

RFP Details

RFP Name Spring 2023 PRF Committee Meeting
Response Due Date Fri, Aug 5, 2022
Decision Due Date Fri, Aug 19, 2022
RFP Type Meeting Space and Guest Rooms
RFP Code ZQN4NQRWCLP

Key Contact Information

Contact Name Ashley Pencak **Email Address** apencak@amonosglobal.com
Organization American Chemical Society **Phone Number** 2022136249
Title Event Contractor
Preferred Contact Method Cvent, Email Address
Address 1155 16th Street, NW
Washington, DC USA

Organization Information

Organization Name American Chemical Society
Organization Type Association **Industry** Other
Address 1155 16th Street NW
Washington, DC 20036 USA
Employees 1,501 - 2,000 **Average Attendees per Event** 1,501 - 2,000
Events per Year 30 **Average Room Nights per Event** 151 - 300
Total Attendees per Year 20,001+
Total Room Nights per Year 10,001 - 20,000

Event Information

Event Name Spring 2023 PRF Committee Meeting
Total Attendees 45
Commission No
Event History This event is happening for the first time.
Dates Flexible No
Event Dates Thu, May 18, 2023 - Fri, May 19, 2023

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Wed, May 17, 2023	45				
Thu, May 18, 2023	45				
Fri, May 19, 2023	45				

Check-In Date Wed, May 17, 2023

Total Room Nights 135

Peak Room Nights 45

Meeting Room Requirements

Start Date Wed, May 17, 2023

Day	Time	Agenda Item	Meeting Room Requested
Wed, May 17, 2023	6:00 AM-11:45 PM	Staff Office Office	Other (Meeting Room Required) 5 people • 24-hour Hold
Thu, May 18, 2023	6:00 AM-11:45 PM	Staff Office Office	Other (Meeting Room Required) 5 people • 24-hour Hold
Thu, May 18, 2023	7:30 AM-5:00 PM	Registration Registration	Other (Meeting Room Required) 45 people
Thu, May 18, 2023	8:00 AM-9:15 AM	Breakfast Breakfast	Rounds (Meeting Room Required) 45 people
Thu, May 18, 2023	9:30 AM-10:45 AM	New Member Orientation Meeting <i>Notes or Exceptions: Standard AV Needed Coffee Station in Room</i>	U-Shape (Meeting Room Required) 15 people
Thu, May 18, 2023	11:00 AM-1:00 PM	Planning Committee Meeting <i>Notes or Exceptions: Standard AV in room Lunch in room Can be in same room as New Member Orientation</i>	U-Shape (Meeting Room Required) 12 people
Thu, May 18, 2023	1:15 PM-3:45 PM	UR/UNI Science Panel Meeting Meeting <i>Notes or Exceptions: No AV Snack/Coffee Station in room</i>	Classroom (Meeting Room Required) 40 people
Thu, May 18, 2023	4:00 PM-6:00 PM	Full PRF Committee Meeting Meeting <i>Notes or Exceptions: Standard AV Snack/Coffee in room Can be in same room as UR/UNI Meeting</i>	Classroom (Meeting Room Required) 45 people
Thu, May 18, 2023	6:30 PM-7:30 PM	Social Hour Reception <i>Notes or Exceptions: Open Bar</i>	Reception (Meeting Room Required) 45 people
Thu, May 18, 2023	7:30 PM-9:30 PM	Dinner Dinner <i>Notes or Exceptions: Dinner & Open Bar with wine only.</i>	Rounds (Meeting Room Required) 45 people
Fri, May 19, 2023	6:00 AM-11:45 PM	Staff Office Office	Other (Meeting Room Required) 5 people • 24-hour Hold
Fri, May 19, 2023	8:00 AM-10:00 AM	Breakfast Breakfast	Rounds (Meeting Room Required) 45 people
Fri, May 19, 2023	10:00 AM-12:00 PM	Roll Call Meeting <i>Notes or Exceptions: Standard AV in room Coffee Station in room</i>	Classroom (Meeting Room Required) 45 people
Fri, May 19, 2023	12:00 PM-1:30 PM	Lunch Lunch	Rounds (Meeting Room Required) 45 people

