

PERFORMANCE WORK STATEMENT

118th WING AIR NATIONAL GUARD LODGING

1. SCOPE OF WORK: To provide up to 120 each single and up to 540 each double occupancy lodging accommodations for authorized Air National Guard (ANG) personnel of the 118th Wing, Tennessee Air National Guard Unit located at 240 Knapp Blvd., Nashville, TN 37217, while in a duty status for training on a rental basis. The performance standards and requirements for these services include the following responsibilities:

The 118th Wing has a requirement for lodging accommodations to be available during the Unit Training Assembly (UTA) periods that are outlined in the schedule below under the *Performance Period* section of this document. The 118th Wing typically preforms UTAs on the first weekend of each month; however, in some cases, due to holidays and Super Drill (four day UTA), this may not be the case. Traditionally, there will be one Super Drill per year which will be performed on a Thursday, Friday, Saturday, and Sunday; therefore, rooms will be required for Wednesday night through Sunday morning. You should review the provided UTA schedule for exact dates. Super Drill will require limited lodging beginning on Wednesday and normal lodging for the remainder of the UTA period.

Rooms will be purchased in blocks as described in this contract. See *Description of Required Services* for details.

PERFORMANCE PERIOD: 1 September 2017 - 31 August 2018

DESCRIPTION OF REQUIRED SERVICES:

<u>Description</u>	<u>Days/Nights</u>	<u>Number of Rooms</u>
Double Queen / King Bed	Friday	20
Single Queen / King Bed	Friday	5
Double Queen / King Bed	Saturday	25
Single Queen / King Bed	Saturday	5

Single Rooms: 10 per month x 12 months = 120 Rooms

Double Rooms: 45 per month x 12 = 540 Rooms

Total Rooms: 55 per month x 12 months = 660 Rooms

****Note:** Super Drill Wednesday will be booked the same as a traditional Friday night.

UNUSED ROOMS: Rooms paid in full but not used during the UTA weekend will be used throughout the month for members completing other inactive duty requirements. The TNANG will forfeit all rooms not utilized by the end of the month.

2. PURPOSE:

2.1 The 118th Wing will execute a Purchase Order contract to provide quality single and double occupancy lodging accommodations placed by the 118th Wing Contracting Officer or designated representative. 118th Wing members/guests, who are eligible for government quarters, will be authorized, in writing, to direct invoices to the 118th Wing Services Lodging Office.

2.2 To provide lodging in accordance with Air Force Instructions (AFI) 34-246, Air National Guard Instructions (ANGI) 34-246, Sup I; Air Force Manual (AFMAN) 34-247, and 118th Wing Instructions 34-105.

2.3 To provide lodging in locations historically absent of crime or security threats to our members.

3. LOCATION:

3.1 Contract Quarters must be within a 5 mile radius of the 118th Wing, located on 240 Knapp Blvd, Nashville, TN 37217. This requirement is due to fuel conservation concerns and to provide minimum transportation time between the contract quarters and work locations.

3.2 Heavy city traffic and odd work schedules necessitate the requirement for minimum driving distances.

4. REQUIREMENTS:

4.1 The contractor shall furnish all labor, equipment and materials required to operate and maintain each room and common areas used under this contract. Standard commercial practices are required under this contract.

4.2 ROOM:

4.2.1 Each single (SGL) occupancy room will contain an overall living and sleeping area having a minimum of 250 square feet. Not more than one person will be assigned to each SGL room, not more than one person per bathroom (SGL occupancy).

4.2.2 Each double (DBL) occupancy room will contain an overall living and sleeping area having a minimum of 250 square feet. No more than two persons will be assigned to each DBL room or more than two persons per bathroom. (DBL occupancy)

5. FACILITIES AND APPEARANCE STANDARDS:

5.1 Room and bathroom facilities will be constructed and finished to provide proper degree of light reflectance and sound abatement. An operable light will be provided over each bathroom sink with no less than thirty-foot candle light reflectance. An electrical wall receptacle in the immediate area of the sink must allow the use of electric razors, hair dryers, etc. Room will be provided with hot and cold running water that is maintained for bathing.

