





NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

CONTRACT NUMBER CS182452001	CONTRACT TITLE Hotel/Motel Accommodations with Meals
AMENDMENT NUMBER 001	CONTRACT PERIOD August 1, 2019 through July 31, 2020
REQUISITION/REQUEST NUMBER NR 931 YYY19708582	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 2035042500 0/ MB00100711
CONTRACTOR NAME AND ADDRESS JEFFERSON CITY CAPITOL PLAZA 415 WEST MCCARTY STREET JEFFERSON CITY, MO 65101	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections CRTC and Training Academy 1717 Industrial Drive Jefferson City, MO 65101 Missouri Department of Corrections Division of Probation and Parole 1717 Industrial Drive Jefferson City, MO 65101
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract CS182452001 is hereby amended pursuant to the attached amendment #001, dated May 17, 2019.	
BUYER Lillian Smith	BUYER CONTACT INFORMATION Email: Lillian.smith@oa.mo.gov Phone: (573) 751-4579 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 5/21/19
DIRECTOR OF PURCHASING  Karen S. Boeger	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT RENEWAL

AMENDMENT NO.: 001
CONTRACT NO.: CS182452001
TITLE: Hotel/Motel Accommodations with Meals
ISSUE DATE: 05/13/19

REQ NO.: NR 931 YYY19708582
BUYER: Lillian Smith
PHONE NO.: (573) 751-4579
E-MAIL: lillian.smith@oa.mo.gov

TO: JEFFERSON CITY CAPITOL PLAZA
415 WEST MCCARTY ST
JEFFERSON CITY, MO 65101

RETURN AMENDMENT BY NO LATER THAN: 05/28/19 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	lillian.smith@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections
CRTC and Training Academy
1717 Industrial Drive
Jefferson City MO 65101

Missouri Department of Corrections
Division of Probation and Parole
1717 Industrial Drive
Jefferson City MO 65101

SIGNATURE REQUIRED

VENDOR NAME <i>Capitol Plaza Hotel</i>	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)
MAILING ADDRESS <i>415 West McCarty Street</i>	
CITY, STATE, ZIP CODE <i>Jefferson City Mo 65101</i>	

CONTACT PERSON <i>Michele Braun</i>	EMAIL ADDRESS <i>michele.braun@atriumhospitality.com</i>
PHONE NUMBER <i>(573) 638-7309</i>	FAX NUMBER <i>(573) 635-9485</i>
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE <i>Michele Braun</i>	DATE <i>5/17/2019</i>
PRINTED NAME <i>Michele Braun</i>	TITLE <i>DOSM</i>

AMENDMENT #001 TO CONTRACT CS182452001

CONTRACT TITLE: Hotel/Motel Accommodations with Meals

CONTRACT PERIOD: August 1, 2019 through July 31, 2020

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page(s) the firm fixed prices for the above contract period. Any price increases quoted must not exceed the maximum price stated in the contract.

The contractor shall understand and agree if the contractor responds with any renewal period pricing increase, such increase may result in a justification request or in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.

All other terms, conditions and provisions of the contract shall remain and apply hereto.

The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

NOTE: The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

PRICING PAGE

Start 8/1/2019 — 7/31/2020

Hotel/Motel Accommodations:

Line Item	Description	First Renewal Period Firm Fixed Price
1	Single Occupancy Guest Room	\$ <u>78.11</u> Per Room, Per Night
2	Double Occupancy Guest Room	\$ <u>78.11</u> Per Room, Per Night

(~~\$~~73 x 7% lodging tax)

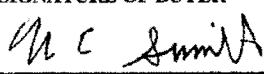
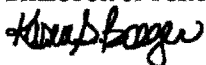
Meals:

Line Item	Description	First Renewal Period Guaranteed Not-to-Exceed Price
3	Lunch	\$ <u>9.99</u> Per Person, Per Meal
4	Dinner	\$ <u>16.00</u> Per Person, Per Meal



NOTICE OF AWARD

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

SOLICITATION NUMBER RFPS30034901802452	CONTRACT TITLE Hotel/Motel Accommodations with Meals
CONTRACT NUMBER CS182452001	CONTRACT PERIOD August 1, 2018 through July 31, 2019
REQUISITION/REQUEST NUMBER NR 931 YYY18708080	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 2035042500 0/MB00100711
CONTRACTOR NAME AND ADDRESS JEFFERSON CITY CAPITOL PLAZA 415 WEST MCCARTY ST JEFFERSON CITY, MO 65101	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections CRTC and Training Academy 1717 Industrial Drive Jefferson City, MO 65101 Missouri Department of Corrections Division of Probation and Parole 1717 Industrial Drive Jefferson City, MO 65101
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The proposal submitted by Capitol Plaza Hotel in response to RFPS30034901802452 is accepted in its entirety including BAFO #001.	
BUYER Lillian Smith	BUYER CONTACT INFORMATION Email: Lillian.smith@oa.mo.gov Phone: (573) 751- 4579 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 7/20/18
DIRECTOR OF PURCHASING  Karen S. Boeger	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING (PURCHASING)
REQUEST FOR BEST AND FINAL OFFER (BAFO)
FOR REQUEST FOR PROPOSAL (RFP)

ORIGINAL

BAFO REQUEST NO.: 001
SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901802452
TITLE: Hotel/Motel Accommodations with Meals
For CRTC, Training Academy, and P&P
ISSUE DATE: 06/28/18

REQ NO.: NR 931 YYY18708080
BUYER: Lillian Smith
PHONE NO.: (573) 751-4579
E-MAIL: Lillian.smith@oa.mo.gov

BAFO RESPONSE SHOULD BE RETURNED BY: 07/05/18 AT 5:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Sealed BAFOs should be in Division of Purchasing office (301 W High Street, Room 630) by the return date and time.

RETURN BAFO RESPONSE TO: (U.S. Mail) PURCHASING PO BOX 809 JEFFERSON CITY MO 65102-0809
or (Courier Service) PURCHASING 301 WEST HIGH STREET, RM 630 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through One (1) Year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections
CRTC and Training Academy
1717 Industrial Drive
Jefferson City, MO 65101

Missouri Department of Corrections
Division of Probation and Parole
1717 Industrial Drive
Jefferson City, MO 65101

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP addendums and by this and any previously issued BAFO requests. The vendor agrees that the language of the original RFP as modified by any previously issued RFP addendums and by this and any previously issued BAFO requests shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri.

SIGNATURE REQUIRED

VENDOR NAME Capitol Plaza Hotel		MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)	
MAILING ADDRESS 415 W. Mc Carty St			
CITY, STATE, ZIP CODE Jefferson City, mo 65101			
CONTACT PERSON Denise Smith		EMAIL ADDRESS denise.smith@atriumhospitality.com	
PHONE NUMBER 573 638-2310		FAX NUMBER 573 635-9485	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE Denise Smith		DATE 7/3/18	
PRINTED NAME Denise Smith		TITLE Director of Event Sales	

Capitol Plaza Hotel

BAFO for RFP30034901802452

1.1 Capitol Plaza withdraws the reference to the microwave fee. Capitol Plaza will provide a microwave in the guestrooms for the Department of Corrections at no charge.

1.2 Capitol Plaza confirms compliance that the contract period and renewal periods are as stated in paragraph 2.7.2 of the RFP.

1.3 Lunch Pricing

Original Contract Period \$9.83 Per Person, Per Meal
First Renewal Period \$9.99 Per Person, Per Meal
Second Renewal Period \$9.99 Per Person, Per Meal

1.4 Dinner Pricing

Original Contract Period \$14.00 Per Person, Per Meal
First Renewal Period \$16.00 Per Person, Per Meal
Second Renewal Period \$18.00 Per Person, Per Meal

1.5 See attached Affidavit of Work Authorization Form

1.6 See attached revised Pricing Page

FACILITY	
GUEST ROOMS	
Number of Smoking Guest Rooms:	0
Number of Non-Smoking Guest Rooms:	255
Total Number of Guest Rooms: <i>1 suite</i>	255
Number of Guest Rooms with Interior Entrances:	255
Number of Guest Rooms with Exterior Entrances:	0
Check-in Time:	4:00pm
Check-out Time:	11:00 Am
Identify and/or Describe Guest Room Amenities	
Internet Access (wired/wireless)	Complimentary in guestrooms
Clock Radio	Yes
Hairdryer	Yes
Coffeemaker	Yes
Iron and Ironing Board	Yes
TV	Yes
Desk	Yes (in King + suites)
Newspaper	Yes
Toiletries	Yes
Wake-up Call	Yes
Telephone	Yes
Voicemail	Yes
* Microwave <i>Complimentary microwave</i>	Available if requested - fee
Refrigerator (full-size, mid-size, <u>compact, etc.</u>)	Available if requested - fee and available
In-room Safe	NO
List and Describe Additional Guest Room Amenities:	
WIFI	complimentary

