

STATEMENT OF WORK (SOW)
Lodging Support for 80th Training Command (TC) Total Army School System (TASS)
Training Center (TTC) Fort Lee, 94th Training Division

25 November 2019

Hotel accommodations in support of TTC Fort Lee Student Lodging Program located at Building 8402, B Avenue & 27th Street, Fort Lee, Virginia 23801.

1.0 INTRODUCTION

TTC Fort Lee conducts Quartermaster and Transportation focused Military Occupation Code Training (MOS-T) and Non-Commissioned Officer Education System (NCOES) classes receiving students from different geographical locations within the continental USA.

2.0 BACKGROUND

TTC Fort Lee purpose is to safely and successfully prepare, educate, train, and develop students within Training and Doctrine Command (TRADOC), The Army School System (TASS) procedures, Combined Arms Support Command (CASCOM) instructional and accreditation standards, and 94th Training Division requirements.

3.0 OBJECTIVES

3.1. Requirement: To provide lodging accommodations for students attending course at TTC Fort Lee. Lodging accommodation service is essential to meet TRADOC requirements.

3.2. Period of Performance:

Base Year: 15 February 2020 through 21 March 2020

Option Year 1: 15 February 2021 through 21 March 2021

Option Year 2: 15 February 2022 through 21 March 2022

3.3. Place of Performance: All rooms must be at no more than two facilities and within a **15-mile-radius** of Building 8402, B Avenue & 27th Street, Fort Lee, Virginia 23801-1700. The distance will be calculated utilizing Google Maps.

3.4

Table 1:

<u>CLIN</u>	<u>Course</u>	<u>PHASE</u>	<u>RPT DATE</u>	<u>End Date</u>	<u># of Rms</u>	<u># nights</u>
	<u>BASE YEAR</u>					
1	101-8-92-C46	1	16-Feb-2020	1-Mar-2020	13	14
2	101-92A40-C46	2	16-Feb-2020	1-Mar-2020	13	14
3	551-8-88-C46-B	1	22-Feb-2020	6-Mar-2020	17	14
4	551-88M30-C45 (RC)	1	15-Feb-2020	28-Feb-2020	19	14
5	551-88N10 (R)	1	15-Feb-2020	28-Feb-2020	15	14
6	551-88N30-C45	1	15-Feb-2020	28-Feb-2020	14	14
7	551-88M30-C45 (RC)	2	28-Feb-2020	13-Mar-2020	19	14
8	551-88N10 (R)	2	28-Feb-2020	15-Mar-2020	15	16
9	551-88N30-C45	2	28-Feb-2020	15-Mar-2020	14	16
10	551-8-88-C46-A	1	7-Mar-2020	21-Mar-2020	16	14
					155	144
	<u>OPTION YEAR 1</u>					
11	101-8-92-C46	1	16-Feb-2021	1-Mar-2021	13	14
12	101-92A40-C46	2	16-Feb-2021	1-Mar-2021	13	14
13	551-8-88-C46-B	1	22-Feb-2021	6-Mar-2021	17	14
14	551-88M30-C45 (RC)	1	15-Feb-2021	28-Feb-2021	19	14
15	551-88N10 (R)	1	15-Feb-2021	28-Feb-2021	15	14
16	551-88N30-C45	1	15-Feb-2021	28-Feb-2021	14	14
17	551-88M30-C45 (RC)	2	28-Feb-2021	13-Mar-2021	19	14
18	551-88N10 (R)	2	28-Feb-2021	15-Mar-2021	15	16
19	551-88N30-C45	2	28-Feb-2021	15-Mar-2021	14	16
20	551-8-88-C46-A	1	7-Mar-2021	21-Mar-2021	16	14
					155	144
	<u>OPTION YEAR 2</u>					
21	101-8-92-C46	1	16-Feb-2022	1-Mar-2022	13	14
22	101-92A40-C46	2	16-Feb-2022	1-Mar-2022	13	14
23	551-8-88-C46-B	1	22-Feb-2022	6-Mar-2022	17	14
24	551-88M30-C45 (RC)	1	15-Feb-2022	28-Feb-2022	19	14
25	551-88N10 (R)	1	15-Feb-2022	28-Feb-2022	15	14
26	551-88N30-C45	1	15-Feb-2022	28-Feb-2022	14	14
27	551-88M30-C45 (RC)	2	28-Feb-2022	13-Mar-2022	19	14
28	551-88N10 (R)	2	28-Feb-2022	15-Mar-2022	15	16
29	551-88N30-C45	2	28-Feb-2022	15-Mar-2022	14	16
30	551-8-88-C46-A	1	7-Mar-2022	21-Mar-2022	16	14
					155	144

3.5. Room roster: A roster will be provided to the contractor by the Government Point of Contact at least 72 hours prior to scheduled check in.