5.2 Living quarters will be heated, air-conditioned, and ventilated to the extent necessary to maintain proper health, safety and comfort standards as established by current energy conservation guidelines (68 degrees winter maximum, 75 degree summer minimum). All living/sleeping areas will have individual heating/cooling controls for occupant adjustment within the room or rooms.

5.3 All hardware, including hinges, knobs, chains, fans sliding doors and the like, shall be in good working condition.

5.4 Outlets for all lamps and other appliances and all electrical cords, bulbs, lights and switches shall be installed and maintained in accordance with local electrical codes. All electrical equipment, switches and plugs must be in good repair.

5.5 All entrance doors will have double locks, one of which will insure that entry cannot be gained from outside while room is occupied and all windows will have a locking device (sticks and item foreign to window construction are not acceptable).

5.6 All rooms shall be accessed from an interior hallway entrance of the lodging facility (exterior room entrance is not acceptable).

5.7 Lodging facility shall be equipped with an interior/exterior security alarm surveillance system.

5.8 All structural components of the facilities, including plumbing, electrical, heating and cooling systems, shall be installed and maintained in accordance with all local and state building, safety and fire codes. Each room will have an operative smoke detector and operative heat sensitive sprinkler system. Copies of all inspection reports by local and state authorities issued within two (2) years of award of the Indefinite Delivery Indefinite Quantity (IDIQ) contract shall be furnished to the Contracting Officer upon request.

5.9 Windows will have blackout capability or adequate light reduction for day sleepers. No room containing broken windows or broken window panes will be occupied at any time.

5.10 All floors in living/sleeping areas will be carpeted.

5.11 Walls will be painted or have wall coverings that present a pleasant environment.

6. HOUSE KEEPING STANDARDS

6.1 Carpet must be clean and free of dirt, lint cuts, tears, stains cigarette burns, and smudges, the carpet must present a clean, pleasant appearance.

6.2 Paints, varnishes, or other finishes must be clean and free from damage.

6.3 Drapes, window shades, venetian blinds and window screens must be clean, in good repair and operable.

6.4 All windows will be clean and free of insects.

6.5 Furniture, fixtures and equipment must be clean, in good repair and all surfaces shall be free from dirt, dust, cigarette burns, peeling, scars, scratches, marks, tears, chips and similar blemishes.

6.6 Trash containers will be provided (1 in bedroom and 1 in bathroom) and lined with clean plastic bags. Trash will be removed from room on a daily basis.

6.7 All rooms, bedding and furniture will be free of insect pest, rodents and or reptilian infestation.

6.8 Living quarters, including bathrooms, will be free of all offensive odors, mildew, animal, and human waste etc.

6.9 Commodes will be cleaned and sanitized daily. No stains, odors, or residue are allowable.

6.10 Sink/tubs/showers will be cleaned daily. No soap scum, mineral deposits, shaving cream or toothpaste deposits are allowable.

6.11 Bathroom floors will be cleaned and sanitized daily. Floors will be free of cracks, loose tile or grime build-up in corners and around commode.

7. FURNITURE EQUIPMENT AND STORAGE

7.1 Furnishings and equipment must be clean and in good repair.

7.2 All rooms will have a color television (19 inch minimum acceptable size) Unit must receive all local area television stations.

7.3 Radio-clock: 1 per room.

7.4 A minimum of 24 linear inches of hanging space per person will be provided in either a closet or in a dressing room.

7.5 A minimum of one desk or writing table, one desk chair and an operable desk lamp or equivalent which contains at least a 75 watt bulb will be provided in rooms.

7.6 Mirror: 1 per sleeping room.

7.7 A minimum of one dresser or dresser/desk which contains one drawer per person for storage of garments will be provided in each. Drawer will have a minimum of 1.875 cubic ft. space (approximately 30"x6"x18" or combination of drawers with equivalent of 1.875 cubic ft. Night stand and desk drawer are not considered adequate. Drawers will be in good operating order.

