

Statement of Work

Facility rental for Naturalization Ceremonies in Fresno CA

The Department of Homeland Security, U.S Citizenship & Immigration Services (USCIS), Fresno Field Office has a requirement for a facility where it will host naturalization ceremonies.

Description of Services Required:

Provide USCIS with an indoor venue to host naturalization ceremonies in the Fresno, CA area. Location must be within 20 miles of the Fresno Field Office, located at 744 P Street, Fresno, CA 93721.

Provide one venue for naturalization ceremonies to be held each month. The period of performance will consist of a base period of ten (10) months from March 1, 2020 - December 31, 2020, plus one (1) 12 - month option period from January 1, 2021 - December 31, 2021, and one (1) 6-month option period from January 1, 2022 - June 30, 2022. See Addendum A for the 2020 scheduled ceremony dates.

If USCIS requires dates to be changed, the date will be mutually agreed upon between USCIS and Vendor and a revised Schedule will be prepared.

Facility must be indoors and hold up to 2700 people. Facility will be used during the following times: 7:30 am – 11:59 am. Facility must meet ADA requirements for access.

The following audio-visual services and equipment must be provided and set up by Vendor prior to commencement of each Naturalization Ceremony:

- Stage
- Projector with screen
- Podium with microphone and sound system
- CD player connected to the sound system
- 2 additional free standing microphones
- Eleven 8-ft. rectangular tables with skirting
- 2700 chairs

USCIS does not require security (police) services for its Naturalization Ceremonies.

Appendix A: 2020 Schedule

Addendix A to the Statement of Work
2020 NATURALIZATION SCHEDULE
for the
FRESNO FIELD OFFICE

Weekday	Date
Tuesday	3/10/2020
Tuesday	4/14/2020
Tuesday	5/12/2020
Tuesday	6/09/2020
Tuesday	7/14/2020
Tuesday	8/11/2020
Tuesday	9/15/2020
Tuesday	10/20/2020
Tuesday	11/10/2020
Tuesday	12/15/2020

The Naturalization Ceremony dates for 2021 and 2022 are TBD.