

**Washington Association of School Business Officials
Business Managers 2022 Conference**

Proposal from Hotel Indigo Vancouver Dwtn – Portland Area
550 Waterfront Way, Vancouver, Washington, 98660, 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		
Proposal Sent Date	Wed, 22-Sep-2021 12:43 PM	Proposal Status	Submitted Proposal
Supplier Name	Hotel Indigo Vancouver Dwtn – Portland Area	Supplier Type	Boutique Hotel
Chain	IHG	Metro Area	OR - Portland
Brand	Hotel Indigo	Commission?	Yes - 10.00% on Guest room

Proposal Introduction No two neighborhoods are alike. Neither are any two Hotel Indigo® properties. When you stay with us, you're not just staying anywhere, you're staying somewhere—within a vibrant community, in a unique boutique hotel that combines authentic local experiences, modern design and intimate service with the peace of mind and consistency of staying with one of the world's largest hotel groups.

Each hotel is as individual as its surroundings and is also a reflection of them. You can taste the local flavor on our menus and see it in the art and photography displayed on our walls. You'll catch guests and neighbors hanging out in our bars, get great advice from our team members on what to see and do in the neighborhood, and be refreshed by just how relaxed and inviting it all feels.

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 - Not Holding Space	229.00 - 249.00

Additional Information	We have flexible meeting space featuring natural lighting and built in audio visual equipment.
Concessions / Contractual Requirements	Thank you for your interest in Hotel Indigo to host your group and meeting. Your attendees will be delighted with their accommodations & amenities offered at our boutique hotel.

Key Contact Information

Contact Name	Candice Knilans	Email Address	indigosales@mkmhotels.com
Organization	Hotel Indigo Vancouver Waterfront	Phone	360-816-0058
Title	Director of Sales & Marketing	Mobile	8139951163

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Additional Information Candice Knilans
Director of Sales & Marketing
indigosaled@mkmhotels.com
360-816-0058

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Sleeping Room Availabilities

Sleeping Room Needs Met? Yes

Additional Information Complimentary Wi-Fi in guest rooms
Complimentary Wi-Fi in meeting space
(2) complimentary upgrades @ group rate
(3) staff rooms @ \$209

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

Availability 1st Option - Not Holding Space **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 Occupancy 8.50%, City 2.00%, City USD 2.00

Total USD 40,748.00

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	229.00	20	249.00			3	209.00
Mon, 01-Aug-2022			20	229.00	20	249.00			3	209.00
Tue, 02-Aug-2022			20	229.00	20	249.00			3	209.00
Wed, 03-Aug-2022			20	229.00	20	249.00			3	209.00

Additional Fees

City USD \$2.00 on Guest Rooms

City 2.000% on Guest Rooms

Occupancy 8.500% on Guest Rooms

Other 24.000% on Room Rental/Room Hire

Other 24.000% on Meeting Packages

Additional Information 24% service charge applied to all meeting room rental & food and beverage
10.5% + \$2.00 per reservation, per night tax

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Meeting Room Availabilities

Meeting Room Needs Met?	Yes
Additional Information	Flexible meeting space options for meeting, lunch & buffet setup
Start Date	Sun, 31-Jul-2022

