SCOPE OF WORK
Temporary Lodging for Reserve Drills
USCG Port Security Unit 312
1020 N. Access Rd
San Francisco, CA 94128

a) Scope of Work:

a. The Coast Guard is seeking Temporary Lodging for Coast Guard personnel.
b. The period of performance **June 25, 2026 - May 16, 2027**
c. Total number of rooms: **30** single occupancy and **280** double occupancy rooms for a total number of 310 rooms during the period of performance
d. Total numbers of room nights is **930** during the period of performance.
e. PSU 312 will provide berthing rosters for specific dates and rooms needed throughout the performance period **NLT 21 days** before check-in. <u>While the final berthing rosters and specific dates may change</u>, the current **anticipated** dates of usage are below. The total number of rooms and/or room nights reserved under this contract, **<u>may fluctuate from the below anticipated usage by up to 15% on a monthly basis</u>** due to operational needs. **Such fluctuation shall not constitute a breach of the contract, provided that the adjusted totals remain within the stated percentage variance, and all applicable rates and terms herein shall continue to apply to the adjusted room totals.**

The following room types and dates for June 2026:

i. 03 single occupancy rooms from 25 (check in) to 28 (check out) Jun 2026
ii. 28 double occupancy rooms from 25 (check-in) to 28 (check-out) Jun 2026

The following room types and dates for August 2026

i. 03 single occupancy rooms from 20 (check in) to 23 (check out) AUG 2026
ii. 28 double occupancy rooms from 20 (check in) to 23 (check out) AUG 2026

The following room types and dates for September 2026

i. 03 single occupancy rooms from 24 (check-in) to 27 (check-out) Sep 2026
ii. 28 double occupancy rooms from 24 (check-in) to 27 (check-out) Sep 2026

The following room types and dates for October 2026:

i. 03 single occupancy rooms from 15 (check-in) to 18 (check-out) Oct 2026.
ii. 28 double occupancy rooms from 15 (check-in) to 18 (check-out) Oct 2026.

The following room types and dates for November 2026:

i. 03 single occupancy rooms from 12 (check-in) to 15 (check-out) Nov 2026
ii. 28 double occupancy rooms from 12 (check-in) to 15 (check-out) Nov 2026

The following room types and dates for January 2027:

i. 03 single occupancy rooms from 21 (check-in) to 24 (check-out) Jan 2027
ii. 28 double occupancy rooms from 21 (check-in) to 24 (check-out) Jan 2027

The following room types and dates for February 2027:

i. 03 single occupancy rooms from 25 (check-in) to 28 (check-out) Feb 2027
ii. 28 double occupancy rooms from 25 (check-in) to 28 (check-out) Feb 2027

The following room types and dates for March 2027:

i. 03 single occupancy rooms from 18 (check-in) to 21 (check-out) Mar 2027
ii. 28 double occupancy rooms from 18 (check-in) to 21 (check-out) Mar 2027

The following room types and dates for April 2027:

i. 03 single occupancy rooms from 15 (check-in) to 18 (check-out) Apr 2027
ii. 28 double occupancy rooms from 15 (check-in) to 18 (check-out) Apr 2027

The following room types and dates for May 2027:

i. 03 single occupancy rooms from 13 (check-in) to 16 (check-out) May 2027
ii. 28 double occupancy rooms from 13 (check-in) to 16 (check-out) May 2027
iii. 837+

The term ***"double occupancy room"*** is to be defined as a room consisting of two (2) separate and actual beds for two (2) individual adults regardless of number of occupants. Bunk beds do not comply as separate beds. Pull out beds, wall beds, murphy beds, sofa beds, and sofa beds converted to look like an actual bed shall not be used in substitution for an actual bed. ***"Single Occupancy Rooms"*** is to be defined as only one member accommodated per room.

a. This contract shall be a Firm Fixed Price Purchase Order (FFPPO) and payment of services shall be Electronic Funds Transfer (EFT) paid by the US Coast Guard Finance Center (FINCEN). Contractor must meet the requirements in FAR 52.204-7, SAM Registration, and FAR 52.212-4 contract terms and conditions.

