

STATEMENT OF WORK
FOR
Colorado Army National Guard Lodging
Unit: 947th ENGR CO

1.0 General:

- 1.1 Scope: The Contractor shall provide commercial lodging facilities for the Colorado Army National Guard (COARNG), as defined in this Statement of Work (SOW) and in compliance with the Department of Defense Lodging Adequacy Standards dated 18 December 2020.
- 1.2 Purpose: The Colorado Army National Guard, 947th Engineer Company requires the contracting of billeting for Soldiers living outside 150 miles for April and June training periods. CLIN 0001 period of performance from 31 March – 3 April 2022 to support 55 personnel. CLIN 0002 period of performance from 2-3 June 2022 to support 55 personnel.

2.0 Room Needs:

- 2.1.1 Location/Locality: Montrose, Colorado
- 2.1.2 Within 10 miles of (address/location): 12147 6390 Road, Montrose, CO 81401
- 2.1.3 Dates Rooms Needed: Period One: 31 March 2022 to 3 April 2022
And Period Two: 2 June 2022 to 3 June 2022
- 2.1.3.1 Total Number of Nights, Period One: Three (3) nights
2.1.3.2 Total Number of Nights, Period Two: One (1) night
- 2.1.4 Number of Personnel: 55 personnel each period – Double occupancy
- 2.1.5 Total Number of Rooms Needed per Night: 30 Rooms (breakout below)
- 2.1.5.1 Non-smoking Double Occupancy (Min Two Double Beds): 30 Rooms
- Lodging will be provided for 10 females and 40 males under CLIN 0001.
 - Lodging will be provided for 10 females and 40 males under CLIN 0002.
 - The unit will notify the vendor of any room cancellations within 48 hours of the first night of the stay.

2.1.6 Special Requirements / Conditions: The Colorado Army National Guard is requesting to only be billed for the quantity of rooms used during each period of performance.

2.1.7 Government Point of Contact:

POC: SFC Evan Binder
Phone Number: (720)965-7409
E-mail: evan.r.binder.mil@mail.mil
Organization: 193rd Military Police Battalion
5275 Franklin St. Denver, CO 80216

3.0 Requirements:

3.1 Standards

3.1.1 All lodging provided under this agreement shall conform to applicable industry standards, state and federal health regulations, environmental regulations, and military regulations and bulletins. Lodging not meeting these standards shall be corrected by the Contractor at no additional cost to the Government within 24 hours.

3.2 Terms

3.2.1 The Contractor shall provide single and double occupancy hotel or motel room accommodations upon issuance of a contract.

3.2.3 A sign-in roster will be provided to the hotel for COARNG personnel and will be used to verify charges shown on the invoice.

3.2.4 Rooms shall be provided only to those individuals that appear on the rooming list provided by the Contracting Officer (KO) or Unit Point of Contact (POC) identified in the contract. The contractor shall not invoice the contract for more than the approved number of rooms for additional personnel without approval from the KO. The KO's approval, in writing, will be accomplished through a formal contract modification after verification and receipt of funds from the requesting unit.

3.2.5 COARNG personnel shall not be billeted under this agreement without presenting proper identification to the Contractor.

3.2.6 At no time shall the Contractor accept any changes that will exceed the authorized lodging rates or the terms and conditions in the contract unless authorized by the KO.

3.2.7 Charges for incidental products or services, including but not limited to, telephone calls, internet service, movie rentals, food, drinks, room service, pet charges, and laundry/dry cleaning services are not authorized to be charged to the Government. It is the responsibility of the Contractor to secure payment of incidental or other charges from the room's occupants. The Contractor is authorized and encouraged to "lock out" incidentals that may generate extra charges.

3.2.8 Customer service representatives or written information shall be available to explain to occupant's miscellaneous charges not covered by this agreement (i.e. telephone charges or cable charges.) Problems or questions concerning the correct room rate should be settled between the Contractor and the KO. Problems or questions concerning correctness of charges for other items should be settled between the Contractor and the traveler in the same manner as normal guest issues are resolved.

3.3 Assignment of Quarters/Rooms

3.3.1 Single occupancy non-smoking rooms shall be provided to COARNG personnel as specified by the KO or Unit POC. Single occupancy smoking rooms are permissible only when specifically requested.

3.3.2 Double occupancy non-smoking rooms shall be provided to COARNG personnel as specified by the KO or Unit POC. Double occupancy smoking rooms are permissible only when specifically requested.

3.3.3 Individuals of the same sex, designated for double occupancy rooms, shall be billeted in rooms with at least two beds. If these rooms are not available, single rooms shall be utilized and individuals shall be billeted separately. The Contractor shall not assign more than one person per bed unless specifically authorized. No more than two people shall be assigned to a room or share a bathroom without written authorization from the KO.

