

Washington Association of School Business Officials

Business Managers 2022 Conference

Proposal from The Heathman Lodge

7801 NE Greenwood Drive, Vancouver, Washington, 98662, USA

Proposal Details

RFP Name Washington Association of School Business Officials Business Managers 2022 Conference
RFP Code KFNJLKSWS6
Event Name Washington Association of School Business Officials Business Managers 2022 Conference
Response Date Wed, 22-Sep-2021 12:42 PM **Proposal Status** Submitted Proposal
Supplier Name The Heathman Lodge **Supplier Type** Hotel
Chain Independent / Other **Metro Area** OR - Portland
Brand Independent
Commission? Yes - 10.00% on Rooms

Proposal Introduction All guestrooms are subject to a 10.5% occupancy tax and a \$2.00 per room/per night Tourism Promotion Assessment Fee.

All Food, Beverage and Audio Visual rented through the hotel is subject to a 24% service charge and an 8.4% Washington Sales Tax.

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Sun, 31-Jul-2022 to Thu, 04-Aug-2022	Sun, 31-Jul-2022	1st Option - Holding Space Until 30-Oct-2021	155.00

Concessions or Contractual Requirements Complimentary wifi in guest rooms and meeting space
15% attrition
2 week cut off
2 complimentary suite upgrades at group rate
3 staff rooms at discounted rate
Discounted meeting room rental
Group rate available 3 days pre/post conference

Key Contact Information

Contact Name Laura Yocabel-Dibble **Email Address** laura@heathmanlodge.com
Organization Heathman Lodge **Phone** 360-816-0507
Title Sales Manager
Website www.heathmanlodge.com

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Sleeping Room Availabilities

Sleeping Room Needs Met? Yes

Preferred (Sun, 31-Jul-2022 to Thu, 04-Aug-2022)

Availability 1st Option - Holding Space Until 30-Oct-2021

Check-in Date Sun, 31-Jul-2022

Do all guest room rates include breakfast? No

Do all guest room rates include tax? No

Applicable Taxes Other USD 2.00, Occupancy 10.50%

Total USD 27,540.00

Day	Any (Run of House)		Single (1 Bed)		Double (2 Beds)		Suite		Staff	
	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)
Sun, 31-Jul-2022			20	155.00	20	155.00	2	155.00	3	125.00
Mon, 01-Aug-2022			20	155.00	20	155.00	2	155.00	3	125.00
Tue, 02-Aug-2022			20	155.00	20	155.00	2	155.00	3	125.00
Wed, 03-Aug-2022			20	155.00	20	155.00	2	155.00	3	125.00

Additional Fees

Occupancy 10.500% on Guest Rooms

Other USD \$2.00 on Guest Rooms

State 8.400% on Meeting Packages

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Meeting Room Availabilities

Meeting Room Needs Met? Yes

Additional Information The best of Hudson’s creative Northwest cuisine menu translates into authentic and delicious Vancouver, WA catering for your meeting, event, or social function.

From simple coffee/baked goods set ups, to elaborate evening buffets or plated feasts, the Lodge staff and executive chef Joe Reid deliver on quality-catered cuisine.

Start Date Sun, 31-Jul-2022

Day	Time	Agenda Item	Room Request	Room Assignment
Mon, 01-Aug-2022	8:00 AM-5:00 PM	Meeting Meeting <i>Notes or Exceptions: Crescent rounds for 5 pp each. A.M. and P.M. breaks to be set up buffet style in the foyer outside the meeting room</i>	Crescent Rounds (Room Required) 60 people	Chinook/Klickitat • 2,040 Sq. Ft., 16 Ft. ceilings
Mon, 01-Aug-2022	12:00 PM-1:00 PM	Lunch in Separate Room Lunch	Rounds (Room Required) 60 people	Cowlitz • 1,063 Sq. Ft., 16 Ft. ceilings
Tue, 02-Aug-2022	8:00 AM-5:00 PM	Meeting Meeting <i>Notes or Exceptions: Crescent rounds for 5 pp each. A.M. and P.M. breaks to be set up buffet style in the foyer outside the meeting room</i>	Crescent Rounds (Room Required) 60 people	Chinook/Klickitat • 2,040 Sq. Ft., 16 Ft. ceilings
Tue, 02-Aug-2022	12:00 PM-1:00 PM	Lunch in Separate Room Lunch	Rounds (Room Required) 60 people	Cowlitz • 1,063 Sq. Ft., 16 Ft. ceilings
Wed, 03-Aug-2022	8:00 AM-5:00 PM	Meeting Meeting <i>Notes or Exceptions: Crescent rounds for 5 pp each. A.M. and P.M. breaks to be set up buffet style in the foyer outside the meeting room</i>	Crescent Rounds (Room Required) 60 people	Chinook/Klickitat • 2,040 Sq. Ft., 16 Ft. ceilings
Wed, 03-Aug-2022	12:00 PM-1:00 PM	Lunch in Separate Room Lunch	Rounds (Room Required) 60 people	Cowlitz • 1,063 Sq. Ft., 16 Ft. ceilings
Thu, 04-Aug-2022	8:00 AM-12:00 PM	Meeting Meeting <i>Notes or Exceptions: Crescent rounds for 5 pp each. A.M. break to be set up buffet style in the foyer outside the meeting room</i>	Crescent Rounds (Room Required) 60 people	Chinook/Klickitat • 2,040 Sq. Ft., 16 Ft. ceilings

A/V Needs We work with a 3rd party Audio Visual company, AVMS.

