

STATEMENT OF WORK (SOW) CONTRACT QUARTERS

This statement of work (SOW) contains a recommended format for contracting for contract quarters in extended deployments and contingency situations. It may be used by all persons and organizations that prepare, review, award, and administer these contracts. The standards describe the minimal acceptable standards for billeting military or civilian DoD personnel. When local conditions differ, modifications should seek the highest standards attainable at a reasonable price.

SECTION 1

GENERAL

- 1.1 **SCOPE OF WORK:** The contractor shall furnish lodging accommodations for 908th Airlift Wing and 689th NOS on a monthly basis. The performance standard and requirements for these services include the following responsibilities:
 - 1.1.1 Willing to establish a Blanket Purchase Agreement (BPA).
 - 1.1.2 Provide single or double occupancy rooms if and when requested by the designated lodging representative.
 - 1.1.3 Provide parking facilities.
 - 1.1.4 Accept advance reservations as necessary.
 - 1.1.5 In case of overbooking personnel will be transported to, and billeted in, another lodging facility of equal quality at no additional expense to the individual or the government.
 - 1.1.6 Methods of payment. The contractor must accept a valid government travel credit card. Visa, if offered by the traveler as an authorized method of payment for all charges incurred by the traveler. In addition, the contractor, based on their credit policies and requirements, may accept cash, other credit cards and other methods of payment for charges. If the Guest is on IDT status, the hotel will direct bill the 908th Airlift Wing or 689th NOS for room charges only. The US Government Purchase Card is tax exempt. Incidental charges will be paid for by the guest.
 - 1.1.7 Problems or questions concerning the correct charge for the contract quarters room rate should be settled between the contractor and the contracting officer or the designated representative. Problems or questions concerning the correctness of the other items on the final bill (phone calls, food, drinks, cleaning, and number of days in room) should be settled between the innkeeper and the traveler in the same manner as other innkeeper/guest problems solved.
- 1.2 **QUALITY CONTROL:** The contractor shall establish and maintain a complete quality control program for the performance requirements of this contract.

- 1.2.1 Inspections will be performed prior to award; thereafter inspections will be conducted no less than once per year. Nothing will preclude the government from inspecting hotels as the need arises. Authorized checklists will be used to determine if the contractor meets standards. Other factors may also be evaluated and identified to the contractor when the impact service to Government personnel.
- 1.2.2 All findings of incomplete or unsatisfactory performance will be recorded, verbal notice given, and confirmed in writing to the contractor in the form of a Contractor Discrepancy Report. The contractor will reply in writing, giving reasons for the unsatisfactory condition, the corrective action taken, and the procedures developed to prevent recurrence.

SECTION 2

DEFINITIONS

- 2.1 **BILLETING OFFICE:** The office which is responsible for providing off base accommodations to authorized transient government employees and military personnel.
- 2.2 **CONTRACTING OFFICER:** A person with the authority to enter into, administer, or terminate contracts for the United States Government and make related determinations and findings.
- 2.3 **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. The written designation must be issued and executed by the contracting officer.
- 2.4 **LODGING FACILITY:** A hotel, motel, or inn which provides sleeping accommodations to authorized patrons.

SECTION 3

CONTRACTOR FURNISHED ITEMS

- 3. The contractor shall furnish the following:

- 3.1 ROOMS:

- 3.1.1 Living Space: Single **or** double occupancy room shall contain adequate living and sleeping areas. No more than two people shall be assigned to a room.
- 3.1.2 Standards:
 - 3.1.2.1 Rooms shall be constructed and finished to provide good light and sound attenuation.
 - 3.1.2.2 All windows shall be provided with blackout lining, shades, or blinds. If drapes are provided, they must screen out the light.

- 3.1.2.3 Sufficient electrical outlets shall be available and in good working condition.
 - 3.1.2.4 All entrance doors to rooms shall have interior security locks, either deadbolt or double locking locks. Each room occupant shall be provided with a room key.
 - 3.1.2.5 Bathrooms must be constructed to provide convenient sanitary facilities. 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.
 - 3.1.2.6 A telephone in the room is desirable, if not available due to location, have telecommunication devices in the immediate area.
 - 3.1.2.7 A television in the room is desirable, if not available due to location, have information as to where television is available to patrons.
 - 3.1.2.8 Rooms shall have adequate heating and cooling capabilities.
- 3.1.3 Furnishing and Equipment: Must be clean and in good repair. The following minimum furnishings are required:
- 3.1.3.1 Required amenities
 - a. Lamp --1 per desk or writing table
 - b. Adequate clothes storage drawers and closet space
 - c. Desk or writing table with chair
 - d. Trash container
 - 3.1.3.2 Desired amenities
 - a. Radio
 - b. Working tables and chairs
 - c. Restaurant within the facility
 - d. Refrigerators or ice machines
 - e. Alarm clock
 - f. 24 hour wake up service
 - g. Shuttle service

SECTION 4

CONTRACTOR FURNISHED SERVICES

4. SERVICES. The contractor shall provide the following services:

- 4.1 ASSIGNMENT OF QUARTERS/ROOMS: Government personnel should not be billeted under this contract arrangement without presenting proper authorization to the contractor. The contractor must be adequately manned to provide a 24 hour check in and check out service, 7 days a week.

