STATEMENT OF WORK (SOW)

LOCAL LODGING NEAR HARB

BLANKET PURCHASE AGREEMENT

FOR

482d Fighter Wing

Homestead Air Reserve Base, Florida

25 Jun 2024

1. GENERAL

1.1 SCOPE OF WORK: The Contractor shall provide lodging accommodations for Homestead Air Reserve Base on an as needed basis. Services rendered and lodging site conditions shall be provided in accordance (IAW) with this SOW. The performance standard and requirements for these services include the following responsibilities:

a. Provide single and double occupancy hotel rooms if and when called for by the contracting officer or designated representative.
b. Provide reservations for a specified number of rooms and beds for specific periods of time.

1.2 ACCOUNTABILITY: Each unit member will make Unit Training Assembly/Inactive Duty for Training (UTA/IDT) reservations using the Automated Lodging Reservation System (ALRS) before midnight on the Wednesday leading up to the scheduled UTA. Once the reservation is recorded in ALRS an email will be sent to the hotel stating name, rank, unit and dates of stay.

1.2.1 Military members shall show their military I.D. card at the time of check-in to obtain their room assignment. Personnel not possessing a current, valid military I.D. card at the time of check-in shall not be allowed to obtain a room at government expense. No one shall be allowed to get room keys for another person.

1.2.2 The Contractor is required to have a minimum of XXX single occupancy rooms available for UTA weekends. This number is determined by The Homestead Inn Lodging personnel. In case of an emergency/contingency operation, double occupancy shall be provided. The current schedule for UTAs is at the end of this document (Appendix D). Dates will be provided incrementally to the selected hotel but no later than 3 months prior to the scheduled UTA training weekend.

1.2.3 Individuals are not authorized lodging under this BPA until such authorization is presented to the Commercial Lodging. Rooms shall be provided to only those individuals that appear on the ROOMING LIST or as provided by the Authorized Caller.

1.3 SITE DESCRIPTION: The location of the lodging shall be within 30 miles of Homestead Air Reserve Base, Homestead, FL 33039. Individual lodging rooms may be in separate facilities, but the longest distance between any two facilities in which members are being housed cannot be greater than one (1) mile. Each facility shall have suitable parking available and well-lit parking for all vehicles.

1.4 PROJECT DESCRIPTION: The Contractor shall provide all materials, logistics, personnel, and support to reserve suitable living quarters and provide continuous logistical/quality assurance support of personnel in separate rooms within 30 miles of Homestead Air Reserve Base, Homestead, FL 33039. The period of performance (POP) for this requirement consists of five (5) years from the time of award or once the maximum dollar threshold of the award has been met. The Contractor shall provide amenities outlined in section (2) of this SOW.

2. CONTRACTOR FURNISHED ITEMS

The Contractor shall furnish the following:

2.1 ROOMS

2.1.1 Living Space: Single and double occupancy room shall contain adequate net living and sleeping

areas. No more than two people shall be assigned to a room.

2.1.2 Standards:

2.1.2.1 All entrance doors to rooms shall have interior security locks, either deadbolt or double locking locks. Each room occupant shall be provided with a room key. All entry/exit doors shall have operational locks. All windows shall lock from the inside.

2.1.2.2 Bathrooms shall be constructed to provide convenient sanitary facilities. Bathrooms shall contain a shower or shower/tub combination with a wash basin, a properly functioning toilet, and a mirror. Additionally, bathrooms shall have adequate lighting and grounded electrical outlets for use of electrical razors, hair dryers etc. The shower or shower/tub combination shall have shower doors or curtains. A full bathroom shall consist of a toilet, shower and sink.

2.1.2.3 Rooms shall be neat, clean, free from rodents, insects, in good repair, and free from fire and health hazards.

2.1.2.4 The commercial lodging shall provide a telephone and television in the room.

2.1.2.5 Rooms shall have adequate heating and cooling capabilities.

2.1.2.6 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 unless specified otherwise. All bedding shall be clean, in good condition and free from damage or conditions rendering it unusable.

2.1.3 Furnishing and Equipment: The list below shall be clean and in good working order. The following minimum furnishings are required:

a. (1) Lamp per desk or writing table
b. Adequate clothes storage drawers and closet space
c. Desk or writing table with chair
d. Trash container

2.1.3.1 Additional desirable amenities:

a. Radio/Clock
b. Working tables and chairs
c. Restaurant within the facility
d. Refrigerators or ice machines
e. Chair, occasional
f. Alarm clock

3. CONTRACTOR FURNISHED SERVICES

The Contractor shall provide the following services:

3.1 ASSIGNMENT OF QUARTERS/ROOMS: Government personnel shall not be billeted under this contract agreement without presenting proper authorization to the Contractor. The Contractor shall be adequately manned to provide a 24 hour check in and check out service, 7 days a week. Individuals of the same sex, designated for double occupancy rooms, shall be billeted in rooms with two beds. If these rooms are not available, each individual shall occupy a single room. In the event that lodging personnel requests rooms to be shared, there are two categories of individuals which may share double rooms:

a. Male Enlisted: (Airmen Basic, Airmen, Airmen First Class, Senior Airmen, Staff Sergeant, Technical Sergeant) Ranks E1-E6.
b. Female Enlisted: (Airmen Basic, Airmen, Airmen First Class, Senior Airmen, Staff Sergeant, Technical Sergeant) Ranks E1-E6.