EXHIBIT E, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The vendor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Denise Smith (Name of Business Entity Authorized Representative) as Director of Event Sales (Position/Title) first being duly sworn on my oath, affirm Capitol Plaza Hotel (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Capitol Plaza Hotel (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Denise Smith
Authorized Representative's Signature

Denise Smith
Printed Name

Director of Event Sales
Title

7/5/18
Date

denise.smith@atriumhospitality.com
E-Mail Address

208895
E-Verify Company ID Number

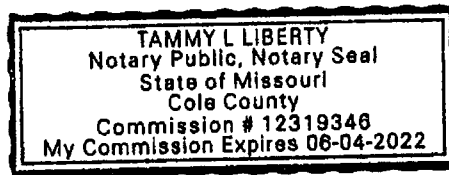
Subscribed and sworn to before me this 5th of July, 2018. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of Cole, State of
(NAME OF COUNTY)

Missouri, and my commission expires on 06/04/2022.
(NAME OF STATE) (DATE)

Tammy L. Liberty
Signature of Notary

7/5/2018
Date



4. PRICING PAGE

4.1 **Hotel/Motel Accommodations** - The vendor shall provide a price for each of the following for providing the services required herein in accordance with the provisions and requirements of this RFP. The vendor shall provide firm, fixed prices for the original contract period and maximum prices for each renewal period. All costs associated with providing the required services, including lodging, complimentary breakfast, and local taxes shall be included in the stated prices. (UNSPSC Code:90111500)

* Guestroom pricing remains the same as the original RFP.

Line Item	Description	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price
1	Single Occupancy Guest Room	\$ <u>74.37</u> Per Room, Per Night	\$ <u>78.11</u> Per Room, Per Night	\$ <u>82.12</u> Per Room, Per Night
2	Double Occupancy Guest Room	\$ <u>74.37</u> Per Room, Per Night	\$ <u>78.11</u> Per Room, Per Night	\$ <u>82.12</u> Per Room, Per Night

* Guestroom rate includes up to 2 Breakfast Buffet coupons

PARAGRAPH REVISED PER BAFO 001

4.2 **Meals** - The vendor shall provide a price for each of the following for providing the services required herein in accordance with the provisions and requirements of this RFP. The vendor shall provide *guaranteed not-to-exceed* prices for the original contract period and *guaranteed not-to-exceed* prices for each renewal period. All costs associated with providing the required services, including local taxes, shall be included in the stated prices.

Line Item	Description	Original Contract Period Guaranteed Not-to-Exceed Price	First Renewal Period Guaranteed Not-to-Exceed Price	Second Renewal Period Guaranteed Not-to-Exceed Price
3	Lunch	\$ <u>9.83</u> Per Person, Per Meal	\$ <u>9.99</u> Per Person, Per Meal	\$ <u>9.99</u> Per Person, Per Meal
4	Dinner	\$ <u>14.00</u> Per Person, Per Meal	\$ <u>16.00</u> Per Person, Per Meal	\$ <u>18.00</u> Per Person, Per Meal

RFPS30034901802452

Hotel/Motel Accommodations with Meals for CRTC, Training Academy, and P&P (7/1/2018 to 6/30/2019) with option to renew 1st renewal period (7/1/2019 to 6/30/2020) and 2nd renewal period (7/1/2020 to 6/30/2021)

Capitol Plaza Hotel

415 West McCarty – Jefferson City, Missouri 65101

www.capitolplazajeffersoncity.com

1. Introduction and General Information

1.2 Background Information: Capitol Plaza Hotel has been hosting the DOC Training Academy since 2011 and P&P since 2013.

Hotel understands the requests of guestrooms and meal requirements.

2. Contractual Requirements

2.1.2 Location: Hotel is 1.2 miles from Training Site

2.1.3 Meals: Hotel will provided complimentary breakfast and lunch & dinner service at cost (see pricing sheet) at the hotel property. All meals will be served in the Park Place Restaurant.

2.2 Guest Rooms Requirements

2.2.1 Guest Rooms: Hotel will provide DOC guests the room type requested on rooming list. Hotel will provide a double room for those with 2 people and a king room for those with 1 person.

2.2.2 Block of guestrooms: Hotel will block out the specific numbers of rooms requested. Hotel will release any unused rooms once the rooming list is given to hotel.

- a. Check in time is at 4pm. All DOC guestrooms are pre-keyed and ready for their arrival.
- b. Guestrooms do a have a separate bathroom, with cable TV, complimentary WIFI, and coffee pot.
- c. The Hotel has a contract program with a Pest Control Company. In the event insects are discovered and reported, the hotel management takes immediate action to resolve the issue. We take the proper procedures for the safety and security of the guest. A

copy of the final exterminator pest control finding can be given to DOC.

- d. Our Hotel room's entrances are location within the hotel. Our guestroom doors have peep hotels, and latches along with a deadbolt on the door. All keys are key cards.

2.2.3 Reservations: The Hotel Reservations are handled by our Group Rooms Coordinator, Candy Nilges. She works directly with the DOC staff to make, change, or cancel reservations. Her email address and direct phone numbers are exchanged to make sure the communication runs smoothly.

2.3 Meal Requirements:

2.3.1 Breakfast: Hotel will offer a complimentary breakfast that is served in our Park Place Restaurant from 6:30am to 10am daily. The buffet includes: Scrambled Eggs, 2 breakfast meats, breakfast potatoes, biscuits & gravy, granola & yogurt, cereal & milk, fresh fruit, waffles, danish, muffins, toast, orange juice, and coffee.

2.3.2 Lunch: Hotel will offer a lunch buffet at \$10.00 inclusive per person. The attendees are required to sign in instead of using a voucher system. The sign-in sheets are turned with the invoice that goes to the DOC accounting. Lunch will include at least 1 entrée, starch, vegetable, salad, iced tea and coffee. The lunch choices will vary day to day.

2.3.3 Dinner: Hotel will offer a dinner buffet at \$18.00 inclusive per person. The attendees are required to sign in instead of using a voucher system. The sign-in sheets are turned with the invoice that goes to the DOC accounting. Dinner will include at least 1 entrée, starch, vegetable, salad, iced tea, lemonade, and coffee. The dinner choices will vary day to day.

Please note if DOC groups are less than 12 people, the hotel will not run a buffet but rather allow the group to order off menu with the price allowed for that meal.

2.3.4 Diabetic, Gluten, and/or Vegetarian Meals: Hotel is capable of providing these options, we do ask we are notified ahead of time to provide varies option for them during the week.

2.3.5 Location of Meals: Meals will be served in Park Place Restaurant located in Capitol Plaza Hotel.

2.3.7 Smoke-Free: The hotel and Restaurant is smoke-free

2.4 Facility Security and Confidentiality Requirements

The hotel has 3 guest entrance into the hotel. The back and side entrance are locked at 10pm without a guest room key. The main entrance goes directly to the front desk. The hotel has a Manager of Duty at all times. We have overnight security.

The parking garage and parking lot have proper lighting.

The hotel has Security Cameras inside the parking garage along with cameras located within public areas of the hotel and in back of the house.

2.5 Additional Requirements

2.5.1 Laundry Facilities: The hotel doesn't have guest laundry; however there is a laundry facilities located on Missouri Blvd (within 2 miles of hotel).

2.5.2 Parking: Hotel Parking is complimentary

2.5.3 Accessible Parking: The Hotel has accessible parking in the lot and parking garage. Parking Garage Elevator to bring to the Front Desk

2.6 Invoicing and Payment Requirements:

Invoicing is done by our Accounting Clerk, Andrew Thomas who has been with the hotel for 30 years. He is aware of the needs and requirement of the DOC billing process. Providing copies of hotel receipts along with the meals logs to verify the charges.