7.10 Chair, occasional: 1 per room.

7.11 A queen or larger bed will be supplied for each person. Mattresses, mattress covers and box springs are required and will be free of tears, odors, insects, and stains. Mattresses will be firm, free of lumps and will not sag.

7.12 Luggage Rack: 1 per bed

7.13 One night stand will be provided for each bed.

7.14 Reading lamp or overhead lighting provide with each bed.

7.15 Adequate lighting will be provided in each room to include:

7.14.1 An entry switchable light or lamp

7.14.2 A desk or writing table light or equivalent

7.14.3 Night stand and bed reading light

7.14.4 Bathroom light

7.16 All furniture shall be modern hotel/motel type furnishings emphasizing a clean and airy room décor.

7.17 Bathroom must be constructed to provide convenient sanitary facilities. Wash basin and shower tub areas shall have a vanity table, a large minimum 18"x30" mirror, stopper devices, soap dishes, towel bars/hooks, and grounded electrical outlets conveniently located for use of electrical razors, hair dryers, etc. Loose, missing, or badly worn/damaged wall tiles, floor tiles, fixtures or accessories are unacceptable. Bathrooms must have a working exhaust fan or an exterior window that can be opened which must be of frosted glass or curtained to provide privacy. The shower/tub combination shall have shower doors or curtains.

8. Specific Tasks

SERVICES: The contractor shall provide the following services:

8.1 ASSIGNMENT OF QUARTERS/ROOMS: The Contracting Officer or designated representative is responsible for designating the Government personnel to occupy the contractor's facility.

8.2 When two persons are assigned to a double room and one individual checks out prior to the second individual, then the charge for the second individual reverts to the single occupancy rate. Individuals of the same sex designated for double room occupancy shall be billeted in rooms with two beds. If two beds are not available for double room occupants, then single rooms shall be provided for each. Transient personnel married to each other may be roomed together upon request.

8.3 CHECK-IN/OUT SERVICE: The contractor must provide a check-in/out service on a 24 hour basis, 7 days a week. The desk area shall be clean, efficiently designed to process multiple check-in/out simultaneously, and sufficiently staffed with trained personnel. Contractor agrees to inform all government personnel assigned accommodations under this agreement of the required check-in/out time. Check-out must be prominently posted. Government personnel, who incur another day's charge because of failing to meet the required check-out time, do so at their own expense. The government incurs no liability in this instance.

8.4 EXTRA SERVICES: All extra services not specified in this Statement of work, or not normally included in the room rate, shall be paid by the individual(s) requesting and receiving the extra service.

8.5 DINING FACILITIES: On site facilities under contractor's control providing breakfast, lunch and dinner menus must be clean and post a current grade "A" Health Certificate.

8.6 CUSTODIAL/SANITATION SERVICES: Daily services include, but are not limited to, room cleaning (to include vacuuming, emptying trash and dusting), bed making, linen change (as required), adequate quantities of soap (minimum of one 1oz deodorant bar and one ¼ oz facial bar), 2 towels (minimum size 24"x48"), 1 wash cloth (minimum 11"x11"), sanitized drinking glasses, facial tissues, and cloth bath mat. These requirements are minimum requirements per person.

8.7 LINEN SERVICES: Linen service shall be provided at least twice per week or when occupancy changes, whichever occurs first, and whenever necessary due to guest personnel requirements. Additional blankets shall be clean, freshly laundered without any objectionable odors, and in good condition, free from tears, rips, holes, stains, and extensive wear. Pillows shall be at least six inches thick to provide proper support (minimum of 2 per person).

8.8 COMMON USE AREAS: The contractor shall keep all hallways, corridors, grounds, and other adjacent areas under the contractor's control in a clean, neat, and safe condition.

8.9 "DO NOT DISTURB" SIGNS: All rooms shall have such signs available. Contractor employees shall respect them when displayed.

8.10 INFORMATION SERVICES: Desk clerks shall be able to explain to occupants miscellaneous charges not covered by this statement of work, for example, telephone charges. The contractor shall provide information on bus schedules, taxis, and other local transportation, dining facilities and locations, and commercial telephone directory services.

