

**EMERGENCY MEDICAL SERVICES AUTHORITY**

10901 GOLD CENTER DR STE 400  
 RANCHO CORDOVA, CA 95670-6073  
 (916) 322-4336 FAX (916) 324-2875

**Request for Quotation**

<b>Quote Number</b>	<b>Due Date</b>	<b>Event Location</b>
RFQ-December2019SanFrancisco	April 30, 2019	San Francisco, CA
<b>Name of Event</b>	<b>Event Dates</b>	
Emergency Medical Services Authority	December 1 – 4, 2019	
<b>Contact:</b> Lisa Vigil, Contracts Analyst	<b>Phone:</b> (916)431-3694	
<b>Email Quotes To:</b> <a href="mailto:Lisa.Vigil@emsa.ca.gov">Lisa.Vigil@emsa.ca.gov</a>	<b>Websites:</b> <a href="http://www.emsa.ca.gov">www.emsa.ca.gov</a>	
Please respond to all items requested in this Request for Quotation (RFQ) and quote the cost of every item that you cannot provide on a complimentary basis. Incomplete responses may disqualify the property from consideration.		

**Pricing and Overall Consideration**

As with any government group, total overall cost is a key factor. This group is looking for the best value. Some of the many factors taken into account while evaluating proposals are the price of the single guest room rate (including tax), the value of incentives provided within the single guest room rate, the total cost of meeting space and the cost of individual round-trip airport transportation.

**Please keep in mind that the State cannot pay deposits in advance, cancellation and attrition fees, or penalties.** Final meeting requirements (A/V, Food, and Beverage) will be finalized upon execution of contract by a separate event banquet order addendum to the contract. Any agreement entered into with the State of California will have the following included by reference: General Terms and Conditions (GTC-610) which can be viewed and downloaded at the following internet site:

<http://www.documents.dgs.ca.gov/ols/GTC-610.doc>

**The best proposal would include within the California State government rate:**

- Complimentary A.M. coffee, tea, and decaf with unlimited replenishment
- Complimentary P.M. iced tea, coffee service, and snacks
- 30% discount on audio visual equipment rental
- Wireless internet
- Complimentary meeting space
- Complimentary parking
- One (1) comp per forty (40) cumulative guest rooms
- Courtesy hotel/airport shuttle

**Event Background**

Over a three day period the Emergency Medical Services Authority (EMSA) coordinates the following quarterly meetings: EMSA Commission, EMSA Data, Emergency Medical Services Administrators Association of California (EMSAAC), and the Emergency Medical Directors Association of California (EMDAC).

Hotel Information			
Property:		Address:	
Facility Brand:		Web Address:	
Property Contact:		Title:	
Email Address:	Phone Number:	Fax Number:	
Is the property ADA compliant? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is your property a union hotel? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your property green certified? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list the certification below.	
Are renovations planned or in process over the requested meeting dates? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Parking			
Complimentary Parking	Day Use Rate	Overnight Parking Rate	Parking Discount Offered
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No    \$

Airport Transportation			
Closest Airport	# of Miles to Hotel	Complimentary Hotel Shuttle	Estimated Cost – One Way
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Airport Van \$    Taxi \$

Meeting History/Comments	
Hotel agrees to accept the Meeting Planner Account as payment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hotel agrees to provide total room pickup at the time of presenting the invoice with total amount charged.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hotel agrees to disclose in the proposal ALL fees related to meeting/guest room charges.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Hotel Comments:

<b>Guest Rooms</b>						
\$250/per night state per diem						
Guest Room Rate Offered	Single	Double	Triple	Standard Guest Room during this timeframe	Can this property waive the Transient Occupancy Tax?	Occupancy tax:
	\$	\$	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Tourism Assessment Fee		Resort Fee		Other Fees	

<b>Room Block</b> (paid directly by Guest, not contracting agency)			
Date(s)	December 1, 2019	December 2, 2019	December 3, 2019
# of Rooms	(5) Standard Room (2) Deluxe Rooms	(45) Standard Rooms (2) Deluxe Rooms	(65) Standard Room (2) Deluxe Rooms
Availability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Meeting Space</b> (Quoted room rental cost must be inclusive of set-up, taxes, and gratuities)			
<b>Date:</b> 12/2/2019	<b>Name:</b> EMS Data	<b>Meeting Time</b>	7:00a.m.-5:00p.m.
# of Attendees	Name of Proposed Room	Quoted Price Per Day	Standard Price
10-12			

**Set-up:**  
Conference style skirted table with ample room. Attendees will break for lunch – no meals included.

<b>Date:</b> 12/3/2019	<b>Name:</b> EMSAAC	<b>Meeting Time</b>	7:00a.m.-5:00p.m.
# of Attendees	Name of Proposed Room	Quoted Price Per Day	Standard Price
85			

**Set-up:**

- Hollow square with skirted tables for up to (35) people.
- Theater style for (50), with space between the chairs, set up near Hollow Square.
- A single 6' banquet table set against the wall at room entrance with two chairs.
- There will be a working lunch during the meeting and food will need to be placed either in the room or hallway.

<b>Date:</b> 12/3/2019	<b>Name:</b> EMDAC	<b>Meeting Time</b>	7:00a.m.-5:00p.m.
# of Attendees	Name of Proposed Room	Quoted Price Per Day	Standard Price
100			

**Set-up:**

- Hollow square with skirted tables for up to (35) participants.
- Theater style for (65), with space between the chairs, set up near Hollow Square.
- A single 6' banquet table set against the wall at room entrance with two chairs.
- There will be a working lunch during the meeting and food will need to be placed either in the room or hallway.