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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	Columbia Terrace Ballroom PARLOR 4 • 1,200 Sq. Ft., 18 Ft. ceilings <i>Notes or Exceptions: Meeting to be held in Parlor 4, Lunch to be served in Parlor 3</i>
Mon, 01-Aug-2022	12:00 PM-1:00 PM	Lunch in Separate Room Lunch	Rounds (Room Required) 60 people	Columbia Terrace Ballroom PARLOR 3 • 1,200 Sq. Ft. <i>Notes or Exceptions: Lunch served in Columbia Terrace Ballroom Parlor 3, Meeting in Columbia Terrace Parlor 4.</i>
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	Columbia Terrace Ballroom PARLOR 4 • 1,200 Sq. Ft., 18 Ft. ceilings <i>Notes or Exceptions: Meeting to be held in Parlor 4, Lunch to be served in Parlor 3</i>
Tue, 02-Aug-2022	12:00 PM-1:00 PM	Lunch in Separate Room Lunch	Rounds (Room Required) 60 people	Columbia Terrace Ballroom PARLOR 3 • 1,200 Sq. Ft. <i>Notes or Exceptions: Lunch served in Columbia Terrace Ballroom Parlor 3, Meeting in Columbia Terrace Parlor 4.</i>
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	Columbia Terrace Ballroom PARLOR 4 • 1,200 Sq. Ft., 18 Ft. ceilings <i>Notes or Exceptions: Meeting to be held in Parlor 4, Lunch to be served in Parlor 3</i>
Wed, 03-Aug-2022	12:00 PM-1:00 PM	Lunch in Separate Room Lunch	Rounds (Room Required) 60 people	Columbia Terrace Ballroom PARLOR 3 • 1,200 Sq. Ft. <i>Notes or Exceptions: Lunch served in Columbia Terrace Ballroom Parlor 3, Meeting in Columbia Terrace Parlor 4.</i>
Thu, 04-Aug-2022	8:00 AM-12:00 PM	Meeting Meeting <i>Notes or Exceptions: Crescent rounds for 5 pp each. A.M.</i>	Crescent Rounds (Room Required) 60 people	Columbia Terrace Ballroom PARLOR 4 • 1,200 Sq. Ft., 18 Ft. ceilings

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		<i>break to be set up buffet style in the foyer outside the meeting room</i>		
A/V Needs Built in AV equipment. 25% off AV.				

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Estimated Costs

Total F&B Minimum	USD \$7,000.00
Applicable Tax	8.5%
Service Charge	24%

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Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$16.00	60		+Tax and Service	
Average F&B Costs - Break - Drinks Only	Per Item	USD \$5.00	60		+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$16.00	60		+Tax and Service	
Average F&B Costs - Break - Snacks and Drinks	Per Person	USD \$18.00	60		+Tax and Service	
Average F&B Costs - Breakfast - Buffet	Per Person	USD \$35.00	60		+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$28.00	60		+Tax and Service	
Average F&B Costs - Breakfast - Plated	Per Person	USD \$38.00	60		+Tax and Service	
Average F&B Costs - Gallon Coffee	Per Item	USD \$78.00	60		+Tax and Service	
Average F&B Costs - Lunch - Boxed	N/A					
Average F&B Costs - Lunch - Buffet	Per Person	USD \$63.00	60		+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$53.00	60		+Tax and Service	
Miscellaneous Costs -	Complimentary					

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Internet - Guest Room						
Miscellaneous Costs - Internet - Meeting Room	Complimentary					
Miscellaneous Costs - Parking Fee - Self	N/A					
Miscellaneous Costs - Parking Fee - Valet	Per Item	USD \$39.00			No Tax	
Miscellaneous Costs - Resort Fee	N/A					
Rental Costs - Meeting Rooms - Total	Per Day	USD \$4,000.00	1		+Tax and Service	
Transportation Costs - Airport Transportation	N/A					
Transportation Costs - Local Transportation	N/A					

Additional Information Catering to be provided by the Iconic El Gaucho

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Additional Questions

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

1

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

1

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

N/A

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

Not Rated - Star, Not Rated - Diamond

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

\$4,000 for all 4 days of meeting space.

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)

PDX, 12 miles, 18 minutes

\$50 roundtrip

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

We have 4 onsite restaurants including Vancouver's first rooftop bar, Witness Tree. We are located in heart of the up & coming Vancouver Waterfront. Downtown Vancouver offers shopping, dining, and outdoor activities within walking distance.

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

Hotel Indigo is a brand new property scheduled to open November 2021.

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

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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)

Candice Knilans

Director of Sales & Marketing

09/22/21

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

Candice Knilans

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

360-816-0058

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

indigosales@mkmhotels.com

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

N/A

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)

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

2.5 hours

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

No. Breakfast is available for purchase from one of our onsite restaurants

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Additional Files

File Name	Type	Size	Upload Date
source safely with ihg americas	Document Link		Tue, 21-Sep-2021

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