

HOTEL BID FORM

I. GENERAL INFORMATION.

Hotel/Motel Name	Des Moines Marriott Downtown		
Address	700 Grand Avenue		
City, State, Zip/Postal Code	Des Moines, IA 50309		
Telephone	(515)245-5500	Fax	(515) 245-5567
Hotel Website	www.marriott.com/dsmia		
Contact Person	Jenny Fiolka	Title	Senior Sales Manager
Contact E-mail	Jenny.fiolka@marriott.com		

Total Rooms in Hotel	415	Rooms Committed *peak 250 room	1,039	Additional Rooms Available	
Distance to Airport		Blocks/Miles	4.9 miles	Minutes	15 min
Distance to Convention Center		Blocks/Miles	0.5 miles	Minutes	3 min
2021 Group Flat Rate	\$168 or \$173 w/\$5 rebate	When Rate Guaranteed?	2016	Current Tax Rate – sales plus hotel tax	12%

II. GUEST ROOMS (Indicate Y, N, or R for Yes, No, or Available upon Request)

Continental Breakfast		Cost	\$14	Complimentary	
Windows that open	No	Refrigerators in Room	No	Shampoo, conditioners, Etc.	Yes
Hair Dryers	Yes	Iron and Ironing Board	Yes	Coffee Maker	Yes
Non-Smoking Hotel	Yes	Non-Smoking Floors	All	Percent of Rooms Non-Smoking	100%
Concierge/Club Floor	5 floors	If yes, how many rooms?		Upcharge, if any?	\$30
Number of telephones in room?	1	Voice Mail on telephone	Yes	Internet Charge	\$9.95
Number of double/double rooms?	198	Number of queen/queen rooms?		Number of king rooms?	215
Number of Suites?	6	Number of ADA-compliant Rooms?	11	Number of Handicap accessible rooms?	11
Smoke detectors in guest rooms?	Yes	Smoke detectors in hallways?	Yes	Smoke detectors in function rooms?	Yes
Sprinklers in guest rooms?	Yes	Sprinklers in hallways?	Yes	Sprinklers in function rooms?	Yes
Security cameras in lobby? Entrances and exits		Security cameras in hallways?	No	Security cameras in function areas?	No
Date of Construction?	1981	Date of last renovation?	2008	Date of next scheduled renovation?	2017/2018

Check-in time?	4pm	Check-out time?	12pm	Charge for late check-out?	½ of room rate
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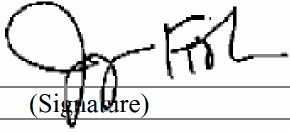
III. HOTEL SERVICES

Number of restaurants on-site?	2	Hours of Operation?	6:30am-2pm 2pm-1am	Room service hours?	6:30-11pm M-F 6:30am-12am Sat-Sun
Seating capacity for breakfast?	180	Seating capacity for lunch	180	Seating capacity for dinner?	115
Public area and lobby wheelchair accessible?	Yes	Wheelchair ramps available?	Yes	Comments	
Elevators wheelchair accessible?	Yes	Public restrooms wheelchair accessible?	Yes		
Personal check cashing services available?	Elite Reward members only	What credit cards accepted?	All major cards	What credit cards not accepted?	
Gift Shop?	No	Concierge Desk?	Yes	Airline Desk?	No
Car Rental Desk?	No	Business Center?	Located nearby	Mail/ship services?	Located nearby
Health club or exercise room?	Yes	Cost for health club?	\$0	Beauty shop/spa?	No
Indoor Pool?	Yes	Outdoor pool?	No	Whirl pool/hot tub?	No
Sauna?	No	Tennis courts?	No	Golf facilities?	No
Guest laundry facility?	Yes	Valet laundry service?	Yes		
On-site parking facility?	City parking garage	Self-park daily cost?	\$14	Valet-park daily cost?	\$24
Airport taxicab fare (one way)?	\$24	Airport limo fare (one-way)?		Airport shuttle fare (one-way)?	Comp

IV. FUNCTION SPACE

Number of meeting rooms?	15	On-site food and beverage catering?	Yes
Maximum seating in rounds in largest room?	700	Maximum seating in rounds in smallest room?	40
AV and other equipment furnished in meeting rooms?	Tables and chairs complimentary, audiovisual equipment additional cost		

This Hotel has received a copy of the BID SPECIFICATIONS and the SAMPLE HOTEL HOUSING AGREEMENT as they apply to participating and/or headquarters hotels, and will agree to those specifications, terms, and conditions.

	December 16, 2016
(Signature)	(Date)
Jenny Fiolka	Senior Sales Manager
(Print name)	(Title)

THIS FORM MUST BE COMPLETED BY EACH BIDDING HOTEL