3.3.4 Married couples (who are both COARNG members and included on the rooming list) may be lodged together upon request, if the Contractor can accommodate the request at no additional charge.

3.4 Coordination of Services

3.4.1 Reservation of rooms, to include dates of services, quantities ordered, check in/check out times, complimentary breakfast times (if available), etc., shall be coordinated between the Contractor and the KO or Unit POC.

3.4.2 Quantities of lodging rooms reserved are generally based on preliminary estimates, which are subject to change as the Government's requirement changes or becomes more certain. Initial reservations will be made at least seven (7) days prior to check in. Any adjustments to accommodation arrangements will be communicated no later than 24 hours prior to the designated check in time. Changes may include cancellation, decreases, or increases to rooms required.

3.4.3 Reservations will be confirmed by the KO or Unit POC no later than 24 hours prior to the designated check in time. In the event that the reservations are not confirmed within 24 hours, the Contractor shall consider the reservation cancelled.

3.4.4 The Contractor reserves the right to charge a single night's stay for rooms cancelled without adequate notice, or for no-show reservations. The remaining nights on multiple day reservations for the affected rooms shall be automatically cancelled.

3.4.5 Late check in requests will be communicated by the KO or Authorized Caller no later than 24 hours prior to normal check in time for the reservation.

3.4.6 The Contractor shall provide check in/out service on a 24 hour basis, 7 days a week. The Contractor shall inform all occupants of the required check out time. Occupants who incur another day of lodging charges due to failure to meet check out time do so at their own expense.

3.5 Lodging Locations

3.5.1 The Contractor must be able to provide lodging at/near the location/locality listed in 1.2.1 and 1.2.2.

3.6 Room Availability

3.6.1 In the event of overbooking by the Contractor after accepting a reservation from the Government, COARNG personnel shall not be moved to another lodging facility.

3.7 Room Standards

3.7.1 At a minimum, each guest room is thoroughly cleaned, with bed linens changed, every 7 days and between guest stays. Linen, blankets, and towels shall be clean, freshly laundered, without any objectionable odors, and in good repair. Linen shall be free from tears, rips, holes, stains, and extensive wear. Pillows shall be clean, free from objectionable odors, and provide proper head support.

3.7.2 Rooms will be lightly cleaned and towels replaced on a daily basis unless the guest declines the service. All rooms shall have "Do Not Disturb" signs available. The Contractor's employees shall respect the signs when displayed. Daily custodial services shall include, but are not limited to, room cleaning, bed making, linen change (as required), providing sanitized drinking glasses, and replenishing facial tissue.

3.7.3 Upon request, basic housekeeping services and supplies shall be available.

3.7.4 Each room shall have an active light switch at the main entry. Sufficient electrical outlets shall be available and in good working condition. Cords, bulbs, outlets, and switches shall be operational and free from defect.

3.7.5 Rooms shall be equipped with lighting fixtures, of coordinated design, that provide good level of overall illumination, including direct lighting at a writing surface, sitting area, and beside each bed using eco-friendly bulbs.

3.7.6 Sleeping areas shall include a headboard, bed base, mattress, mattress cover, and bed covering that includes two pillows (thick cluster fiber) with pillow cases, two

sheets per bed that are smooth to the touch, appropriate bedding (comforter, duvet, blankets) in good repair. Double occupancy rooms shall have a minimum of two double sized beds, unless specified otherwise. Single occupancy rooms shall have a minimum of one double sized bed. All bedding shall be clean, in good condition, and free from damage or conditions rendering it unusable.

3.7.7 Extra pillows and blankets shall be available upon request.

3.7.8 Each room shall have a nightstand or equivalent by each bed and additional storage space provided (e.g. open area shelving, credenza, drawer space, luggage rack).

3.7.9 A waster container shall be provided in each room. Where recycling programs are available, a separate recycling container shall be provided.

3.7.10 Each room shall contain an upholstered/soft seating chair.

3.7.11 Each room shall contain one coffee maker, coffee with condiments, non-disposable or recyclable cups for coffee, tea, and water. The coffee maker shall be equipped with an automatic shut-off function. Complimentary coffee and tea available in the lobby or public area may be offered instead of in-room coffee makers.

3.7.12 A microwave and refrigerator shall be furnished in each room, or made available upon request in a public area.

3.7.13 A steam iron with self shut-off capability and ironing board with clean cover shall be furnished in each room, or made available upon request.

3.7.14 Each room shall contain an alarm clock and/or have wake-up service available.

3.7.15 Each room shall come equipped with a touch tone telephone with message light or indicator with easy access to 24-hour incoming/outgoing phone service and prompt message delivery. Local, 1-800, and 1-877 calls shall be free of charge. Occupants who place toll calls do so at their own expense.