8.11 LAUNDRY FACILITIES: A coin-operated laundry service must be available on the premises or at least within two city blocks of contractor quarters. Such facilities, when under the contractor's control, must be clean and in good repair at all times.

8.12 NON-SMOKERS: When making assignments to shared rooms, official will assign smokers with smokers and non-smokers with non-smokers without incurring additional cost to the government.

8.13 SECURITY: For security reasons, a safe/ safe deposit box shall be provided within the rooms or at the registration desk for protecting valuables.

8.14 UTILITIES: Contractor shall furnish all utilities including heating and air-conditioning in season and hot and cold running water. In addition, hot water must be continuously available to all occupants. If utilities fail, due to other than a service-wide failure, for more than (4) hours, the Contracting Officer may require the contractor to relocate all guests for which accommodations have been obtained, to another hotel/motel of equal or better quality at the contractor's expense.

8.15 A telephone must be furnished in each room provided under this contract. Room occupants will personally pay for all long distance calls. Billing for this service must be presented to the individual prior to his/her departure. The Government will not be responsible for personal telephone bills. There shall be no charges for local calls. The personnel visiting are required to be in contact with 118AW, Tennessee Air National Guard in the normal conduct of business necessitating the use of local telephone service at no extra charge.

8.16 WAKE-UP SERVICES: A wake-up service will be provided (if requested by occupant) 24 hours a day, seven (7) days per week.

9. QUALITY ASSURANCE:

9.1 Contractor agrees that an inspection of the premises may be conducted at the discretion of the Contracting Officer at any reasonable time.

9.2 Any discrepancy noted during an inspection will be made known to the Contractor, who will in turn acknowledge notice of the discrepancy and annotate the inspection sheet with their concurrence or nonoccurrence and make any other comments they may desire.

10. SANITATION:

10.1 Sanitation requirements will be prescribed by local, state, and federal laws and regulations.

10.2 A copy of the latest inspection report prepared by a duly appointed state inspector in the performance of their official duties will be made available, upon request, to a representative of the Contracting Office.

11. AUTOMATIC CANCELLATION/LATE ARRIVALS PROVISIONS

11.1 If the occupant has not been registered, or advance reservations have not been confirmed by 6:00 p.m. (1800 hours), (date of arrival), reservations are to be considered as canceled.

12. OVERBOOKING

12.1 In case of overbooking, personnel will be transported to, and accommodated in another lodging facility of equal or higher quality standards at no additional expense to the individual or the Government.

13. DISORDERLY CONDUCT

13.1 Incidents of disorderly conduct on the part of 118th Wing personnel occupying the rental accommodations shall be reported by telephone to the Contracting Officer or designated representative. An itemized list of damages caused by personnel in the assigned rooms will be submitted to the Contracting Officer giving the specifics of the incident, occupants name and room number for referral to appropriate persons; however, the Government does not assume liability for any damage cause by personnel acting outside the scope of their employment. Such damage will remain the responsibility of the individual(s) causing damage.

14. APPLICABLE FORMS

14.1 The 118th Wing Lodging Office will provide the Contract Quarters Location with a Computerized Contract Quarters Authorization listing or a locally developed form by hard copy, phone fax, or e-mail with the name of the individuals authorized contract lodging, confirm the room rate, call number, and authorize billing to the 118th Wing Services Lodging Office. The Contract Quarter Authorization listing, whether form or computerized, is required to be attached to the direct billing invoices identifying by call number to confirm utilization of quarters.

14.2 The 118th Wing Lodging Office will provide travelers going to contract quarters a briefing concerning the use of government contracted quarters, standard of conduct, etc. The Lodging Office will provide comment cards for positive and/or negative feedback while utilizing contract quarters. Also, an open line of communication is offered to the contractor to report and resolve problems concerning our travelers. Our standard of conduct will not allow contractors or their employees to be mistreated in any way by those authorized use of the contracted facility.

15. RESERVATIONS

15.1. LODGING MANAGER. The Lodging Manager will provide a Contract Quarters Authorization listing containing the names of the individuals authorized lodging at the contracted lodging facility.

