

HOTEL BID FORM

I. GENERAL INFORMATION.

Hotel/Motel Name	Residence Inn by Marriott		
Address	100 SW Water Street		
City, State, Zip/Postal Code	Des Moines, Iowa 50309		
Telephone	515-288-4500	Fax	515-288-2377
Hotel Website	www.marriott.com/dsmrd		
Contact Person	Kelli Vorrath	Title	Director of Sales
Contact E-mail	Kelli.vorrath@hawkeyehotels.com		

Total Rooms in Hotel	127	Rooms Committed	35	Additional Rooms Available	87
Distance to Airport	5	Blocks/Miles	Miles	Minutes	10
Distance to Convention Center	.7	Blocks/Miles	Miles	Minutes	10
2021 Group Flat Rate	\$159	When Rate Guaranteed?		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	Y	Cost	0	Complimentary	Y
Windows that open	N	Refrigerators in Room	Y	Shampoo, conditioners, Etc.	Y
Hair Dryers	Y	Iron and Ironing Board	Y	Coffee Maker	Y
Non-Smoking Hotel	Y	Non-Smoking Floors	5	Percent of Rooms Non-Smoking	100%
Concierge/Club Floor	N/A	If yes, how many rooms?	N/A	Upcharge, if any?	N/A
Number of telephones in room?	2	Voice Mail on telephone	Y	Internet Charge	0
Number of double/double rooms?	0	Number of queen/queen rooms?	0	Number of king rooms?	127
Number of Suites?	127	Number of ADA-compliant Rooms?	16	Number of Handicap accessible rooms?	7
Smoke detectors in guest rooms?	Y	Smoke detectors in hallways?	Y	Smoke detectors in function rooms?	Y
Sprinklers in guest rooms?	Y	Sprinklers in hallways?	Y	Sprinklers in function rooms?	Y
Security cameras in lobby?	Y	Security cameras in hallways?	Y	Security cameras in function areas?	N
Date of Construction?	2014	Date of last renovation?	N/A	Date of next scheduled renovation?	N/A
Check-in time?	3pm	Check-out time?	12pm	Charge for late check-out?	0

III. HOTEL SERVICES

Number of restaurants on-site?	0	Hours of Operation?	N/A	Room service hours?	N/A
Seating capacity for breakfast?	0	Seating capacity for lunch	0	Seating capacity for dinner?	0
Public area and lobby wheelchair accessible?	Y	Wheelchair ramps available?	N/A	Comments	
Elevators wheelchair accessible?	Y	Public restrooms wheelchair accessible?	Y		
Personal check cashing services available?	N	What credit cards accepted?	All	What credit cards not accepted?	Diners
Gift Shop?	N	Concierge Desk?	N	Airline Desk?	N
Car Rental Desk?	N	Business Center?	Y	Mail/ship services?	N
Health club or exercise room?	Y	Cost for health club?	0	Beauty shop/spa?	N
Indoor Pool?	Y	Outdoor pool?	N	Whirl pool/hot tub?	Y
Sauna?	N	Tennis courts?	N	Golf facilities?	N
Guest laundry facility?	Y	Valet laundry service?	Y		
On-site parking facility?	Y	Self-park daily cost?	\$15	Valet-park daily cost?	N/A
Airport taxicab fare (one way)?	\$22	Airport limo fare (one-way)?	N/A	Airport shuttle fare (one-way)?	N/A

IV. FUNCTION SPACE

Number of meeting rooms?	1	On-site food and beverage catering?	No
Maximum seating in rounds in largest room?	N/A	Maximum seating in rounds in smallest room?	N/A
AV and other equipment furnished in meeting rooms?	Screen, internet, AV carts – Complimentary, LCD projector \$50		

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.

<i>Kelli Vorrath</i>	<i>12/19/16</i>
(Signature)	(Date)
<i>Kelli Vorrath</i>	<i>DOS</i>
(Print name)	(Title)

THIS FORM MUST BE COMPLETED BY EACH BIDDING HOTEL