

**STATE OF IOWA  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES  
HOTEL/MOTEL/BED & BREAKFAST RATE AGREEMENT  
For the Period January 1, 2015 through June 30, 2016**

**Instructions:** Provide all information requested. If not applicable or not available, please indicate N/A. Incomplete proposals will be returned.

**1. General Property Information:**

**Owner's Name** \_\_\_\_\_

**Lodging Property Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
**Street City Zip**

**Mailing Address (if different)** \_\_\_\_\_  
**Street City Zip**

**Owner's Address (if different)** \_\_\_\_\_  
**Street City Zip**

**Owner's E-mail:** \_\_\_\_\_

**Certified Iowa Targeted Small Business** \_\_\_\_ **Yes** \_\_\_\_ **No**

**2. Telephone, FAX and E-Mail Contact Information:**

**Telephone Direct to Facility** \_\_\_\_\_

**Toll-Free Reservations Line** \_\_\_\_\_

**FAX No. For Reservation** \_\_\_\_\_

**TDD for the DEAF** \_\_\_\_\_

**E-Mail for Reservations** \_\_\_\_\_

**3. Physical Description of the Property:**

**Type (Check one)** \_\_ **Hotel** \_\_ **Motel** \_\_ **All-Suite** \_\_ **B & B**

**Total Number of Sleeping Rooms** \_\_\_\_\_ **Number of Floors** \_\_\_\_\_

**Sleeping Door Access** \_\_\_\_ **Inside** \_\_\_\_ **Outside**

**4. Market Classification:**

\_\_\_\_\_ Moderate \_\_\_\_\_ Economy \_\_\_\_\_ Budget

**5. Distance, (Miles), to Nearest Business District: \_\_\_\_\_**

**6. Distance, (Miles), to Nearest State Facility: \_\_\_\_\_**

**7. Contract Rates: State of Iowa travelers on official business for the State are limited to a reimbursement of \$55 per day for a single occupancy room, exclusive of taxes. There may be exceptions based on business need as stated in the Department of Administrative Services – State Accounting Enterprise travel policy. Rates quote must be inclusive of all room charges, except sales tax and applicable hotel/motel tax. The State desires that quoted rates not include repeat use incentives such as “stay for ten nights and receive the eleventh night free.”**

Single Occupancy Room (Room Occupied by 1 person)      \$ \_\_\_\_\_

One Bedroom Suite      \$ \_\_\_\_\_

Double Occupancy Room (Room Occupied by 2 persons)      \$ \_\_\_\_\_

Additional Person Charge (3 or more People)      \$ \_\_\_\_\_

**8. Availability of Agreement Rate Rooms: Please check the percentage of your facility’s total single room inventory that will be available to State of Iowa travelers: (Check only one. If checking “b”, indicate percentage of rooms that will be available at the contract rate.)**

a. \_\_\_\_\_ 100% or “Last Room Availability”

b. \_\_\_\_\_ Limited to \_\_\_\_\_% Based on Availability

**9. Special Events Restrictions and Fee Policies:**

**Will Iowa Agreement Rates be honored during special events?**

\_\_\_ Yes \_\_\_ No

**Will Iowa Agreement Rates be honored during holidays?**

\_\_\_ Yes \_\_\_ No

**Will Iowa Agreement Rates be extended for personal travel?**

\_\_\_ Yes \_\_\_ No

**Will a cancellation fee policy be enforced?      \_\_\_ Yes \_\_\_ No**

Will an "early check-out" fee be enforced?  Yes  No

Will a "late check-out" fee be enforced?  Yes  No

**10. Forms of Payments:**

Will you accept standard credit cards?  Yes  No

List any credit cards you DO NOT accept: \_\_\_\_\_

If you accept cash, is a deposit required  Yes  No

If you accept checks, is a deposit required  Yes  No

**11. Iowa Traveler Identification:** Your facility must accept one of the forms of identification described below as a validation of entitlement to the Iowa Agreement rates.

- State of Iowa Identification Card
- State of Iowa payroll ID (state warrant stub)
- A Letter on State Letterhead signed by an officer of agency identifying the bearer as traveling on official state business

**12. Accessibility and Services:**

Does your facility meet or exceed the Americans with Disabilities Act (ADA) accessibility guidelines?  Yes  No  Not Sure

Check all Services Available at Your Facility

- |  |  |
|--|--|
| <input type="checkbox"/> Non-Smoking Rooms                   | <input type="checkbox"/> Restaurant (Nearby)     |
| <input type="checkbox"/> Complimentary Continental Breakfast | <input type="checkbox"/> Restaurant (On Site)    |
| <input type="checkbox"/> Complimentary Full Breakfast        | <input type="checkbox"/> Indoor Pool             |
| <input type="checkbox"/> Complimentary Breakfast Buffet      | <input type="checkbox"/> Outdoor Pool            |
| <input type="checkbox"/> Free Parking                        | <input type="checkbox"/> Whirlpool               |
| <input type="checkbox"/> Charged Parking                     | <input type="checkbox"/> Sauna                   |
| <input type="checkbox"/> Valet Parking                       | <input type="checkbox"/> Exercise Room (On site) |
| <input type="checkbox"/> 18-Wheeler Parking                  | <input type="checkbox"/> Exercise Room (Nearby)  |
| <input type="checkbox"/> Airport Shuttle                     | <input type="checkbox"/> Coffee Maker in Room    |
| <input type="checkbox"/> Complimentary Coffee                | <input type="checkbox"/> Hair Dryer in Room      |
| <input type="checkbox"/> Complimentary Newspaper             | <input type="checkbox"/> Iron & Ironing Board    |
| <input type="checkbox"/> Modem Connection Available          | <input type="checkbox"/> Room Service Available  |
| <input type="checkbox"/> Fax Machine Available               | <input type="checkbox"/> Express Check In/Out    |
| <input type="checkbox"/> Free Local Phone Calls              | <input type="checkbox"/> Copying Service         |
| <input type="checkbox"/> Electronic Room Key                 | <input type="checkbox"/> 24 Hour Security        |

