**Attachment 5**

**Submission Form for**

**Technical & Cost Proposal**

**(Room Block)**

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 |  |

|  |  |  |
| --- | --- | --- |
| **Dates** | **Yes** | **No** |
| April 28-May 3, 2019 |  |  |
| May 12-17, 2019 |  |  |
| June 16-21, 2019 |  |  |

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

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

 program

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

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

Please indicate which date(s) you are offering and the rates for each room block

**\*\*It is not necessary to bid on all of the listed dates\*\***

**BLOCK #1: April 28-May 3, 2019**

| 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 |
| --- | --- | --- | --- | --- | --- |
| April 28, 2019 | Single Occupancy | 18 |  |  |  |
| April 29, 2019 | Single Occupancy | 18 |  |  |  |
| April 30, 2019 | Single Occupancy | 18 |  |  |  |
| May 1, 2019 | Single Occupancy | 18 |  |  |  |
| May 2, 2019 | Single Occupancy | 18 |  |  |  |
| May 3, 2019 | Check-out  | N/A |  |  |  |
|  |  |  90 |  |  |  |

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

| Item Number | Type | Yes | No | PercentageRate  | 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: |  |  |  | $ |

**BLOCK #2: May 12-17, 2019**

| 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 |
| --- | --- | --- | --- | --- | --- |
| May 12, 2019 | Single Occupancy | 18 |  |  |  |
| May 13, 2019 | Single Occupancy | 18 |  |  |  |
| May 14, 2019 | Single Occupancy | 18 |  |  |  |
| May 15, 2019 | Single Occupancy | 18 |  |  |  |
| May 16, 2019 | Single Occupancy | 18 |  |  |  |
| May 17 2019 | Check-out  | N/A |  |  |  |
|  |  |  90 |  |  |  |

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

| Item Number | Type | Yes | No | PercentageRate  | 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: |  |  |  | $ |

**BLOCK #3: June 16-21, 2019**

| 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 |
| --- | --- | --- | --- | --- | --- |
| June 16, 2019 | Single Occupancy | 16 |  |  |  |
| June 17, 2019 | Single Occupancy | 16 |  |  |  |
| June 18, 2019 | Single Occupancy | 16 |  |  |  |
| June 19, 2019 | Single Occupancy | 16 |  |  |  |
| June 20, 2019 | Single Occupancy | 16 |  |  |  |
| June 21, 2019 | Check-out  | N/A |  |  |  |
|  |  |  80 |  |  |  |

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

| Item Number | Type | Yes | No | PercentageRate  | 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: |  |  |  | $ |

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

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

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 for individual guest rooms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Other Program Needs (identify if included in other proposed pricing):

| Item No. | Description | Approved (please note if approved) | Alternative  |
| --- | --- | --- | --- |
| 1. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 2. | 2-week cut-off |  |  |
| 3. | Complimentary internet in guest rooms |  |  |
|  | **Additional concessions:**  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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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| --- |
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|  |

**OFFER PERIOD**

A Proposer's submission is an irrevocable offer for sixty (60) days following the proposal due date. In the event a final contract has not been awarded within this sixty (60) day period, the Judicial Council of California reserves the right to negotiate extensions to this period.

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

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