Performance Work Statement

Hotel Lodging Services

1 Introduction

The 129th Rescue Wing, located at Moffett Federal Airfield, California, is the only special mission wing assigned to the California Air National Guard (CA ANG) and one of five special mission wings across the nation's Air National Guard. As an Air National Guard wing, the 129th has two distinct missions—both of which are summed up by the Wing's motto of, "that others may live".

First, as a reserve component of the United States Air Force, the wing's federal mission is to train, prepare, and conduct worldwide combat search and rescue operations over land or water, in both hostile and permissive environments. Additionally, the 129th Rescue Wing provides agile combat support capabilities to Combatant Commanders anywhere in the world.

Second, as a component of the California Military Department, the 129th Rescue Wing's state mission is to support the Governor of California during state emergencies and contingencies by providing a wide range of capabilities, to include specialized search and rescue, and aerial firefighting.

1.1 Mission

The mission of the 129 Force Sustainment Element is to provide support services operations to all assigned 129 RQW wing members.

1.2 Background

The 129 RQW previously obtained the same/similar services, purchased through monthly contracts via the base contracting office. The Wings continuing need for these services and the contract vehicle for these services has been requested to move toward a contract. Due to the enduring nature of this requirement, the CA ANG is therefore procuring these services as a contract requirement.

1.3 Scope

This will be a one month contract for lodging services for the 129 RQW. The scope of this requirement is to provide lodging with single and double occupancy rooms. These services will be provided during Regular Schedule Drill (RSD) during the weekends and Rescheduled Drill (RD) during the week.

2 General Requirements

This section describes the general requirements for this effort. The following sub-sections provide details of various considerations on this effort.

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of a personal nature, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer immediately.

2.2 Business Relations

The Contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The Contractor shall manage the timeliness, completeness, and quality of problem identification. The Contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors (if applicable). The Contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all Contractor personnel.

2.3 Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration.

2.3.1 Contract Management

The Contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at Moffett ANGB and the contractor's corporate offices.

2.3.2 Contract Administration

The Contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government’s requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support this effort. The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

2.3.3 Personnel Administration

The Contractor will provide single and double occupancy hotel rooms biased on the approved wing schedule provided at the award of the contract when called by the contracting officer or program manager.

3 Requirements

Performance Standards

STD: Contractor provide single and double occupancy rooms for members of the 129th RQW, upon notification two weeks prior to the Regular Scheduled Drill (RSD) weekend schedule will be provided. Will provide a clean room, with a TV, a clock/radio, desk with working chair, at least one garbage can, curtains on window that locks, working HVAC system, clean bed sheets, clean pillow, clean pillowcase, clean blanket, working lamp, working bathroom, shower curtain, working sink, towels, face rag, mirror, hair dryer, soap, locking door to room, locking door to bathroom, closet, dresser, working smoke detector. Room must be free of bed bugs or any type of infestation. Will ensure that a member of the staff is available at the front desk 24hrs. Rooms must have working outlets, provide telecommunication devices in the room, double occupancy rooms must provide a minimum of two double sixed beds unless specified. Each occupant will be given a key to the room, and “do not disturb” sign must be available.

The following section specifies the Performance Objectives and Performance Elements for providing comprehensive Operations Program Manager (OPM) services under this requirement. The Contractor must provide all services in a manner that fosters and enforces an environment of safety consciousness. To that end, the Contractor must operate a program that abides all applicable safety and operational regulations.

3.1 Operations Program Management Services

The following sections describe the Performance Objectives and Performance Elements for managing the operations program management requirements.

3.1.1. Services

Performance Standards

STD: Upon notification Contractor will be provided a list of members with name, rank, gender, and roommate (if applicable). The

contractor will provide confirmation numbers to the Contracting Officer Representative or Contracting Officer (KO) no later than 3 business days after the request has been made. Once confirmation numbers are received, the contractor will be supplied with a sign in roster for all 129 RQW members to sign in at the time of check-in. This sign in binder will be picked up by the COR no later than 5 business days after the reporting RSD weekend. Changes to confirmation number or cancelations must be forwarded to the COR immediately prior to WAWF invoicing. 129 RQW members are not authorized to change reservations without prior approval from the COR. The contractor must be adequately manned to provide a 24 hr check in and check out service, 7 days a week.