- 4.2 CUSTODIAL/SANITATION SERVICES: Daily custodial services shall include, but is not limited to, room cleaning, bed making, linen change (as required), adequate quantities of soap, bath towels, hand towels, sanitized drinking glasses, facial tissues, and a cloth bath mat.
- 4.3 LINEN SERVICE: Linen service shall be provided once a week or when occupancy changes, whichever occurs first. Additional blankets shall be made available if requested by occupant. All linen and blankets shall be clean, freshly laundered, without any objectionable odors, and in good repair, free from tears, rips, holes, stains, and extensive wear. Pillows shall be at least six inches thick to provide proper support.
- 4.4 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.
- 4.6 "DO NOT DISTURB" SIGNS: All rooms shall have such signs available. Contractor's employees shall respect them when displayed.
- 4.7 INFORMATION SERVICES: Customer service representatives shall be able to explain to occupants, miscellaneous charges not covered by this statement of work, i.e., telephone charges. The contractor shall provide information on bus schedules, taxis and other local transportation, and dining facilities and locations.

SPECIAL PROVISIONS

1. **Description of Agreement:** The contractor shall furnish lodging accommodations for the 908th Airlift Wing and 689th NOS on a rental basis. Providing single **or** double occupancy hotel or motel rooms if and when called for by the Contracting Officer or designated representative. Guests who are eligible for contract lodging will occupy contract lodging quarters and pay the hotel directly. On occasion, group project officers will make arrangements directly with the hotel for group billing.
2. **Extent of Obligations:** The government is obligated only to the extent of authorized calls actually placed against the Blanket Purchase Agreement (BPA). The BPA is awarded for 5 years but can be cancelled upon the request of the Government at any time.
3. **Pricing:**
 - a. The prices to the government shall be at the annual per diem rate or lower than those charged to the contractor's most favored customer, in addition to any discounts for prompt payment.
 - b. The contractor shall furnish firm price lists on an annual basis or proposed interim price changes to the approved price list in three (3) copies, stating effective and expiration dates. Prices in the approved price list will continue to be effective until any proposed changes are approved by the contracting officer.

- c. The contractor will furnish proposed changes to the approved price list to the 42nd Contracting Squadron, Maxwell AFB, AL, at least thirty (30) calendar days prior to the proposed effective date of such changes.
 - d. The contracting officer will furnish a copy of the approved price list and any changes to the contractor.
 - e. The contractor must accept a valid government travel credit card. Visa, if offered by the traveler as an authorized method of payment for all charges incurred by the traveler. In addition, the contractor, based on his credit policies and requirements, may accept cash, other credit cards and other methods of payment for charges.
4. **Call Limitations:** The dollar limit for each call shall be established after award.
5. **Individuals Authorized to Place Calls:** A list of titled positions authorized to place calls under this agreement, identified by organizational component, and the limitation per call for each position shall be provided to the contractor by the contracting officer.
6. **Delivery Ticket:** The individual making the call will furnish the supplier the call number, complete description of the room type and the quantity required and the desired reservation date(s). Call will generally be made verbally, but written correspondence may be used when it is more convenient to do so.
7. **Invoices:** The normal billing period is monthly and runs from the 26th of the month to the 25th of the following month. Electronic invoices are sent to the person authorized to place the calls. These invoices need not be supported by copies of delivery tickets. Monthly payments may also be made using the Government Purchase Card (GPC). The GPC should not be automatically billed.
8. **Modification to Agreement:** The 42nd Contracting Squadron, Maxwell AFB, AL, is the only U.S. government agency authorized to modify the terms and conditions of this agreement.
9. **Responsibility for Calls, Inspection and Acceptance:** The Contracting Officer or the authorized representative shall make inspection and acceptance of all services provided under this agreement.
10. **Unauthorized Calls:** Services provided herein and called for by an individual not authorized to place calls by the contracting officer, constitutes an unauthorized call and an act of the contractor's own undertaking. The government shall not be liable for any claims or damages as a result thereof.