

185ARW LODGING REQUIREMENTS

1. ESTIMATED ROOM REQUIREMENTS:

Approximately **239 night stays** will be required for several nights between the dates of 22 April – 2 May 2018. The Government will provide a rooming list no later than the 19 April 2018.

2. Award of a contract will require compliance with Air Force and 185ARW regulations concerning Fire, Safety, Public Health and Security requirements and Occupational Safety and Health Administration (OSHA) Standards. Inspections will be conducted by 185ARW personnel prior to award if time permitting. Non-compliance with any inspection item may require correction prior to booking further room reservations. General inspection categories are listed below.

Fire Prevention

Occupational Safety and Health

Public Health

Security

3. Hotels or motels must be located within a 10- mile radius of the 185th Air Refueling Wing, Sioux Gateway Airport, Sioux City, Iowa 51111-1300.

4. Contractors shall submit quotations and supplemental information on company letterhead. Quotations shall include a point of contact name, address, phone number and e-mail address, and a list of hotel/motel amenities.

TERMS AND CONDITIONS

1. **DESCRIPTION OF AGREEMENT.** The Contractor shall furnish lodging in single- or double-occupancy hotel/motel rooms as requested by the contracting officer or authorized representative during the performance period.

2. **PRICING.** Contractors shall indicate the pricing offered per room/per night, inclusive of authorized surcharges, taxes or fees. The Government is exempt from state and local sales tax, and may be exempt from state and local hotel/motel taxes. If your price includes any type of tax, fee or surcharge, you must provide the citation from your state or local law or tax code that authorizes charging the tax, fee or surcharge to federal government direct-bill customers. The maximum rate allowed is the current per diem rate.

2. **EXTENT OF OBLIGATION.** The Government is obligated **ONLY** to the extent of the actual authorized purchases made under the contract.

3. **CANCELLATIONS:** Attendees will be provided a 24-hour cancellation policy.

4. **SECURITY REQUIREMENTS.** All contractor employees must be identified by a uniform, ID card and/or name tag. Name tags, ID cards, etc. must be readily visible (ex. ID worn on lanyard may not be tucked inside collar or pocket). Contractor shall have procedures in place to ensure unauthorized individuals do not have access to employee uniforms, ID cards and/or name tags, and that said items are collected upon termination of employment.

5. **CLEANLINESS AND HOUSEKEEPING REQUIREMENTS.** Rooms provided for Government lodging shall be free of insects, rodents and other pests; and be properly sanitized and free of dirt and debris. All hotel/motel staff shall be trained in the proper quarantine/treatment of affected rooms, to include immediate removal of guests and their belongings from affected and adjacent rooms upon

discovery of pests. All customer reports of pests or unclean rooms or linens to on-duty staff shall be up-channeled to hotel management within one (1) duty shift. Government personnel who report pests or unclean rooms or linens shall be immediately moved to another room. The Government shall not be billed for rooms that have been reported to have pests or unacceptable cleanliness upon check-in. Upon report of pests, use of the hotel/motel will be suspended until the Government receives valid documentation of treatment by a qualified pest control service. BPAs may be terminated for any hotel/motel that has repeat (more than 1) pest reports in any 6-month period. The Government requires daily housekeeping, to include at a **minimum**: making beds, replacing towels, emptying trash receptacles, cleaning floors, and sanitizing bathrooms.