3.7.16 Each room shall have a permanently secured in-room safe. If the room is not equipped with a safe, the guest shall have access to a safety deposit box.

3.7.17 All sliding doors, French doors, and windows shall be equipped with an effective locking device. Exterior facing doors shall have a secondary security lock.

3.7.18 The general décor/style in the guest rooms shall be coordinated and of commercial hotel industry mid-grade design.

3.7.19 Ceilings, floors, and walls shall be coordinated and have commercial hotel industry mid-grade material and design.

3.7.20 Rooms shall accommodate an environment of good light and sound attenuation.

Windows shall be equipped with commercial hotel industry mid-grade shades, drapes, or blinds to cover all windows or other transparent areas, and provide blackout effect and privacy.

3.7.21 Floors shall have adequate space for guest movement to include guests who have mobility issues.

3.7.22 Floor space shall have only modest restrictions, as placement of furnishings and fixtures is well-proportioned to the room size and traffic flow.

3.7.23 Work space/writing surfaces shall have sufficient space for a laptop computer and two 8.5 x 11 inch items. The workspace shall be near power outlets for electronics and powered USB port. A pen and notepad shall be included in each room. The room shall include a comfortable office-style chair.

3.7.24 Guest information shall be provided through a guest directory (hard copy and/or digital) and shall include safety information.

3.7.25 Each room shall include a full length mirror.

3.7.26 Each room shall include a clothes storage space in a recessed area or free standing armoire, with hangers available.

3.7.27 Each room shall come equipped with a minimum 32-inch flat panel television with remote control, basic cable, and a channel directory.

3.7.28 Rooms shall be equipped with guest-controlled heating, ventilation, and air conditioning. In the event of utility failure, the Contractor shall evaluate each occupant for possible relocation to another facility of equal or better quality at no additional expense. Relocation of occupants must be approved by the KO or Authorized Caller prior to movement of the occupant.

3.8 Bathroom Standards

3.8.1 Each guest room shall have a private bathroom.

3.8.2 The bathroom shall come equipped with a fully operational, eco-friendly, commercial grade toilet in good condition with a seat and lid.

3.8.3 The bathroom shall contain a sink with a well-lit mirror and GCFI controlled outlet. Bathrooms shall be equipped with an exhaust fan.

3.8.4 The bathroom shall contain a shower/tub in good condition (no chipping, peeling, or discoloration) with a non-slip surface. The shower or shower/tub combination shall have shower doors or curtains.

3.8.5 The contractor shall provide a minimum of one bath towel, one hand towel, and one face cloth per room occupant, and a cloth bath mat.

3.8.6 The contractor shall provide facial tissues, a hair dryer, shampoo and conditioner, recyclable cups or glasses, rolls of toilet tissue, and soap in each bathroom.

3.8.7 Non-porous surfaces in good condition (e.g. floors, walls, baseboards) shall be installed in all toilet, sink, and bath areas with commercial mid-grade materials and design.

3.8.8 General décor/style in the bathrooms shall be coordinated and of moderate design, provide enhanced comfort, and be in good condition.

3.8.9 Ceilings, floors, and walls shall be in good condition, coordinated, and have commercial hotel industry mid-grade material and design. Materials used in bathrooms shall be designed for a wet environment.

3.8.10 Bathrooms shall be equipped with coordinated lighting fixtures in good condition that provide a good level of overall illumination, including direct lighting at the mirror(s) with matching eco-friendly lightbulbs.

3.8.11 Bathroom floors shall have adequate space for guest movement to include guests who have mobility issues.

3.8.12 Cabinetry shall be in good condition with commercial mid-grade design package with coordinated detail.

3.8.13 Bathrooms shall contain well-proportioned and functional counter or shelf space in good condition.

3.8.14 Bathrooms shall contain eco-friendly, coordinated sink fixtures in good condition with adjustable settings (i.e. temperature). Acceptable materials include metal or plastic. Fixtures controlling the flow of water shall not be cracked or leaking, and shall operate to maintain constant adequate flow and temperature without sudden surges or temperature changes.

3.8.15 Bathrooms shall contain eco-friendly, coordinated shower fixtures in good condition with adjustable settings (i.e. temperature). Acceptable materials include metal or plastic. Fixtures controlling the flow of water shall not be cracked or leaking, and shall operate to maintain constant adequate flow and temperature without sudden surges or temperature changes.

3.8.16 At a minimum, each bathroom shall be thoroughly cleaned, with bath linens changed between guest stays. Daily custodial services shall include, but are not limited to, ensuring adequate quantities of soap, replacing bath and hand towels, providing sanitized drinking glasses, replenishing facial and toilet tissue, and replacing cloth bath mat.