3.2 CUSTODIAL/SANITATION SERVICES: Daily custodial services shall include, but is not limited to, room cleaning, bed making, linen change (as required), adequate quantities of soap, bath towels, hand towels, sanitized drinking glasses, facial tissues, and a cloth bathmat.

3.3 LINEN SERVICE: Linen service shall be provided when occupancy changes. Additional blankets shall be made available if requested by occupant. All linen and blankets shall be clean, freshly laundered, without any objectionable odors, and in good repair, free from tears, rips, holes, stains, and extensive wear. Pillows shall be at least six inches thick to provide proper support.

3.4 ADDITIONAL DESIRABLE AMENITIES:

a. 24 hour wake up service
b. Message Service

3.5 COMMON USE AREAS: The Contractor shall keep all hallways, corridors, grounds, and other adjacent areas under the Contractor's control in a clean, neat, and safe condition.

3.6 "DO NOT DISTURB" SIGNS: All rooms shall have such signs available. Contractor's employees shall respect them when displayed.

3.7 INFORMATION SERVICES: Customer service representatives shall be able to explain to occupant's miscellaneous charges not covered by this SOW, i.e., telephone charges. The Contractor shall provide information on bus schedules, taxis and other local transportation, dining facilities and locations, and commercial telephone directory service.

3.8 FIRE NOTIFICATION: The Contractor shall ensure proper fire notification and evacuation plans are in place and evacuation procedures are accessible in rooms or common areas.

4. INVOICING AND PAYMENT

4.1 Payment: Upon verification, invoices will be paid by Government Purchase Card (GPC) as the primary form of payment.

4.1.1 Homestead Air Reserve Base is a federal government entity, and as such is exempt from all local, state, and federal taxes, including but not limited to sales taxes and lodging taxes. Any charges or invoicing that includes taxes shall be disputed/declined by Government if charged or invoiced by Commercial lodging facility.

4.1.2 Charges for incidental products or services, including but not limited to telephone calls, internet service, movie rentals, food, drinks, room service, pet charges, 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-in by a cash or credit card deposit of one or more of each room's occupants.

4.1.3 For purchases using a GPC, the Commercial Lodging facility shall consolidate all room charges and provide the Government POC with the consolidated invoice for review and processing of payment to the Commercial Lodging facility MONTHLY. No charges shall be assessed against any Government credit card provided as security to hold the rooms. Advancement of charges is not authorized. Commercial Lodging facility shall not charge the Government prior to rendering services. Charges shall not be run individually, per room, or per day.

5. ACCEPTANCE:

5.1 If at any time the Government finds the lodging facilities are not IAW this SOW, the Contractor shall propose a replacement within 24 hours.

5.2 The Contractor shall agree that the facilities provided may be inspected by Lodging, Fire Department, Public Health, Safety Office, Anti-Terrorism and Contracting Personnel at any time during the agreement period.

5.3 The Contracting Officer is authorized to change anything in this agreement on the Government's behalf. All issues shall be coordinated between the Contractor, Contracting Officer, and the Lodging Manager.

5.4 The government and the Contractor will review the contents of this annually and make any necessary changes. This agreement can be terminated by either party.

5.5 CANCELLATION POLICY: The government shall make all room cancellations prior to 1800 hours the day of scheduled check-in. Cancellations may be received via fax or phone from lodging personnel.

6. **PROJECT MANANGEMENT AND QUALITY ASSURANCE**:

6.1 The Contractor shall ensure the lodging accommodations provide industry standard housekeeping and maintenance services.

6.2 The Contractor shall ensure that members staying in lodging facilities cannot incur additional charges outside of the contract such as room service and pay-per-view television charges that can be charged to the room.

7. **WORK HOURS**: The Contractor shall be accessible by telephone 24/7 to respond to unforeseen circumstances that may arise such as reservations issues with individual facilities.

APPENDIX A

REGULATIONS

1. AIR FORCE MANUAL 34-135, AIR FORCE LODGING PROGRAM (01 July 2019)

2. DEPARTMENT OF THE AIR FORCE INSTRUCTION 64-117, AIR FORCE GOVERNMENT PURCHASE CARD (GPC) PROGRAM (19 MAY 2022)

3. DEPARTMENT OF THE AIR FORCE MANUAL 91-203, AIR FORCE OCCUPATIONAL SAFETY, FIRE, AND HEALTH STANDARDS (25 MARCH 2022)

4. JOINT TRAVEL REGULATIONS (JTR), UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES (01 MAY 2022)

APPENDIX B

WORKLOAD ESTIMATES

The chart below identifies the estimated amount of personnel each month requiring rooms. The Contractor shall coordinate the amount of available rooms with the ordering officer to accommodate as many personnel as possible per BPA call.

Estimated 482d Personnel												
Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Personnel	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

APPENDIX D

UTA SCHEDULE FY 24

UTA SCHEDULE FY 25