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Estimated Costs

Total F&B Minimum USD \$11,000.00

Applicable Tax 8.4%

Service Charge 24%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$12.00		8.40	+Tax and Service	
Average F&B Costs - Break - Drinks Only	Per Item	USD \$5.00		8.40	+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$12.00		8.40	+Tax and Service	
Average F&B Costs - Break - Snacks and Drinks	Per Person	USD \$31.00		8.40	+Tax and Service	
Average F&B Costs - Breakfast - Buffet	Per Person	USD \$32.00			+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$19.00			+Tax and Service	
Average F&B Costs - Breakfast - Plated	Per Person	USD \$27.00		8.40	+Tax and Service	
Average F&B Costs - Dinner - Buffet	Per Person	USD \$62.00			+Tax and Service	
Average F&B Costs - Dinner - Plated	Per Person	USD \$55.00			+Tax and Service	
Average F&B Costs - Gallon Coffee	Total	USD \$53.00		8.40	+Tax and Service	
Average F&B Costs - Lunch - Boxed	Per Person	USD \$30.00		8.40	+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$42.00			+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$37.00			+Tax and Service	
Average F&B Costs - Reception - Food	Per Person	USD \$30.00			+Tax and Service	
Miscellaneous Costs - Internet - Guest Room	Complimentary					
Miscellaneous Costs - Internet - Meeting Room	Included in Package					
Miscellaneous Costs - Parking Fee - Self	Complimentary					
Miscellaneous Costs - Parking Fee - Valet	N/A					

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Miscellaneous Costs - Resort Fee	N/A					
Rental Costs - Meeting Rooms - Total	Total	USD \$1,500.00		8.40	+Tax	
Transportation Costs - Airport Transportation	N/A					<i>Hotel shuttle one week advance reservation required</i>
Transportation Costs - Local Transportation	N/A					

Additional Information We are happy to work with you on your guests dietary restrictions.

Pamper your palate for breakfast, lunch and dinner, serving tantalizing cuisine and a variety of regional wines in a warm, welcoming atmosphere.

Executive Chef Joe Reid creates northwest seasonal comfort food in a casual, rustic setting. The delightful menu is filled with seasonal expressions as creative as the lodge décor itself. Experience the color, flavor and energy of a Northwest culinary expedition from our open kitchen concept. The immense slate fireplace, dramatic windows, high ceilings, and native artwork create an atmosphere symbolic of Vancouver’s natural, yet metropolitan character.

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Additional Questions

1. Rates quoted are applicable ____ days pre-meeting. (Comment) (Required)

3

2. Rates quoted are applicable ____ days post-meeting. (Comment) (Required)

3

3. Web address for meeting space detail? (Comment) (Required)

<http://dw38l979td36g.cloudfront.net/upload/1151/meeting-schematic.pdf>

4. Please select your current Forbes and/or AAA Rating? (Multiple choice) (Required)

3 Star, 3 Diamond

5. Will the meeting room rentals be waived? If not, what rates will apply? (Comment) (Required)

The room rental will be reduced to \$1,500 with a food and beverage minimum of \$11,000

6. What is your nearest major airport and what is the distance (both miles and time)? What are the round trip shuttle and/or taxi costs? (Comment) (Required)

Portland International Airport

10 miles / 10 minutes

Taxi = \$35.00

Bluestar Multi Hotel shuttle = \$20+

7. What amenities and activities does your hotel have on or near the property? (Comment) (Required)

Onsite four star restaurant and lounge, Hudson's Bar & Grill

Indoor pool, Jacuzzi, and Nautilus fitness room

Within walking distance to shopping and area restaurants including AMC theaters.

8. What renovations have your property either recently completed or has on schedule? (Comment) (Required)

No scheduled renovations, last room furniture renovations was in 2019.

9. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. (Multiple choice) (Required)

I agree that HelmsBriscoe will be paid a placement fee

10. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)

Laura Yocabel-Dibble

Sales Manager

09/22/21

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11. Accounts Payable Contact First & Last Name: (Comment) (Required)

Allena Gorbunov

12. Accounts Payable Phone Number: (Comment) (Required)

360-816-6513

13. Accounts Payable Email Address: (Comment) (Required)

alleana.gorbunov@heathmanlodge.com

14. Accounts Payable Fax: (Comment) (Required)

360-816-0517

15. Please indicate in the space below your contact name, hotel address, phone number, and email address - if it differs from the contact information on the response sheet provided in this RFP. (Comment)

Laura Yocabel-Dibble

7801 NE Greenwood Drive.

Vancouver, WA 98662

360-816-0507

laura.yocabel-dibble@heathmanlodge.com

16. How far is your property from downtown Seattle? (Comment) (Required)

2 hours and 45 minutes

17. Do you provide a complimentary breakfast? (Comment) (Required)

We do not provide a complimentary breakfast but have a restaurant on site which is open for breakfast, lunch and dinner.

Additional Files

File Name	Type	Size	Upload Date
AV Pricing Guide.pdf	Portable Document Format (.pdf)	420 KB	Wed, 22-Sep-2021
2021 Catering Menu.pdf	Portable Document Format (.pdf)	1.55 MB	Wed, 22-Sep-2021