

**SCOPE OF WORK**  
**Temporary Lodging for Reserve IDT / ADT**  
**MAY 2023**  
**USCG Port Security Unit 313**  
**Everett, WA. 98207**

**1. Scope of Work (IDT):**

- a. Temporary Lodging for Coast Guard personnel.
- b. Period of performance – **19 May to 21 May 2023 (actual dates below)**.
- c. Total number of nights – **62**
- d. Total number of rooms are **31** during the period of performance.

***The following room types and dates are required IDT Training:***

- i. **06 single occupancy rooms from 19 (check-in) to 21 (check-out) May 2023.**
- ii. **25 double occupancy rooms from 19 (check-in) to 21 (check-out) May 2023.**

**2. Scope of Work (ADT):**

- a. Period of performance – **03 May to 19 May 2023 (actual dates below)**.
- b. Total number of nights – **864**
- c. Total number of rooms are **54** during the period of performance.

***The following room types and dates are required ADT Training:***

- i. **54 single occupancy rooms from 03 (check-in) to 19 (check-out) May 2023**  
**(Request all rooms have double beds)**
- d. The term “single occupancy rooms”, is to be defined as only one member accommodated per room. 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. Pull out beds and sofas shall not be used in substitution for an actual bed.
- e. 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.

**3. Requirements:**

- a. The place of performance **MUST** be within **10 miles** of PSU 313 2000 West Marine View Drive Everett, WA 98207.
- b. All rooms shall be non-smoking.

- c. For operational purposes, ALL personnel shall be housed in one single hotel location.
- d. Parking charges shall be included in the price quote (if applicable); assuming all individuals on berthing list have a vehicle.
- e. Room Cancellation deadline – 24 hours before day of stay.
- f. **COVID-19 CANCELLATION** – Due to the outbreak in COVID-19 cases, the USCG can cancel the entire contract at any time if it feels it is unsafe for its personnel. Proposals submitted **MUST** include acknowledgement of this cancelation.

#### **4. Regulations and standards:**

- a. The contractor shall ensure that all lodging facilities provided shall meet the following standards:
  - i. The Hotel and Motel Fire Safety Act of 1990 (PL101-391) and be listed on the Hotel-Motel Master list. The hotel will not take or hold member's personal credit/debit cards on file for incidentals. Should an issue arise, the hotel will contact the QAE immediately. The QAE will notify the Contracting Officer and Unit Command of the issue. The Contracting Officer will make the determination on who will be responsible for providing payment for the issue.
  - ii. Facility shall minimally meet the requirements of three diamonds for an American Automotive Association (AAA) rating.
  - iii. Berthing facility room entrance shall be accessible only by internal hallway(s). The berthing facilities internal hallway(s) shall have locked exterior doors, accessible by key-holding facility guests only. Internal hallway(s) shall be accessible by the berthing facilities lobby. 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.).

#### **5. Allowed contract charges:**

- a. The Government will be responsible for room rate and parking (if applicable) fees only. All other charges are the responsibility of the individual and will be paid separately. Examples of charges not paid by the Government -
  - i. Telephone
  - ii. Premium TV/Movie Service
  - iii. Internet Service
  - iv. Room Service
  - v. Restaurant Charges
  - vi. Honor Bar
  - vii. Laundry
- b. Contractor shall ensure alternate payment arrangements are made for any charges other than room rate and parking (if applicable).

## **6. Personally charged services:**

- a. Contractor shall ensure alternate arrangements are made for any charges other than room rate and parking (if applicable).
- b. Personal Credit Cards shall be used for items listed in section 4.b.
- c. Individual Coast Guard members will be responsible for all other valid charges. Examples:
  - 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

The government is exempt from Federal taxes, State of California hospitality taxes, and local taxes. **US Coast Guard Tax Exempt # - B239641**

## **7. Admin:**

- a) Contractor shall invoice for services once reservation stay or weekly, whichever period is shorter.
- b) Billing departments shall invoice as follows:
  - ✓ Direct Deposit Net 30 payment; Net 15 may be possible for Small Business concerns, though this time period is not guaranteed.
  - ✓ 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/>.**

In the course of a Continuing Resolution, all payments are subject to the Federal Acquisition Rules and Regula

- c. The Authorized Personnel making reservations and/or cancellations will provide the room assignment list to the contractor five (5) Days prior to Check-In. The list will include the names of those assigned to each room, and the dates each member will be Checking In and Checking Out. The contractor shall provide confirmation of rooms back to the authorized personnel as soon as rooms are reserved..

**End**