2.7 Other Contractual Requirements:

Hotel understands the requirements

3. Proposal Submission Information

Hotel understands the requirements of the proposal

**Capitol Plaza Hotel
Organization Chart**

David Wallace **Reports to our Owners and Corporate Offices**
General Manager
31 years in the hospitality industry
4 years as a General Manager
1 year in current position
Supervises: All Directors and Department Managers

Keith Barrio **Reports to General Manager**
Food and Beverage Director
15 years in the hospitality industry
2 years in current position
Supervises: All Food and Beverage Managers

Michele Braun **Reports to General Manager and Regional DOS**
Director of Sales and Marketing
30 years in the hospitality industry
7 years in current position
27 years in Sales
Supervises: All Sales and Catering Staff

Denise Smith **Reports to the Director of Sales / General Manager**
Director of Event Sales
14 years in the hospitality industry
2 year in current position
Supervises: Catering Staff

Rob Calton **Reports to the General Manager**
Chief Engineer
12 years in the hospitality industry
12 year in current position
Supervises: All Maintenance and Grounds Keeping Staff

Chad Pica **Reports to the General Manager**
Executive Housekeeper
12 years in the hospitality and housekeeping industry
1 year in current position
Supervises: Housekeepers, Laundry, Housemen, and Public Space Housekeeping

Robert Vaughan

Reports to the Food & Beverage Director

Banquet Manager

24 years in the hospitality industry

15 years in current position

Supervises: Banquet Server, Banquet Bartenders, Banquets Set-up, and AV Techs

Andrew Thomas

Reports to the Hotel Controller / General Manager

Accounting Clerk

30 years in the hospitality industry

11 years in current position

Supervises: Night Auditors and handles the hotel billing

EXHIBIT A

CURRENT/PRIOR EXPERIENCE

The vendor should copy and complete this form documenting the vendor and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Vendor Name or Subcontractor Name: <u>Capitol Plaza Hotel</u>			
Reference Information (Current/Prior Services Performed For:)			
Name of Reference Company:	DSS - Division of Finance + administrative Services		
Address of Reference Company ✓ Street Address ✓ City, State, Zip	615 Howerton Court Jefferson City Mo 65101		
Reference Contact Person Information: ✓ Name ✓ Phone Number ✓ E-mail Address	Steven Loethen 526-3547 steven.loethen@dss.mo.gov Joyce Messer 526-5357 joyce.messer@dss.mo.gov		
Dates of Services:	Yearly Contract		
If service/contract has terminated, specify reason:	N/A		
Dollar Value of Services	2017 (\$299,186.64) 2018 - (\$73,660) current (Jan-May)		
Description of Services Performed ✓ Meeting Rooms (number and setup) - Room Rental ✓ Number of Guest Rooms provided ✓ Number and types of Meals provided ✓ Audio/Visual Equipment and Services provided	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> Various training dates - \$6,300.00 \$262,512.00 \$25,098.92 \$5,275.72 </td> <td style="width: 50%;"> Various training - \$375.00 - \$72,660 - \$424.36 - \$195.00 </td> </tr> </table>	Various training dates - \$6,300.00 \$262,512.00 \$25,098.92 \$5,275.72	Various training - \$375.00 - \$72,660 - \$424.36 - \$195.00
Various training dates - \$6,300.00 \$262,512.00 \$25,098.92 \$5,275.72	Various training - \$375.00 - \$72,660 - \$424.36 - \$195.00		

Rooming list & direct billed

EXHIBIT B

FACILITIES AND SERVICES

The vendor should provide the following information. The vendor may use this form or any format desired to present the requested information.

FACILITY	
Provide (or attach) a description and layout of the vendor's facility. Identify the location of the proposed meeting rooms and guest rooms. Identify the size/dimensions of each proposed meeting room and the number of people each proposed meeting room could comfortably accommodate.	
Identify and/or Describe Facility Amenities:	
Internet access in public areas (wired/wireless)	WIFI in lobby, guestrooms, ^{Complimentary} meeting rooms
Shuttle service to locations offsite	no shuttle available
Shuttle service available on the vendor's property, if such is needed	hotel will provide suggestions
Room service	Yes
Fitness facility	Yes
Vending machines	Yes - and gift shop
Complimentary coffee in lobby - NO	Complimentary in guestrooms
Complimentary snacks in lobby - NO	NO - gift shop available
Safe Deposit boxes	Yes - available at front desk
List and Describe Additional Facility Amenities:	
4-level parking garage	Complimentary
Complimentary newspaper	USA today complimentary
Business Center	Complimentary
Indoor Pool	complimentary
Full Service Hotel	- OPEN 24-hours
Restaurant & Lounge	Menu pricing
Indoor Pool	Complimentary

FACILITY	
GUEST ROOMS	
Number of Smoking Guest Rooms:	0
Number of Non-Smoking Guest Rooms:	255
Total Number of Guest Rooms: <i>1/2 suites</i>	255
Number of Guest Rooms with Interior Entrances:	255
Number of Guest Rooms with Exterior Entrances:	0
Check-in Time:	4:00pm
Check-out Time:	11:00 AM
Identify and/or Describe Guest Room Amenities	
Internet Access (wired/wireless)	Complimentary in guestrooms
Clock Radio	Yes
Hairdryer	Yes
Coffeemaker	Yes
Iron and Ironing Board	Yes
TV	Yes
Desk	Yes (in King + suites)
Newspaper	Yes
Toiletries	Yes
Wake-up Call	Yes
Telephone	Yes
Voicemail	Yes
Microwave	Available if Requested - fee
Refrigerator (full-size, mid-size, compact, etc.)	Available if requested - fee
In-room Safe	NO
List and Describe Additional Guest Room Amenities:	
WIFI	complimentary

FACILITY	

<p>Describe the Condition, Aesthetics, and Upkeep of Guest Rooms, Meeting Rooms, and Facility, Including Renovation Plans (latest/planned)</p> <p>2014 - Guestroom renovation 2014 - Meeting Room renovation 2018 - New Boiler system (AC/Heat) 2017 - New Phone System 2014 - Elevator Replacement 2017 - upgrade WIFI in guestrooms & meeting space 2018 - Concrete work in parking lot</p>
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MEAL SERVICE	
<p>The vendor should provide the proposed menus for the required meals. In the event the vendor submits a copy of the vendor's standard menu, in lieu of a customized list of menus proposed for the conferences required herein, the prices stated on the Pricing Pages shall govern.</p>	<p>- Breakfast Buffet - Lunch Buffet (Chef's choice) - Dinner Buffet (Chef's choice)</p>
<p>Is food service provided by the vendor or a subcontracted caterer? If provided by a subcontracted caterer, identify such subcontractor.</p>	<p>Hotel would provide breakfast, lunch, dinner</p>

SECURITY INFORMATION	
<p>Guest room security (door locks, peep holes, key vs. keycard)</p>	<p>Keycards, dead bolt, peep holes</p>
<p>Security cameras (location and number, inside and outside)</p>	<p>16 security cameras</p>
<p>Evening hour access to the vendor's facility</p>	<p>24 hour Front desk + Manager on Duty</p>
<p>Parking lot security, including lighting</p>	<p>Yes parking lot + garage</p>
<p>Availability of security guards</p>	<p>Security guard in evening</p>

MOD during day

ACCESSIBILITY INFORMATION	
Describe accessibility of meeting rooms, lobby area, restaurant(s), public restrooms, parking lots, and vending areas	ground level meeting Rooms + elevators for 2nd Floor. Ramp Atrium. Restrooms have accessible units.
Identify whether the vendor's facility is multi-level. If multi-level, identify the number and location of elevators and/or ramps	9 levels, have 2 guestroom elevators. Service elevator + parking garage elevator
Number of ADA accessible guest rooms	13
Describe accessibility of guest rooms	attached

MEETING ROOM EQUIPMENT AND SERVICES	
Identify/attach a list of meeting room equipment available, including availability of technical support.	AV equipment in vendor attached
Is equipment provided by the vendor or a subcontractor? If provided by a subcontractor, identify such subcontractor.	If hotel doesnt have equipment will rent from a vendor
List/Describe services available from the vendor's business center (copy and fax service, internet access, computer, printer, equipment removal, audio/visual support, office supplies, etc.)	Printer, Fax, Copies, WIFI. water station Tables, Chairs Meeting Rooms linen silverware glassware
Indicate whether Internet access is available in the meeting room.	WIFI is complimentary in meeting room

The vendor should provide the facility's website address. Information obtained from the vendor's website may be considered in the subjective evaluation:	
Website:	www.Capitolplaza jefferson city.com

Organizational Chart - The vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used.

- The organizational chart should include the following information:
 - ✓ The relationship of service personnel to management and support personnel,
 - ✓ The names of the personnel and the working titles of each, and
 - ✓ Any proposed subcontractors including management, supervisory, and other key personnel.
- The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization.