[redacted]

c. Hotel/vendor shall not add additional room nights to the Scope of Work unless approved by KO.

k. Requirements:

a. The place of performance **MUST** be within **10 miles** from San Francisco Int'l Airport (SFO), CA 94128.
b. Cities of San Bruno and South San Francisco are included.
c. All rooms shall be non-smoking rooms.
d. Room cancellation deadline – 24 hours before day of stay.
e. Parking charges shall be included in the price quote (if applicable); assuming all individuals on berthing list have a vehicle each.
f. The place of performance does not participate in and will not during the term of this agreement participate in, any government-funded low-income housing programs, permanent supportive housing initiatives, homeless services programs, or receive any subsidies, vouchers, or payments from federal, state, or local government entities for the purpose of housing low-income, homeless, or subsidized tenants. This includes but is not limited to Homekey, Section 8 project-based assistance, CalWORKs motel vouchers, Emergency Housing Vouchers, Coordinated Entry placements, or any similar programs. The place of performance further agrees that no rooms under this contract will be used for or occupied by individuals placed through such programs.

l. Regulations and standards:

a. The contractor shall ensure that all lodging facilities provided shall meet the following standards:
    i. Meet the Hotel and Motel Fire Safety Act of 1990 (PL101-391) and be listed on the Hotel-Motel Master list.
    ii. Facility shall minimally meet the requirements of three stars for a Mobile Travel Guide rating, three diamonds for an American Automotive Association (AAA) rating, or Google rating of 3 or more, or a minimum 3 star hotel class rating.
    iii. Berthing facility room entrance shall be accessible only by internal hallway(s). The berthing facilities internal hallways(s) shall have locked exterior doors, accessible by key-holding facility guests only. Internal hallway(s) shall be accessible by the berthing facilities lobby.
    iv. The berthing facilities lobby shall be manned by a front desk attendant 24 hours a day and 7 days a week. Rooms will be clean and well maintained upon each member's check-in date. The hotel will not house members in rooms where loud noise is continuously present throughout the evening (ex. Highways, live music, construction, etc.).

m. Allowed contract charges:

a. The Government will only pay for the items requested on the purchase order itself. Payment will be made by EFT as stated in 1.c. above.
b. The Government is exempt from Federal taxes, State of California hospitality taxes, and local taxes. **US Coast Guard Tax Exempt # - B239641**
c. The Government will not pay for any additional charges. The following are examples of what the Government will not pay for:
    i. Telephone
    ii. Premium TV/Movie Service
    iii. Internet Service
    iv. Room Service
    v. Restaurant Charges
    vi. Honor Bar
    vii. Laundry

n. Personally charged services:

a. Contractor shall make sure alternate arrangements have been made for any charges other than that of the room charge in Contract Line Item Numbers.
b. Individual Coast Guard members will be solely responsible for any other valid charges including:
    i. Telephone
    ii. Premium TV/Movie Service
    iii. Internet Service
    iv. Room Service
    v. Restaurant Charges
    vi. Honor Bar
    vii. Laundry
    viii. Any other charges that can be charged to room accounts

o. Invoicing:

a. Contractor shall invoice for services once reservation stay or weekly, whichever period is shorter.
b. Billing departments shall invoice as follows:
    i. Direct Deposit Net 30 payment; Net 15 may be possible for Small Business concerns, though this time period is not guaranteed.
    ii. Submit invoice to payment address listed on the Purchase Order (block 18a). **You will submit proper invoices associated with this award through the Invoice Processing Platform (IPP) at https://www.ipp.gov/.**
    iii. Also email monthly invoices to all:
    [redacted]

[redacted]

iv. In the course of a Continuing Resolution, all payments are subject to the Federal Acquisition Rules and Regulations (FAR) 52.232-18: AVAILABILITY OF FUNDS clause.

END