3.8.17 All parts of the bathroom shall be clean and well maintained. Bathrooms shall be free of dust, stains, chips, dents, etc.

3.9 Facility Safety and Security

3.9.1 The lodging facility shall comply with applicable parts from National Fire Protection Association (NFPA) 101 and the U.S Fire Administration's standards for Hotel and Motel Fire Safety (Act of 1990.)

3.9.2 The lodging facility shall comply with all applicable federal codes and DoD Unified Facilities Criteria (UFC).

3.9.3 The lodging facility shall comply with the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibilities Standards.

3.9.4 If the lodging facility contains a pool, it shall comply with the Virginia Graeme-Baker Act.

3.9.5 The lodging facility shall comply with DoD minimum antiterrorism standards for buildings as applicable.

3.9.6 The contractor shall have a documented Fire and Emergency Plan in place and available to all staff members.

3.9.7 The contractor shall have a 24/7 security/crisis management plan which may include security patrol or surveillance cameras, and must comply with Section 889 of the 2019 National Defense Authorization Act (NDAA).

3.9.8 Guest rooms shall only be accessible through interior corridors.

3.9.9 The contractor shall provide adequate parking, which is paved, marked, and illuminated.

3.9.10 The lodging facility shall have good illumination in all public areas, to include entry, corridors, walkways, stairways, and landings.

3.9.11 Room exit doors shall be equipped with a diagram showing the exit path from the guest room to the safe area.

3.9.12 Room doors shall be equipped with dead bolts, safety changes, or swing locks. Doors shall also be equipped with one-way door viewer (subject to local law and fire code). Doors of connecting/adjoining rooms shall be secured by non-keyed deadbolts. Doors shall be free from holes, dents, and other physical defects. Each room occupant shall be provided with a room key.

3.10 General Lodging Standards

3.10.1 The contractor shall have procedures in place for responsible representative to be available 24/7 to address guest needs or requests.

3.10.2 Public areas shall have permanent, accurate, and legible directional signage in appropriate areas.

3.10.3 Rooms shall be clearly posted/advertised as “non-smoking” rooms.

3.10.4 The lodging facility shall contain an on-installation food service outlet or restaurant, or be located within a reasonable walking distance of a commercial restaurant, or accessible via public transportation and/or shuttle service with food available during common meal times. Replacement meals made available through a sundries shop in the lodging facility meets this requirement.

3.10.5 The contractor shall provide free high-speed internet and/or in-room Wi-Fi with consistent signal strength available in guest rooms and public areas.

3.10.6 Indoor areas shall be properly ventilated, heated and air conditioned.

3.10.7 The lodging facility shall contain an exercise area/facility on site, or have a commercial facility located nearby.

3.10.8 A business center shall be located within the lodging facility with a minimum of one internet connected computer workstation and access to printer and paper located in the public area.

3.10.9 The lodging facility shall contain self-dispensing ice machine(s) or access to ice.

3.10.10 A washer/dryer shall be available in common areas or in guest rooms, or the contract shall offer in-house one day valet service or dry cleaning.

3.11 Public Area Standards

3.11.1 The general curb appeal shall be well maintained and clean with sidewalks clear of snow, debris, uneven cracks, and other safety hazards. The entrance shall be well-lit with direction signs readily visible.

3.11.2 The general décor/style in the lobby and all public areas shall be coordinated for enhanced comfort and appeal.

3.11.3 The guest service area shall have modest enhancements to include ergonomic front desks to support the well-being of staff and capacity to serve multiple guests during peak hours. Staff shall be attired in uniforms with nametags.

3.11.4 The lodging facility shall include a selection of most commonly used amenities available at the front desk, in sundries/shops, or in vending machines.

3.11.5 A restroom shall be located in the lobby or public area.

3.11.6 Lodging carts shall be made available upon request.

3.11.7 Ceilings, floors, and walls shall have moderate enhancements to material and design, similar to mid-grade commercial lodging facilities which are in good condition and consistent with current design trends.

3.11.8 Floors shall have adequate space for guest movement to include guests who have mobility issues.

3.11.9 Furniture shall be commercial mid-grade quality, easily cleaned, sanitized, and well-maintained.

3.11.10 Seating in the lobby/public areas shall be well-proportioned to the space available.

3.11.11 All public areas, including the lobby, shall be cleaned daily. These areas shall be well maintained, free of dust, stains, chips, dents, etc.

4.0 Authorized Changes

4.1.1 Changes to the contract shall be made by the KO. Contact information for the KO will be included in the contract.

5.0 Pricing

5.1 Rates may not exceed the maximum allowable GSA locality rates for lodging.