Guestrooms

12/20/2017
11:28:22AM

Name	Abbreviation	No. of Rooms	% Allocation			
			Single	Double	Triple	Quad
1 <u>King Bed</u>	KNGN	46	0	0	0	0
Allow Overblocking:	Yes					
2 <u>King Bed, Sofa Sleeper</u>	KSSN	48	0	0	0	0
Allow Overblocking:	Yes					
3 <u>Two Double Beds</u>	TBDN	93	0	0	0	0
Allow Overblocking:	Yes					
4 <u>Junior Suite-King Bed, Sofa Bed</u>	KXEN	15	0	0	0	0
 Allow Overblocking:	No					
5 <u>Executive Suite-King Bed, Sofa Bed</u>	KSTN	39	0	0	0	0
Allow Overblocking:	No					
6 <u>Presidential Suite</u>	PRES	1	0	0	0	0
Allow Overblocking:	No					
7 <u>Handicapped Accessible Room</u>	ACKN	13	0	0	0	0
Allow Overblocking:	No					
Total Guestroom Types:	7	Total Guestrooms:	255			

AV Price List



Meeting Supplies

- Easels \$20.00
- Flipchart with Paper and Markers \$30.00
- Power Strips \$15.00
- Extension Cords \$15.00
- Standing Podium or Table Top Podium \$30.00
- Exhibit Tables - (Includes 6' Table & 2 Chairs) \$40.00
 - Electric is \$15.00/table



Audio

- Audio Mixer (4 Channels) \$50.00
- Wireless Lapel Mic \$90.00
- Wireless Handheld Mic \$90.00
- Wired Mic \$40.00
- Portable Sound System \$70.00
- Polycom Phone \$90.00

Miscellaneous

- Upright Piano \$125.00
- 4'x8' Risers \$15.00 Each
- Dance Floor (Up to 30x30) \$200.00
- Black Chair Covers \$3.00 Each
- Live Ferns for Stage (Seasonal) \$60-\$75 Based on Size
- Red Carpet (6'x40') \$100.00
- Tea lights \$1.25
- Floral Centerpieces (Price Varies)

Labor

- Spotlight Operator \$30.00 Per Hour
- AV Technician \$30.00 Per Hour

Video

- Drop Down Screen \$50.00
- 9'x12' Screen \$125.00
- 32" LCD TV \$125.00
- AV Cart \$25.00
- CD Player \$50.00
- DVD Player \$50.00
- LCD Projector (Includes Mixer) \$325.00
- Wireless Router \$200.00



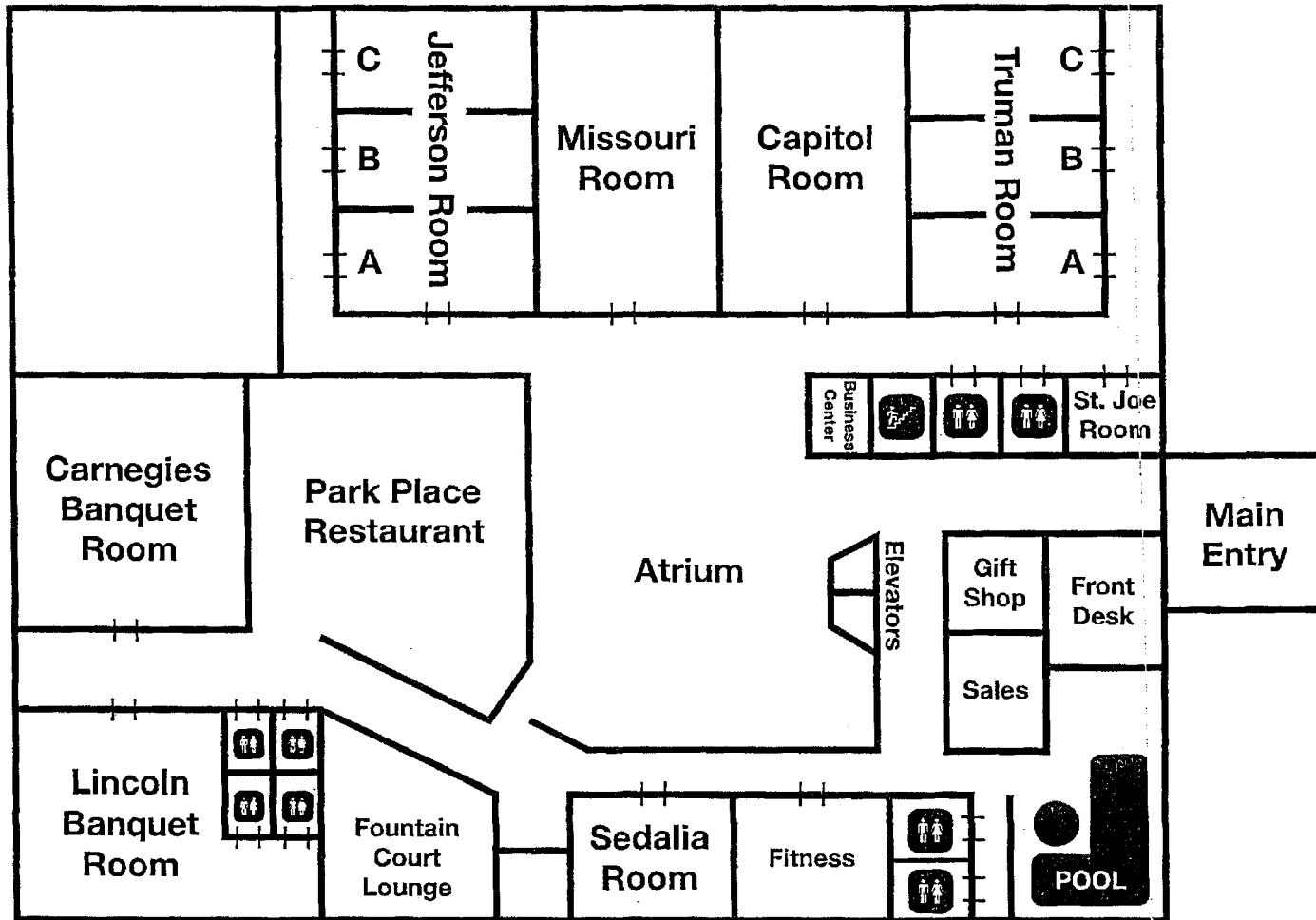
***22.5% service charge
and 7.725% sales tax
applies to all
charges***