<b>Date:</b> 12/4/2019	<b>Name:</b> EMSA Commission	<b>Meeting Time</b> 7:00a.m.-5:00p.m.
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# of Attendees	Name of Proposed Room	Quoted Price Per Day	Standard Price
130			

**Set-up:**

- A single 6' banquet table with two chairs positioned outside the meeting room.
- U shape in front of room with seating for (25) participants.
- Theater style for (100), with space between the chairs, set up in front of U shape.
- One (1) skirted table with a chair for transcriptionist.
- One (1) skirted cart for A/V projector.
- One (1) skirted - 6' banquet table set against the wall at room entrance with two (2) chairs
- U.S. flag and flagpole.

**Other Associated Costs**

Are there additional fees associated with the set-up/tear down of meeting rooms?

Yes  No

\$ **If yes.**

**Comments:**

<b>Date:</b> 12/4/2019	<b>Name:</b> EMS Awards	<b>Meeting Time</b> 7:00a.m.-5:00p.m.
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# of Attendees	Name of Proposed Room	Quoted Price Per Day	Standard Price
230			

**Set-up:**

- (23) Ten person round tables
- (2) VIP sponsor reserved tall table signs
- (2) Sponsor reserved table signs
- Holiday centerpieces for each table
- (2) 8' x 10' screens with a/v cart
- (2) 8' x 30" tables for medals with 2-3 feet between tables and riser
- (1) Riser 16' L x 6' W x8" H
- One podium with wired mic
- One cordless mic
- Two LCD support packages
- One basic audio package
- One video splitter
- U.S. flag and flagpole.

# of Attendees	Name of Proposed Room	Quoted Price Per Day	Standard Price
To Be Determined			

**Set-up: This room is for photo sessions and registration.**

- (3) 6' x 30" Skirted tables with (1) chair each
- (1) Water Station
- (10) Chairs

**Set-up: This room is overflow and waiting.**

- (1) Row of (12) chairs
- (6) High tables

**Other Associated Costs**

Are there additional fees associated with the set-up/tear down of meeting rooms?  
 Yes     No

**\$** \_\_\_\_\_ **If yes.**

**Comments:**

**Audio/Visual**

In House Vendor	Discount Offered?	Do you charge a fee for outside vendors?	Service Charge?	Sales Tax Charge?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	_____ % if yes.	\$_____ if yes.	_____ % if yes.	_____ % if yes.

Type of Audio Visual Equipment	Quantity	Price Per Day	Standard Price
Standing lectern (podium) with light, wired, and gooseneck microphone	1		
Podium with wired microphone	1		
Tabletop Microphones	13		
Extension Cords	6		
Power Strips	6		
8' x 8' screen	1		
8' x 10' screen	2		
Projector cart	1		
16-Channel Audio Mixer	1		
Projector	1		
Video Splitter	1		
Cordless Mic	1		
Riser-16'L x 6'W x 8'H	1		
U.S. Flag	1		
<b>If available:</b>			
Portable Screen Package (8'x8' screen, projector table, extension cord, and power strip)	1		
A/V Accessory Package (power strip, extension cord, cabling, and projector cart)	4		
LCD Support Package	2		
Basic Audio Package	1		

**Other Associated Costs**

Are there additional fees associated with A/V rental?  
 Yes     No

**\$** \_\_\_\_\_ **If yes.**

**Comments:**

**Food and Beverage**

Meeting Name	Meal Function	Date(s)	Inclusive Cost Per Person Per Day	Average Inclusive Cost from Menu
EMS Data	<ul style="list-style-type: none"> <li>Coffee and beverage</li> <li>Pitchers of iced water</li> </ul>	12/2/2019	\$	\$
EMSAAC	<ul style="list-style-type: none"> <li>Coffee and beverage</li> <li>Pitchers of iced water</li> <li>All Inclusive Food Package with vegetarian options to billed separately to EMSAAC.</li> </ul>	12/3/2019	\$	\$
EMDAC	<ul style="list-style-type: none"> <li>Coffee and beverage</li> <li>Pitchers of iced water</li> <li>All Inclusive Food Package with vegetarian options billed separately to EMDAC</li> </ul>	12/3/2019	\$	\$
EMS Commission	<ul style="list-style-type: none"> <li>Coffee and beverage</li> <li>Pitchers of iced water</li> </ul>	12/4/2019	\$	\$
EMS Awards	<ul style="list-style-type: none"> <li>Coffee and beverage</li> <li>Pitchers of iced water</li> <li>Sit down lunch service for (230). Provide a quote for the average cost.</li> </ul>	12/4/2019	\$	\$

**Other Associated Costs**

Are there additional fees associated with food and beverage service?  
 Yes     No

**\$** \_\_\_\_\_ **if yes.**

**Comments:**

**Will you provide complimentary items?**  Yes     No    If yes, please list below.

Complimentary Service	Complimentary Items Offered	Value
	\$	\$
	\$	\$

The above listed quote is based on an estimated volume of services to be provided by Contractor and is not binding on the contracting agency. The estimated volume of services is not a guarantee, neither expressed nor implied, on the actual volume of monthly services that shall be required for this Contract. The estimate indicated above will be used solely for the computing the cost as a fair and equitable formula to determine the low bidder and is not binding on the contracting agency. However, the actual costs quoted above by the bidder shall be binding for the term of the Agreement once executed by the Contractor and the State of California.

Company Name (Printed)	
Signature of Person Authorizing Pricing	
Printed Name and Title of Person Signing	
Date	