15.2 LODGING FACILITY. The lodging facility will provide accommodations that meet or exceed the requirements as outlined in the PWS.

15.3 LODGING FACILITY. The lodging facility will ensure all members authorized lodging at the Governments expense sign in at the time of check in and out at the time of check out utilizing the Contract Quarters Authorization Listing.

15.4 LODGING FACILITY. To receive payment the lodging facility will provide an itemized bill and the Contract Quarters Authorization Listing containing sign in/out signatures to the lodging manager within five business days of the lodging event.

15.5 LODGING MANAGER. The lodging manager will reconcile the itemized bill with the Contract Quarters Authorization Listing to verify charges. Any discrepancies will be resolved prior to payment being made. If no discrepancies exist, payment will be made. If discrepancies are identified, payment will be made following the final resolution of the discrepancy.

15.6 CANCELLATIONS: The lodging manager will notify the lodging facility of cancellations. The Government will not be subject to or charged a cancellation fee.

16. DEFINITIONS

16.1. LODGING MANAGER. An officer, noncommissioned officer, or civilian responsible to the Base Support Group Commander for matters relating to lodging of military and government personnel.

16.2 LODGING OFFICE. The lodging office is responsible for providing housing/lodging to the authorized transient and local government employees and military personnel.

16.3 CONTRACTING OFFICER. A person with the authority to enter into, administer, or terminate contracts for the Government and make related determination and findings.

16.4 DESIGNATED REPRESENTATIVE OF THE CONTRACTING OFFICER. The individual (s) designated in writing to the contractor as being authorized to assign lodging, place calls, and make advance reservations for lodging. This is usually personnel from the Lodging Office, and written designation must be issued and executed by the Contracting Officer.

16.5 LODGING FACILITY .A hotel, motel, or inn, which provides sleeping accommodations to the traveling public.

16.6 QUALITY ASSURANCE EVALUATOR (QAE). The representative of the Contracting Officer who performs technical surveillance of the contract.

16.7 STANDARD LODGING FACILITY .Single or double rooms will have a bed for each occupant with pillow, two sheets, firm mattress, pad or cover, blankets, bedspread, wall to wall carpeting (desired) or other floor covering, a wall switch near the entrance door for at least one lamp, incandescent table or wall mounted lights for each bed, color TV, closet or hanger space (minimum of 24 inches/9 hangers) per bed, smoke detectors, individual thermostats, telephone, note pad w/pen, bathrooms with vanity , mirror, light with grounded electrical outlet, and exhaust fan/privacy outside window

16.8 STANDARD LODGING FACILITY SERVICES. Vending areas, 24 hour check in/out, wake-up, and message service, central TV antenna or cable TV, room identification/directory signs and smoke detectors in hallways, air conditioning. ice machines, adequate parking spaces for all guests, TV /radio directory .Local information packet, passenger/baggage loading zones, and secure luggage storage areas for guests when rooms are not immediately available or for storage at checkout.

SPECIFICATIONS:

Schedule

REQUIREMENTS: Contract quarters on a monthly basis, as indicated in the UTA schedule below, plus any additional interim reservations as authorized by the Base Commander or Detachment Commander. The offeror, will be notified in advance by the Lodging Manager.

QUANTITY: Approximately 5 single and 20 double rooms (2 beds) will be reserved for Friday.
Approximately 5 single rooms and 25 double rooms (2 beds) will be reserved for Saturday.

SCHEDULE: The schedule provided below is subject to change. The lodging manager will notify and provide the lodging facility with an updated schedule in the event of a schedule change.

UTA SCHEDULE (FY-17):

Friday-Saturday

16-17 Sep 2017

14-15 Oct 2017

4-5 Nov 2017

2-3 Dec 2017

UTA SCHEDULE (FY-18):

Friday-Saturday

6-7 Jan 2018

10-11 Feb 2017

3-4 Mar 2017

*5-8 Apr 2017

5-6 May 2017

2-3 Jun 2017

**Jul 17

4-5 Aug 2017

*Wednesday-Saturday

** No Drill Scheduled and may need rooms if any make-up drills are completed.

THIS CONTRACT COVERS ONLY THE COST OF LODGING; INDIVIDUALS ARE RESPONSIBLE FOR PAYMENT OF TELEPHONE CALLS, BAR BILLS, ROOM SERVICE, RESTAURANT MEALS, TV MOVIES AND OTHER PERSONAL EXPENSES.