Contact Us

□ Sales and Catering
Office
(573) 638-2318

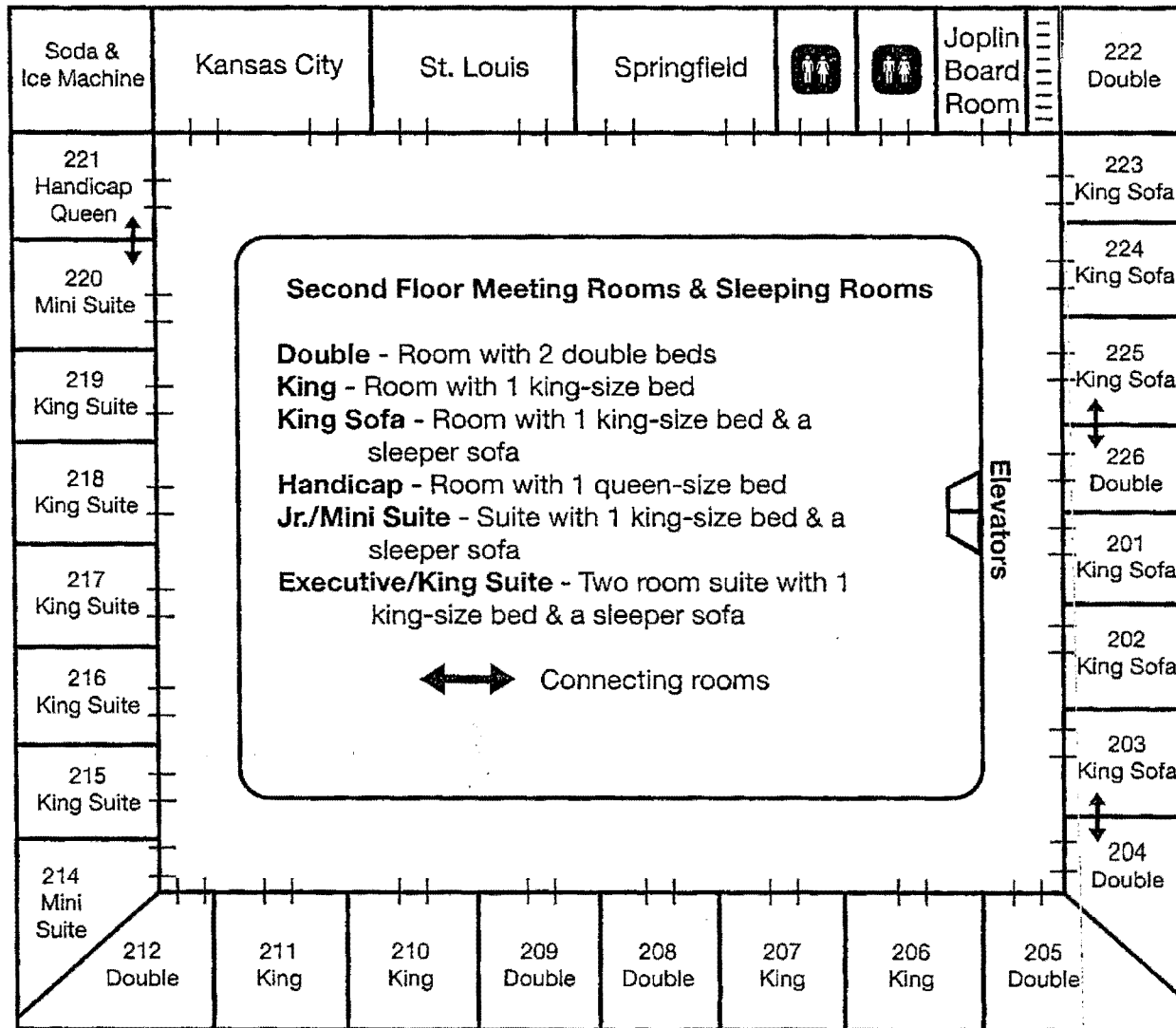
Capitol Plaza Hotel

First Floor Map



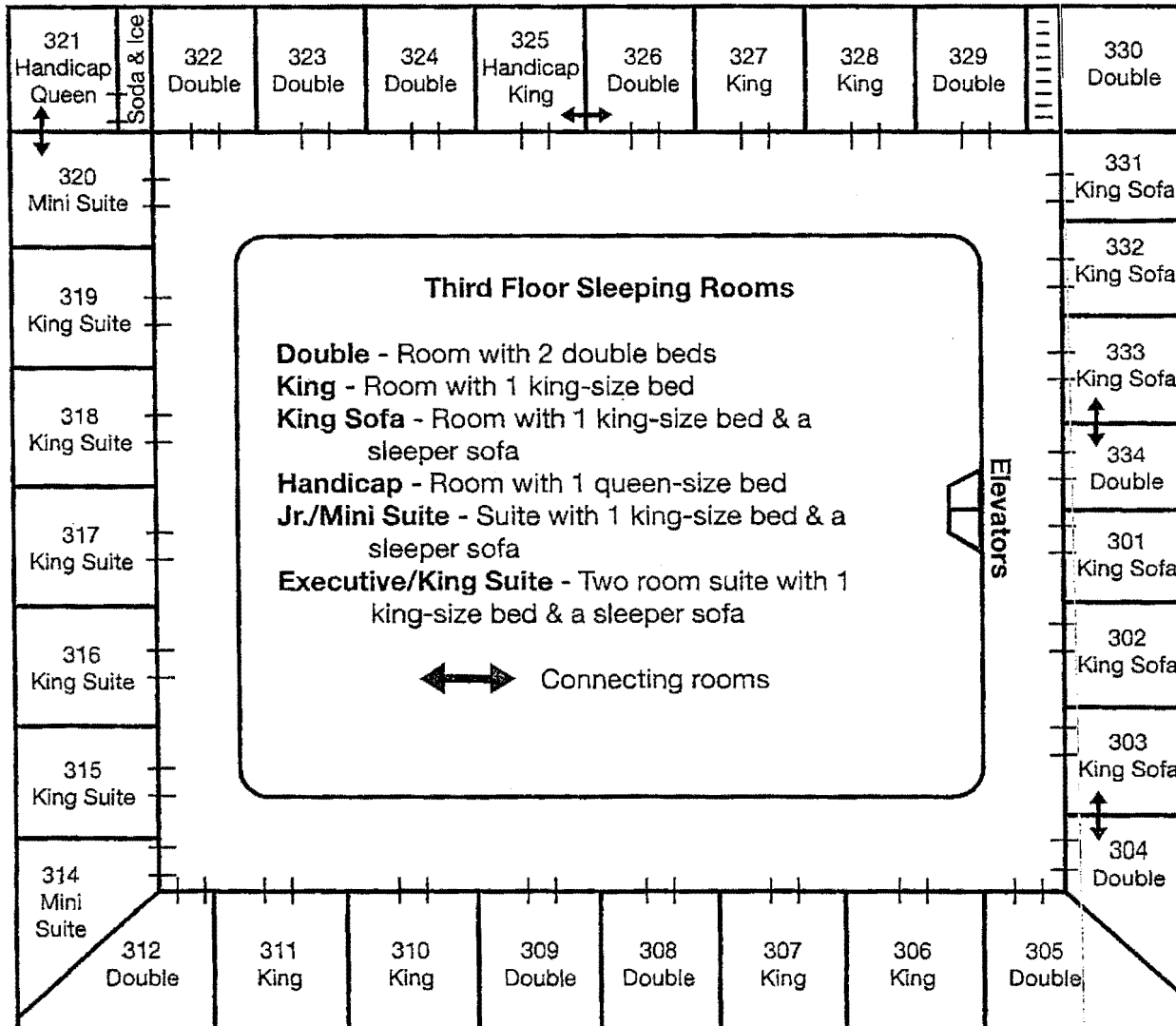
Capitol Plaza Hotel

Second Floor Map



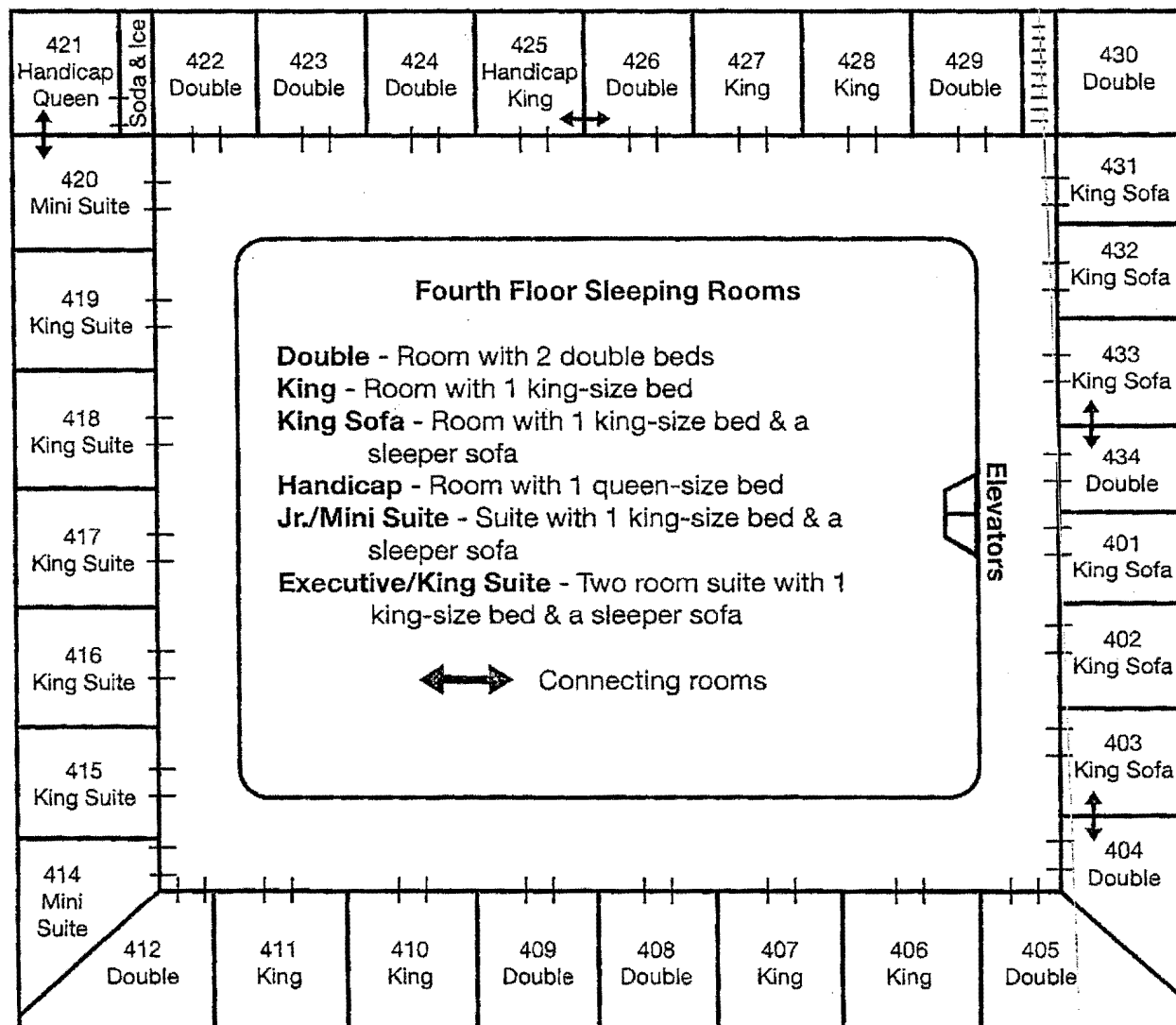
Capitol Plaza Hotel

Third Floor Map



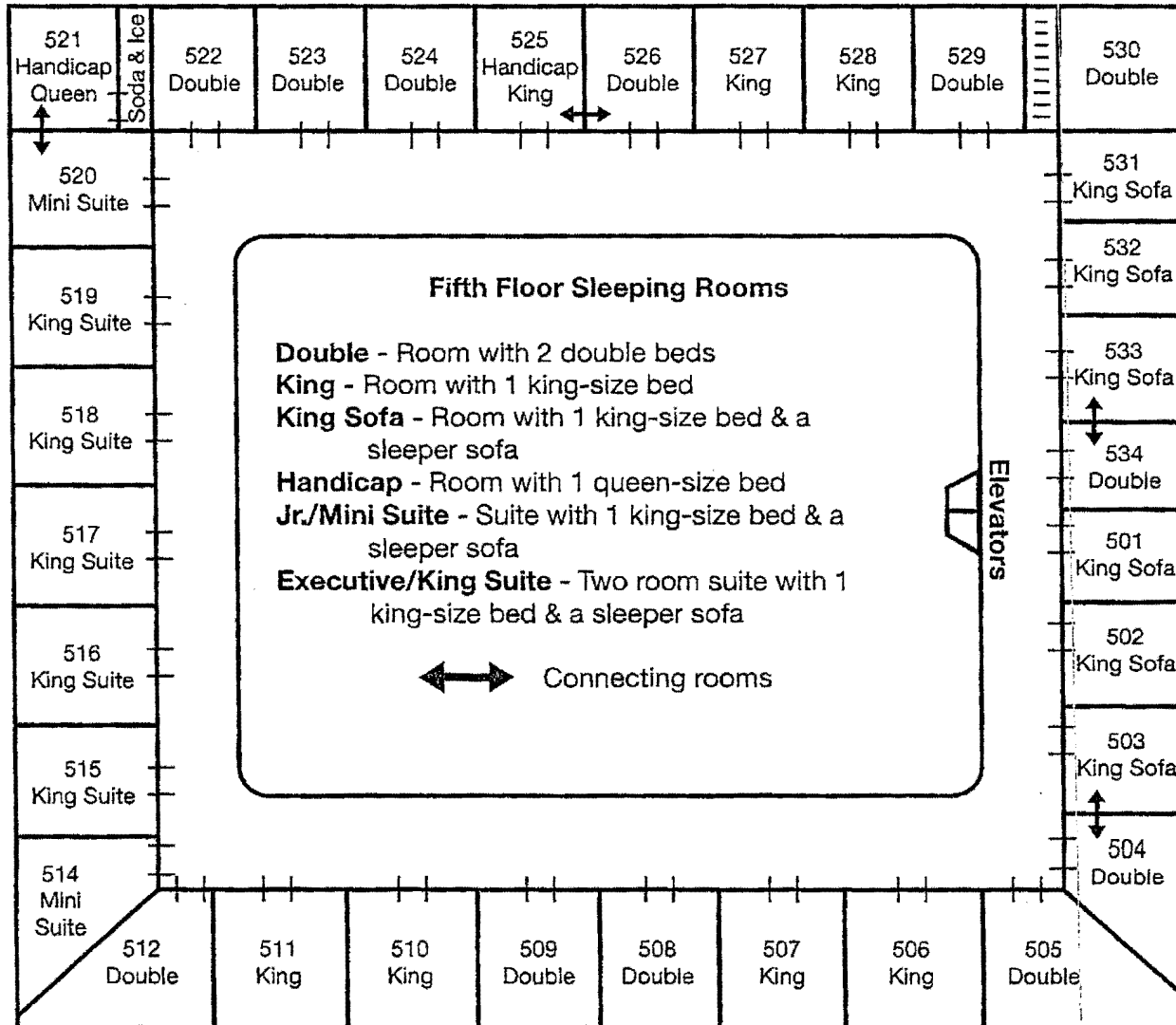
Capitol Plaza Hotel

Fourth Floor Map



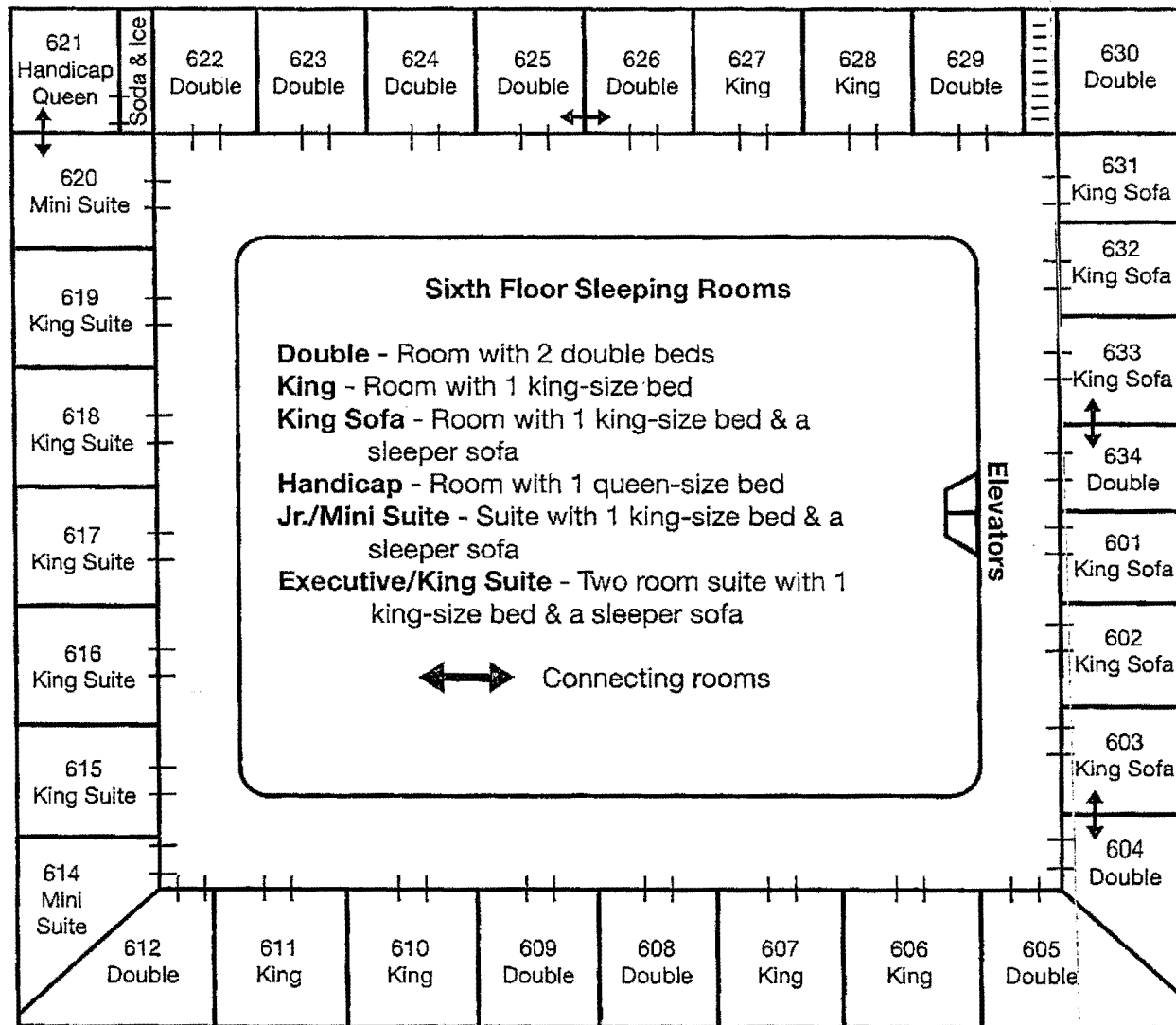
Capitol Plaza Hotel

Fifth Floor Map



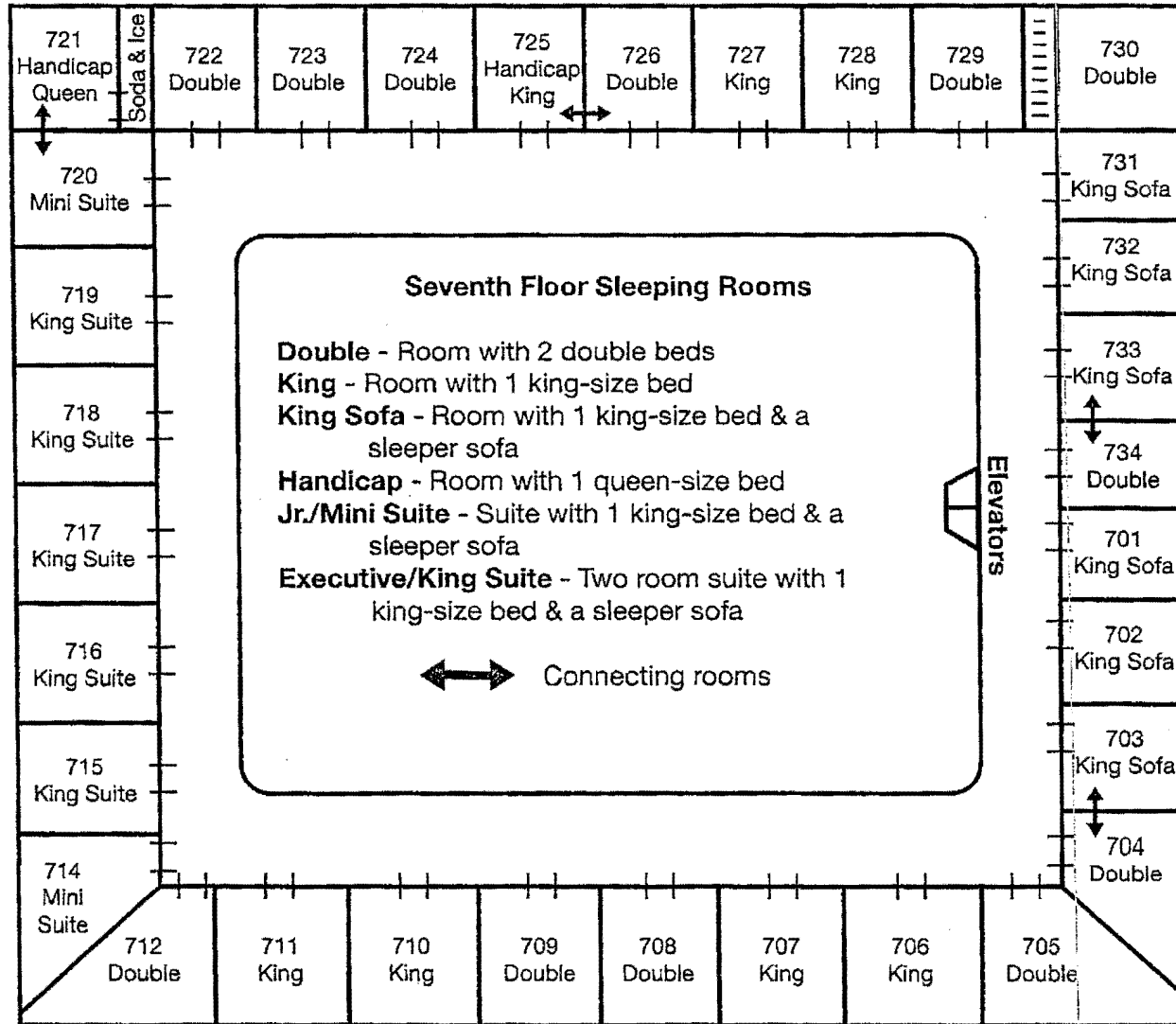
Capitol Plaza Hotel

Sixth Floor Map



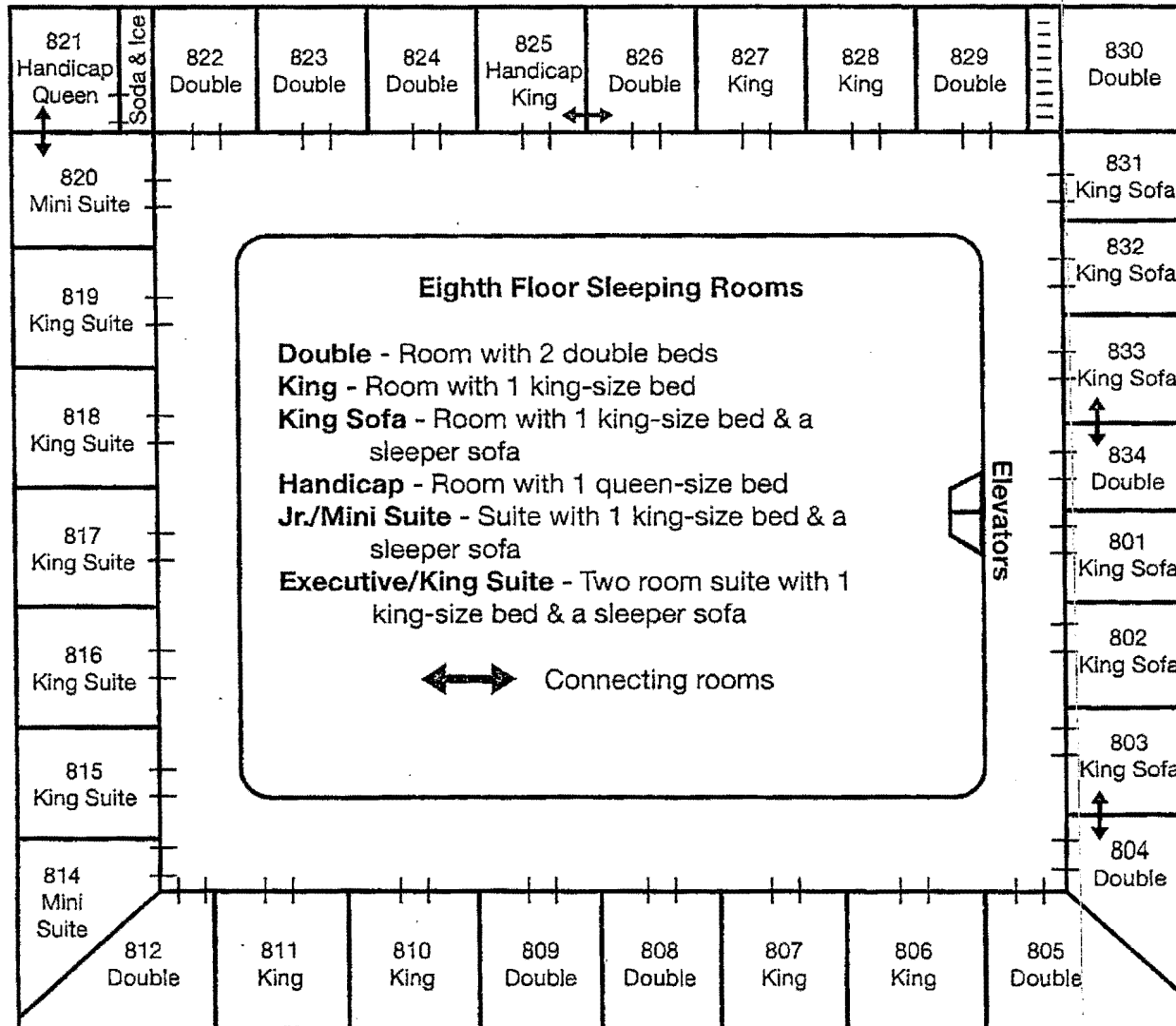
Capitol Plaza Hotel

Seventh Floor Map



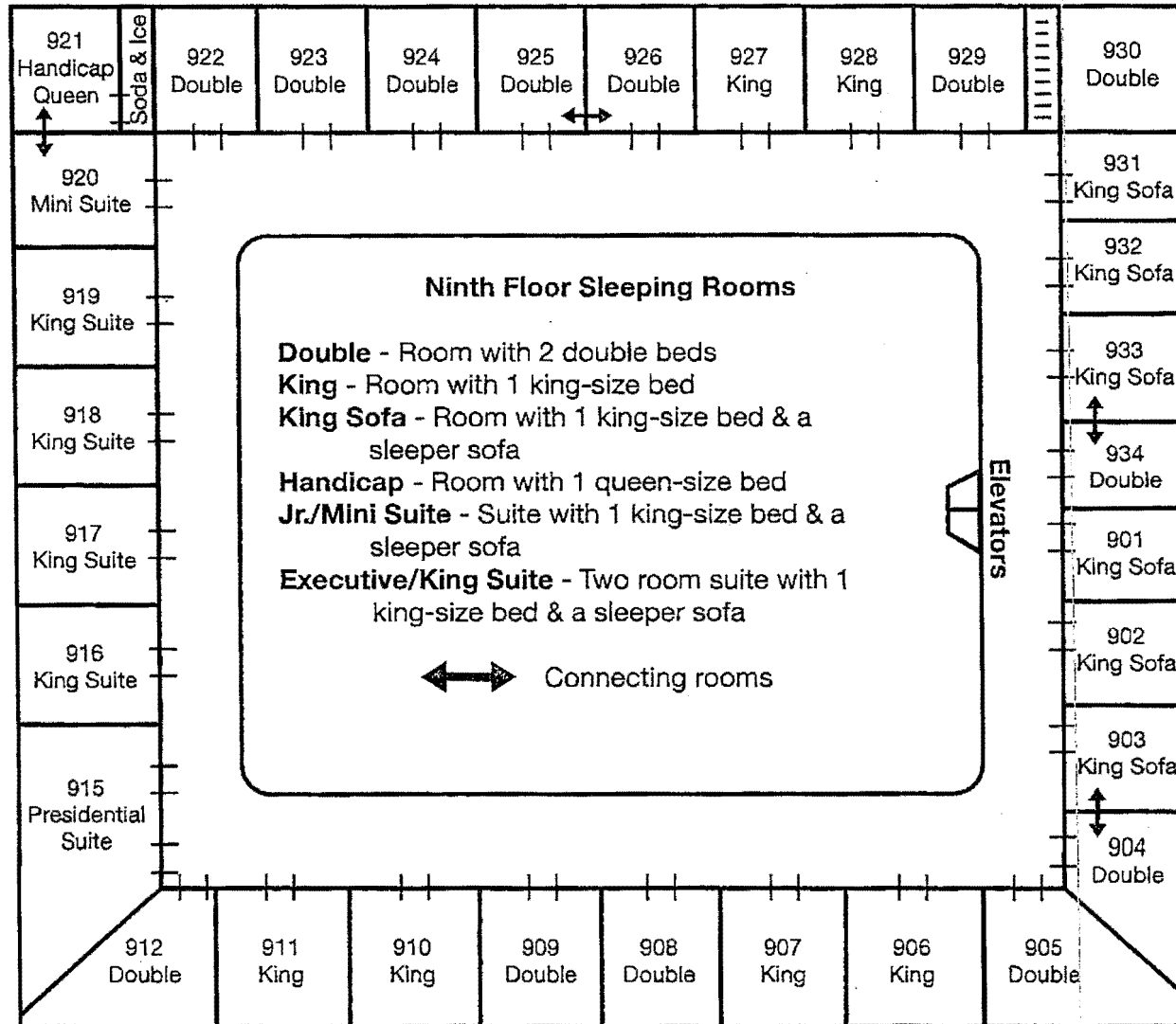
Capitol Plaza Hotel

Eighth Floor Map

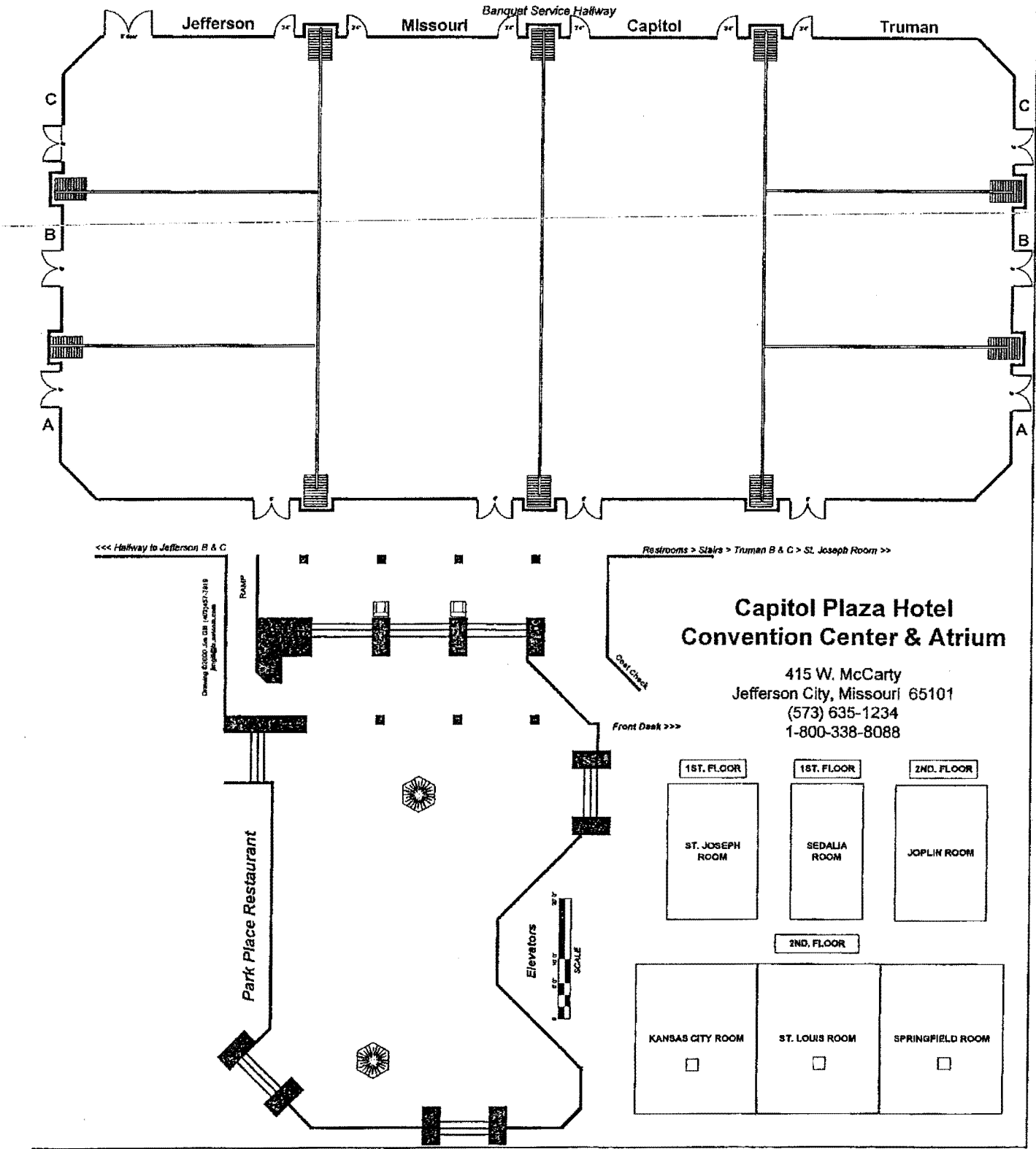


Capitol Plaza Hotel

Ninth Floor Map



CAPITOL PLAZA HOTEL CONVENTION CENTER CAPACITIES



