



**IOWA AIR NATIONAL GUARD  
HEADQUARTERS 185<sup>TH</sup> AIR REFUELING WING  
2920 HEADQUARTERS AVE  
SIOUX CITY IOWA 51111-1300**

4 April 2018

**MEMORANDUM FOR ALL INTERESTED VENDORS**

**SUBJECT: Simplified Request for Quotation (RFQ)**

Requirement: Lodging

- 0001: SINGLE OCCUPANCY ROOM 24-28 APRIL 2018 (1 ROOMS)
- 0002: SINGLE OCCUPANCY ROOM 25-28 APRIL 2018 (11 ROOMS)
- 0003: SINGLE OCCUPANCY ROOM 26-28 APRIL 2018 (10 ROOMS)
- 0004: SINGLE OCCUPANCY ROOM 26-30 APRIL 2018 (1 ROOMS)
- 0005: SINGLE OCCUPANCY ROOM 28 APRIL 2018 (1 ROOM)
- 0006: SINGLE OCCUPANCY ROOM 22 APRIL-1MAY 2018 (1 ROOM)
- 0007: DOUBLE OCCUPANCY ROOM 24 APRIL – 2 MAY 2018 (1 ROOM)
- 0008: DOUBLE OCCUPANCY ROOM 24-27 APRIL 2018 (1 ROOM)
- 0009: DOUBLE OCCUPANCY ROOM 25-26 APRIL 2018 (1 ROOM)
- 0010: DOUBLE OCCUPANCY ROOM 25-28 APRIL 2018 (25 ROOMS)
- 0011: DOUBLE OCCUPANCY ROOM 26-28 APRIL 2018 (2 ROOMS)
- 0012: DOUBLE OCCUPANCY ROOM 27-28 APRIL 2018 (1 ROOM)
- 0013: DOUBLE OCCUPANCY ROOM 28-30 APRIL 2018 (1 ROOM)
- 0014: DOUBLE OCCUPANCY ROOM 23-28 APRIL 2018 (1 ROOM)
- 0015: DOUBLE OCCUPANCY ROOM 22 APRIL-1 MAY 2018 (1 ROOM)

\*Please fill out the attached 'TAX LIABILITY FORM' with your quote.

1. This requirement is set aside 100% for small business. NAICS Code is 721110. Small business size standard is \$32.5 Million.
2. Contractors must have an active registration in System for Award Management (SAM) to be eligible for contract award. This registration can be completed at <http://sam.gov>. Please visit the web site to verify your SAM profile is current and active prior to submitting a quote.
3. Invoices must be submitted electronically via Wide Area WorkFlow (WAWF). Contractors are required to register and submit invoices at <https://wawf.eb.mil>. Payments will be made by Electronic Funds Transfer (EFT) to the bank account listed in the Contractor's SAM profile. Invoiced under \$2,500.00 must be submitted electronically and may be made by the Government Purchase Card (GPC).

4. The government will award a contract resulting from this solicitation to the responsible offeror whose offer, conforming to the solicitation, based on price and number of rooms available. Please provide a point of contact's name, telephone number, fax number and e-mail address with your quotation. The Government intends to make a single award as a result of this solicitation; however, multiple awards may be made if determined to be in the Government's best interest.

5. The attached provisions and clauses are incorporated into this solicitation.

6. Quotations are due at 1:30 PM CST on Friday, 13 April 2018. Quotes may be returned via e-mail, fax (712-233-0576), or U.S. Postal Service. Questions regarding this RFQ may be directed to MSgt. Allison N. Harbit at (712) 233-0512.

Allison N. Harbit, MSgt, 185<sup>th</sup> ARW, IA ANG  
Contracting Specialist

Encls

1. Provisions and Clauses
2. Tax Liability Form
3. Wage Determination
4. 185<sup>th</sup> ARW Lodging Requirements
5. Iowa Hotel and Motel Tax Code
6. Iowa Dept Revenue Hotel Taxes FAQs