Additional Questions

1. Hotel Agrees to a 70% attrition clause. (Single choice) (Required)

- Yes
- No
- If no, agreed percentage

2. Hotel agrees to a 21-day cut-off date for sleeping room reservations, (Single choice) (Required)

- Yes
- No
- If no, agreed cut-off date

3. Hotel agrees to offer client group rates 3 days prior to and 3 days following the dates of the Room Block. (Single choice) (Required)

- Yes
- No
- If no, alternative

4. Hotel guarantees not to sell guestrooms at a lower rate than the guestroom rate established for Client over event dates, with the exception of qualified rates to include Government, Airline and Contracted Corporate Negotiated rates. If the Hotel is offering a lower guestroom rate, the Hotel agrees to adjust the guestroom rates for all prior reservations for the Client Guest Room Block and made the adjusted guestroom rate available to all guest room attendees. (Single choice) (Required)

- Yes
- No
- If no, alternative

5. Hotel agrees performance calculation will be based on the following:

- o Determine the Client's minimum block by multiplying the total number of rooms blocked [Number] by 70% (attrition allowance) = XX room nights
- o Less the total rooms available in the Hotel for sale by subtracting complimentary and out of order rooms from total inventory.
- o Less unsold rooms by subtracting total occupancy from total rooms available.
- o For each remaining room night, Client will pay the amount equal to the following which will be known as the Hotel Room Night Profit Margin:
 - Client's Guest Room Rate (Exclusive of Commission, Rebate, and Tax)
 - Times 60% (Hotel Profit Margin) (Single choice) (Required)

- Yes
- No
- If no, alternative

6. Hotel agrees all meeting space outlined in proposal will be provided to the client complimentary. (Single choice) (Required)

- Yes
- No
- If no, alternative

7. Client will receive one complimentary room for every forty (40) occupied, revenue-producing rooms on a cumulative basis (total room nights divided by 40). Complimentary room nights will be credited to the master account, not assigned to individuals. (Single choice) (Required)

- Yes
- No
- If no, alternative

8. Client will receive 1 complimentary suite(s) for length of program (Single choice) (Required)

- Yes
- No
- If no, alternative

9. Client will receive 2 discounted staff room(s) for length of program. Discount will be 50% off group rate. (Single choice) (Required)

- Yes
- No
- If no, alternative

10. Client will receive 1 room upgraded to suite at group rate for length of program. (Single choice) (Required)

- Yes
- No
- If no, alternative

11. Client will receive 2 complimentary welcome amenities. (Single choice) (Required)

- Yes
- No
- If no, alternative

12. Client will receive complimentary refreshments in staff office for length of program. (Single choice) (Required)

- Yes
- No
- If no, alternative

13. Hotel will provide client with complimentary show management freight handling (Single choice) (Required)

- Yes
- No
- If no, alternative

14. Hotel will provide client complimentary re-keying of all show management offices (Single choice) (Required)

- Yes
- No
- If no, alternative

15. Hotel will provide complimentary high-speed wireless internet in all client guest sleeping rooms (Single choice) (Required)

- Yes
- No
- If no, alternative

16. Hotel will provide complimentary high-speed wireless internet in all client meeting space for all attendees (Single choice) (Required)

- Yes
- No
- If no, alternative

17. Hotel will provide complimentary telephone installation at registration desk (Single choice) (Required)

- Yes
- No
- If no, alternative

18. Hotel will provide 20% discount off in-house audio visual (Single choice) (Required)

- Yes
- No
- If no, alternative

19. Hotel will provide 15% discount off current Banquet menus (Single choice) (Required)

- Yes
- No
- If no, alternative

20. Hotel will provide complimentary distribution of welcome letter at check-in to all Client guests (Single choice) (Required)

- Yes
- No
- If no, alternative

21. There will be no charge for guest room drops (Single choice) (Required)

- Yes
- No
- If no, alternative

22. Meeting room floor plans and capacity charts are attached (Single choice) (Required)

- Yes
- No
- If no, alternative

23. Current catering menus are attached (Single choice) (Required)

- Yes
- No
- If no, alternative

24. Photos of all proposed meeting rooms are attached (Single choice) (Required)

- Yes
- No
- If no, alternative