Capitol Plaza Hotel Convention Center & Atrium

415 W. McCarty
Jefferson City, Missouri 65101
(573) 635-1234
1-800-338-8088

1ST. FLOOR	1ST. FLOOR	2ND. FLOOR
ST. JOSEPH ROOM	SEDALIA ROOM	JOPLIN ROOM
2ND. FLOOR		
KANSAS CITY ROOM	ST. LOUIS ROOM	SPRINGFIELD ROOM

CONFERENCE ROOMS	DIMENSIONS:					CAPACITIES:			UPDATED 5-12-2016		
Total - 22,756 square feet											
CONVENTION CENTER	SQ. FEET	LENGTH	WIDTH	HEIGHT	ENTRANCE	ROUNDS	BANQUET	CLASSRM.	THEATER	CONFERENCE	U-SHAPE
GRAND BALLROOM	12,000'	154'	78'	16'	6'	900	1200	700	1,425	N/A	N/A
JEFFERSON ROOM	3,000'	75'	40'	16'	6'	200	300	150	300	N/A	N/A
JEFFERSON A	1,000'	40'	25'	16'	6'	50	90	50	100	30	35
JEFFERSON B	1,000'	40'	25'	16'	6'	50	90	50	100	30	35
JEFFERSON C	1,000'	40'	25'	16'	8'***	50	90	50	100	30	35
MISSOURI ROOM	2,812'	75'	37'	16'	6'	200	300	150	300	N/A	N/A
CAPITOL ROOM	2,812'	75'	37'	16'	6'	200	300	150	300	N/A	N/A