3.6. Advance Notification Period: The Government reserves the right to cancel any or all portions of a reservation 72 hours to the scheduled start date. The cancellation notice will be issued by the Contracting Officer (KO). The Contractor shall waive any charges against the Government due to the cancellation and release it from all obligations under the contract if the Government meets the deadline above.

4.0 SCOPE OF WORK

4.1. The location of the selected hotel shall be within 15-miles radius from the Building 8402, B Avenue and 27th Street, Fort Lee, Virginia 23801-1700 utilizing Google Maps.

4.2. The contractor (hotel facility) must be able to accommodate the requested and forecasted double rooms for each contracted period of performance.

4.3. The Army Standard for Housing for this request is two (2) Soldiers per room (Double Room Occupancy). Females and males must be housed in separate rooms.

4.3.1. Double occupancy room shall contain but not limited to adequate net living and sleeping areas. No more than two people shall be assigned to a double occupancy room and no more than one person shall be assigned to a single room. ROLL away beds and pullout sofas cannot be considered as double occupancy rooms.

4.4. Rooms shall be constructed and finished to provide good light and sound attenuation.

4.5. All rooms will be non-smoking, have sufficient electrical outlets in good working conditions, and be free of bed bugs, lice, rodents or anything that will make the living conditions unsafe and/or unhealthy.

4.6. All rooms shall have the following amenities included in the price of the room: Wi- Fi internet access, television with cable access, a refrigerator, a microwave, a kitchenette, a coffee maker, Iron and iron board, alarm-

4.7. Bathrooms must be in a sanitary condition. Bathrooms must contain a shower and/or tub combination with a wash basin, a properly functioning toilet, and a mirror. Additionally, bathrooms should have adequate lighting and grounded electrical outlets for use of electrical razors, hair dryers etc. The shower or shower/tub combination shall have shower doors or curtains. All electrical outlets must be in good working condition and meet State Code.

4.8. All entrance doors to rooms shall have interior security locks. Each room occupant shall be provided with a room key. Access to sleeping rooms shall be via interior

corridors.

4.9. The hotel shall have onsite laundry capabilities, a Health and Fitness Center and Business Services Center.

4.10. Vendor's location must have accessible parking area and be a low crime area (B), free of drugs and prostitution.

4.11. The contracted hotel shall have the personnel, equipment, tools, materials, supervision, and other items necessary to perform and provided the serviced described on this Performance Work Statement (PWS).

4.12. The contractor will only be paid for used /occupied rooms at the negotiated and contracted rate for the period of performance. On the morning following the check in date, any rooms not filled will be released for sale to the general public and will not be chargeable as "No Shows" under the contract.

5.0. Personal Expenses

Personal expenses in guest rooms such as long distance phone charges, movie rentals, laundry, room service, food or other incidentals will be paid by the guest and shall not be billed under the resultant contract.

6.0. Security:

The sleeping room areas shall be accessed through a Lobby, and the facility internal corridors. The Sleeping rooms shall provide sufficient security to the tenants such as double bolt doors, and lock windows to protect the tenants and government supplies, equipment and properties. Parking Area shall be within the Hotel property at no cost to the soldier. Parking areas shall be well illuminated for the safety of the lodging tenants and vehicles.

7.0. Invoicing:

The room and night quantities are a forecast and estimate to the best knowledge of the serviced agency. There for, the contractor shall only invoice used and occupied rooms at the end of each performance period. The contractor shall only invoice for actual room used. A copy of each occupied and invoiced room must be furnished to the service agency by the end of each performance period. Actual lodging provided in accordance with the terms and conditions of this contract will be accepted and paid for by the Government. Invoices shall be submitted and accepted by the Agency Representative using the Wide Area Work Flow (WAWF) system using **DODDAC W90GKV**.

8.0. Contractor:

The Contractor shall immediately familiarize him/herself with the invoice procedures in the Wide Area Work Flow (WAWF). The contractor shall immediately communicate and coordinate all requirements with the Serviced Agency Representative annotated in the contract agreement.

9.0 Other:

9.1 All sleeping rooms must be at or below the Government's per diem rate.

9.2 The Federal Government is tax exempt. The facility furnished shall be solely on the basis of double occupancy. Double occupancy means two individuals assigned to a room with two beds, the contractor shall charge the government the single occupancy room rate.

10.0 Definitions:

10.1. Contractor: The term as used on this requirement refers to the primary (prime) contractor or vendor with whom the contracted agreements and terms are set forth.

10.2. Contracting Officer (KO): The government official who has authority to enter into contract, administer or terminate contracts. He/she can make related determinations and findings on behalf of the government. The Contracting Officer is the ONLY individual who can legally bind the government.

10.3. Contracting Agency: Organization receiving the goods or service described on the contract agreement.