up | 10 |  |
| 4:00 p.m. – 24 hr hold | Registration |  | Flow |  |
| 4:00 p.m. – 24 hr hold | CHP Office | 2 rounds | 10 |  |
| **Day 2 – Monday or Wednesday**  **Set up: 6 a.m. – 10 a.m.**  **Registration: 10 a.m.**  **Program 1:00 – 5:30 p.m.**  **\*\*General session room may also be used for breakout sessions on days 1 - 3\*\*** | | | | |
| 6:00 a.m. – 24 hr hold | General Session | Crescent rounds of 5  Riser and head table for 3 - 4 | 90 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Breakout #1 | Crescent rounds of 5 | 50 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Breakout #2 | Crescent rounds of 5 | 30 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 1 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 2 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 3 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 4 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 5 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 6 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 3:00 – 3:30 p.m. | P.M. Beak | Foyer | 90 | 3:00 – 3:30 p.m. |
| **Day 3 – Tuesday or Thursday**  **Program hours: 7 a.m. – 6 p.m.** | | | | |
| 6:00 a.m. – 24 hr hold | General Session | Crescent rounds of 5  Riser and head table for 3 - 4 | 90 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Breakout #1 | Crescent rounds of 5 | 50 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Breakout #2 | Crescent rounds of 5 | 30 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 1 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 2 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 3 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 4 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 5 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 6:00 a.m. – 24 hr hold | Group Discussion 6 | Conference set up | 15 | 6:00 a.m. – 24 hr hold |
| 7:00 – 8:30 a.m. | Breakfast  **(same room for lunch not to be shared with the general session room)** | Rounds of 10 | 90 | 7:00 – 8:30 a.m. |
| 10 – 10:30 a.m. | AM Break | Foyer | 90 | 10 – 10:30 a.m. |
| 12:00 – 1:30 p.m. | Lunch w/ speaker | (Plated lunch) | 90 | 12:00 – 1:30 p.m. |
| 3:00 – 3:30 pm. | P.M. break | Foyer | 90 | 3:00 – 3:30 pm. |
|  |  | **Day 3 – Wednesday or Friday**  **Program hours:**  **7 a.m. – 12:30 p.m.**  **AV strike 1:00 – 3:00 p.m.** |  |  |
| 6:00 a.m. – 1:00 p.m. | Adhoc meeting | Conference | 15 |  |
| 6:00 a.m. – 3:00 p.m. | General Session | Crescent rounds of 5 – 6 | 90 |  |
| 6:00 a.m. – 3:00 p.m. | Breakout #1 | Crescent rounds of 5 – 6 | 50 |  |
| 6:00 a.m. – 3:00 p.m. | Breakout #2 | Crescent rounds of 5 – 6 | 30 |  |
| 7:00 – 8:30 a.m. | Breakfast | Foyer | 90 |  |
| 10 – 10:30 a.m. | AM Break | Foyer | 90 |  |
|  |  | **Day 3 – Thursday or Saturday** |  |  |
| 12:00 a.m. – 8:00 a.m. | AV Storage room |  |  |  |

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.

| 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:

| 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 Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing

**(Ex: Hot breakfast, AM/PM breaks: coffee/tea/soda, healthy and junk food items, Lunch: 3 course, plated).**

| Type of Group Meal | Food and Beverage Menu |
| --- | --- |
| **Monday** | |
| P.M. Break | |
| **Tuesday** | |
| Breakfast Buffet |  |
| AM Break |  |
| Lunch – Plated options |  |
| PM Break |  |
|  | **Wednesday** |
| Breakfast Buffet |  |
| AM Break |  |

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 | Proposed Dates |
| --- | --- | --- | --- | --- |
| Day 1 | Single Occupancy | 19 |  |  |
| Day 2 | Single Occupancy | 85 |  |  |
| Day 3 | Single Occupancy | 85 |  |  |
| Day 4 | Single Occupancy | 2 |  |  |
|  |  | 191 |  |  |

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

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

Propose the 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 | Percentage  Rate | Dollar Amount |
| --- | --- | --- | --- | --- | --- |
| a. | Hotel/motel transient occupancy tax waiver (exemption certificate for state agencies) |  |  |  |  |
| b. | Occupancy Tax rate if applicable: |  |  |  | $ |
| 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)

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

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | (10) Complimentary easels |  |  |
| 2. | 4 Complimentary Wired Internet for Registration, Staff Office and faculty room |  |  |
| 3. | Staff Office and AV storage area on total lock out – complimentary lock out and keys for staff |  |  |
| 4. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 5. | 3 week cut off |  |  |
| 6. | (4) Complimentary parking for program staff |  |  |
| 7. | (1) suite at group rate for keynote speaker |  |  |
| 8. | Group rate 2 days pre/post program dates |  |  |
|  | **Additional concession 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.

|  |
| --- |
|  |
|  |
|  |

**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: |  |  |  |