STD: Invoicing and Payment: Upon verification, invoices will be paid Wide Area Workflow (WAWF) and must be invoiced within 7 business days after checkout. The 129 RQW is a federal government entity, and as such is exempt from all applicable taxes, including but not limited to sales taxes and lodging taxes. Any charges or invoicing that includes taxes shall not be paid by the Government. Charges for incidental products or services, including but not limited to telephone calls, internet service, move rentals, food drinks, room service, laundry or dry cleaning are not authorized to be charged to the Government. The Commercial Lodging facility is responsible to secure payment of incidental or other charges at the time of check out by cash or credit card deposit of one or more of each room's occupants.

3.1.2. Location

The lodging facility shall be less than a 10-mile driving distance to the Moffett Field 129 RQW Air National Guard base.

4 Special Requirements

Individuals are not authorized lodging under this contract until such authorization is presented to the commercial lodging. Rooms will be provided to only those individuals that appear on the rooming list or as approved/provided by the COR or KO. The following subsections provide details of various considerations on this effort.

4.1 Security and Safety

This section describes the security and safety for this effort. The following sub-sections provide details of various considerations on this effort.

4.1.1 Security

The contractor shall comply with all applicable security policies and procedures, established by California fire & safety regulation, they may be obtained from the COR or KO. The contractor shall also provide all information requirements to be accomplished by the 129th Security Forces Squadron. Should the Force Protection Condition (FPCON) change, or local threat investigation the Government may require changes in contractor security matters or processes with little or no notice.

4.1.2 Security Assessment

Offerors must receive a satisfactory rating to ensure the safety of 129 RQW members and their belongings. Lodging accommodations must pass a security vulnerability assessment to be considered for award. A 129 RQW security vulnerability assessment team will review competitive hotels after the quote submission date. The following criteria will be reviewed per lodging location and evaluated; general safety, fire safety, food safety if applicable, physical security, and crime history. A failed lodging facility will be unavailable for use and award. Lodging facilities will be rated as good, fair, not recommended, and do not use. A hotel rated less than fair is measured as a failed hotel and will not be considered for award

4.3 Fire and Safety Requirements

Lodging accommodations shall meet fire and safety requirements per the National Fire Protection Association (NFPA) Code 10, Code 70, Code 101 and Code 96 and the Air Force Occupational Safety and Health (AFOSH) Standard 91-1.

4.4 Applicable Directives

The contractor shall comply with all documents listed below and referenced under paragraph 3.0, Performance as mandatory. Compliance with documents specifically identified as Advisory (marked as (A)) shall be at the contractor's discretion. The Government reserves the right to implement, change, or rescind the list of applicable directives as a result of mission or policy changes. Copies of these documents may be provided upon the request of the contractor.

- DAFMAN 34-135 Air Force Lodging Program
- https://www.deph.ca.gov/Programs/CID/DCDC/Pages/BedBugs.aspx California Department of Public Health
- https://www.cgcc.ca.gov/documents/enabling/2010/california_code_of%20_Regulations.pdf California Fire& Safety code Regulation.

4.5 Quality

This section describes the Quality Control components for this effort. The following sub-sections provide details of various considerations on this effort.

4.5.1 Quality Control

The Contractor must implement a CAP for items that have discrepancies. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.

5 Deliverables

Deliverables shall be provided in accordance with the format and delivery schedule for deliverables.

Number	Deliverable	Frequency	Quantity
A01	Surprise inspections of hotels are to occur once by the COR. One Single and One Double occupancy room will be looked at upon the request of the COR. **Delivery Method:** In person **Results of inspection submitted**: Electronic	**Monthly**	**1**
A02	Sign in binder will be provided prior to the RSD weekend **Delivery Method:** In person	**Monthly**	**1**
A03	Approved wing schedule will be presented to the contractor upon award of the contract **Delivery Method:** Electronic	**Annually**	**1**

6 Definitions

6.1 Definitions

CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

CONTRACTING OFFICER (KO). A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government designated by the KO to monitor contractor performance. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

DELIVERABLE. Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.