TRUMAN ROOM	3,000'	75'	40'	16'	6'	20	300	150	300	N/A	N/A
TRUMAN A	1,000'	40'	25'	16'	6'	50	90	50	100	30	35
TRUMAN B	1,000'	40'	25'	16'	6'	50	90	50	100	30	35
TRUMAN C	1,000'	40'	25'	16'	6'	50	90	50	100	30	35

FACILITIES:

SEDALIA ROOM	190'	19'	10'	8'	3'	10	20	15	20	20	N/A
ST. JOSEPH ROOM	228'	19'	12'	8'	3'	10	20	12	20	16	N/A
JOPLIN ROOM	228'	19'	12'	8'	3'	N/A	N/A	N/A	N/A	15	N/A
KANSAS CITY ROOM	650'	26'	25'	8'	3'	40	50	30	40	22	N/A
ST. LOUIS ROOM	650'	26'	25'	8'	3'	40	50	30	40	22	N/A
SPRINGFIELD ROOM	650'	26'	25'	8'	3'	40	50	30	40	22	N/A
LINCOLN ROOM	2,300'	43'	56'	9'	6'	110	150	100	125	45	55
CARNEGIES ROOM	2,200	59'	39'	9'	6'	60	80	60	90	32	32
ATRIUM	3,660'					180	180		300		
PARK PLACE RESTAURANT						140					
FOUNTAIN COURT LOUNGE						50					

Economic Impact to Missouri - the vendor should describe the economic advantages that will be realized as a result of the vendor performing the required services. The vendor should respond to the following:

- Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
- Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.
- Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

1. Capitol Plaza Hotel is owned and operated by Atrium Hospitality.

2. For the year 2017 the hotel did \$859,811 in group government revenues, this doesn't include the transient government revenues. The hotel did over 51,369 room nights in 2017 collecting no state sales of those that applied and 7% lodging tax.

3. Atrium Hospitality Corporate is located in Alpharetta, GA.

16 Brands - 83 Properties in 30 states
 totals of 21,783 guestrooms & 2,268,451 sq ft of meeting space

12 hotels are located in Missouri.
 (Jefferson City, St. Charles, Kansas City, Branson
 Joplin & Springfield)