ROOM ASSIGNMENT: Rooms will be assigned as listed on the 118th Wing Contract Quarters Authorization Listing which will be provided by the lodging manager. Officers and VIP' s are authorized single rooms or as indicated by "S " on the 118th Contract Quarters Authorization Listing. Married couples may share a room.

Female officers with the same
Female enlisted with the same
Male officers with the same
Male enlisted with the same

NON-SMOKERS: When making assignments to shared rooms, official will try to assign smokers with smokers and non-smokers with non-smokers as long as it can be done without incurring additional cost to the government.

CANCELLATIONS/LATE ARRIVALS: Cancellations will be made by calling the offeror's Reservation Clerk, not later than 3:30 P.M., by the approving official/alternate approving official or no later than 6:00 P.M. by the individual.

Late arrivals to the hotel will be handled in the same method as cancellations. If the individual feels that he or she will not be able to arrive at the hotel by 6:00 P.M. and they are on the authorization list, that individual or their approving official must contact the desk clerk and make the hotel aware of the late arrival. If this is not accomplished, the hotel management has the right to cancel the reservation. The offeror's personnel will make reference to the cancellation by date, time, and the person requesting cancellation. No charge for room will be made if extension or cancellation has been requested by the authorized government official or by the individual.

PRICING: (1 September 2017 - 31 August 2018)

Single Rooms: 10 per month x 12 months = 120 Rooms \$ _____
Double Rooms: 45 per month x 12 = 540 Rooms \$ _____
Total Rooms: 55 per month x 12 months = 660 Rooms \$ _____

Metropolitan Motel Occupancy Tax Exempts "Local, State or Federal Governmental agencies when paid by those agencies". The legal basis of the tax: Senate Bill No.1964, Chapter 704 of the public acts of 1976, implemented by Metropolitan Council Ordinance No.76-143, provides the legal basis for the levy of 5% occupancy tax.

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The government will monitor the Contractor's performance under this contract using the quality assessment and improvement procedures established by the 118th Wing Air National Guard and pursuant to FAR 52.246-1, Contractor Inspection Requirements clause. Additionally, the Contractor's performance is subject to scheduled and unscheduled review by quality assessment personnel as defined by the 118th Wing QASP Plan.

QASP Monitors are as follows.

The requirements in the Performance Work Statement (PWS), includes performance standards. The Government shall use these standards to determine contractor performance and shall compare contractor performance to the Acceptable Quality Level (AQL).

Task	ID	Indicator	Standard	Acceptable Quality Level	Method of Surveillance
Requirements	1	Contractor Furnished Rooms	Each single (SGL) and double (DBL) occupancy room will contain an overall living and sleeping area having a minimum of 250 square feet.	100%	Inspection of rooms semi-annually
House Keeping	2	Cleanliness and Maintenance	Carpet, Paint, Drapes, Windows, Furniture, Bathroom, and Trash Cans shall be cleaned in accordance with PWS	100%	Inspection of rooms semi-annually
House Keeping	3	Cleanliness	All rooms, bedding and furniture shall be free of insect pest, rodents and or reptilian infestation.	100%	Inspection of rooms semi-annually
Dining Area	4	On Site Dining Facility	On Site facilities under contractor's control providing breakfast, lunch and dinner menus must be clean and post a current grade "A" Health Certificate.	100%	Inspection of facility semi-annually
Report	5	Sanitation	A copy of the latest sanitation inspection report prepared by a duly appointed state inspector in the performance of their official duties.	100%	Inspection of report semi-annually
Access	6	Security and Facility Management	Compliance with structural components and security system.	100%	Inspection of compliance semi-annually

