

# **Statement of Work**

## **Hotel Lodging Services**

for the 129th Rescue Wing

### **129th Mission Support Contracting**

PO Box 103, Stop 28,  
Moffett ANGB, CA 94035

Revision: 6 February 2023

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# **Hotel Lodging Services**

## **1 Introduction**

The 129th Rescue Wing (129 RQW), 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 ANG wing, the 129th has two distinct missions—both of which are summed up by the Wing's motto: "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 129th Force Sustainment Element is to provide support services operations to all assigned 129 RQW wing members. This includes securing overnight lodging for members traveling from outside the local area to participate in unit training assemblies (UTA, or "drill").

### **1.2 Background**

The 129 RQW has historically obtained similar services on a monthly basis by various means including Government-wide Commercial Purchase Card transactions, miscellaneous payments, and through purchase orders awarded by the Base Contracting Office. The Wing forecasts a continuing need for these services and will therefore procure these services on a longer-term basis through competitively awarded contracts.

### **1.3 Scope**

This contract is up to seven (7) months in duration to provide lodging services supporting 129 RQW UTA's occurring during the contract term. The Contractor shall reserve single- and double-occupancy rooms for each Regularly Scheduled Drill (RSD) period in accordance with the notional Lodging Schedule and provide rooms during each RSD as specified by each final rooming list provided in accordance with PWS paragraph 3.

## **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.

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## **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 or motels rooms if and when called by the contracting officer or program manager.

## **3 Requirements**

All quarters shall be located within one facility (i.e., one contiguous hotel site) and within 10 driving miles and 15 driving minutes of 600 Macon Rd, Mountain View, CA 94043, as determined by commercial navigation software (e.g., Google Maps).

The Contractor shall provide clean rooms 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 pillow case, 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. Rooms must be free of bed bugs or any type of infestation. The Contractor shall ensure that a member of staff is available at the front desk 24hrs. Rooms must have working outlets and telephone. Double occupancy rooms must provide a minimum of two double sized beds unless otherwise approved by the COR. Each occupant shall be given a key to the room, and "do not disturb" sign must be available.

No later than 24 hours prior to earliest check-in time, the COR will provide the Contractor a final rooming list containing the name, rank, gender, room type, roommate (if applicable), and arrival/departure date of members requiring lodging during the drill period. Upon receipt of the final rooming list, the Contractor shall provide a confirmation number for member's stay to the COR or KO. Once confirmations are received and validated, the COR will provide the Contractor a sign-in roster for all confirmed members to sign at check-in. The Contractor shall ensure that each confirmed member signs the sign-in roster prior to occupying their room. The Contractor shall return the completed sign-in roster to the COR no later than 5 business days after each drill period.

Changes to confirmation numbers or cancellations must be forwarded to the COR immediately. 129 RQW members are not authorized to change reservations without prior approval from the COR or KO.

## **4 Special Requirements**

The Contractor shall invoice for - and the Government will be obligated to pay for - only those rooms provided for authorized 129 RQW members during each drill period in accordance with, and as determined by, each final rooming list. The quantity of rooms indicated on each final lodging list may be less than the quantity of rooms indicated on the Lodging Schedule and the quantity on each contract line item and may therefore result in payments totaling less than the contract face value.

The Contractor shall provide the lodging facility's current passing public health inspection, building code inspection, and fire systems inspection to the COR and KO immediately after contract award.

### **4.1 Security and Safety**

The contractor shall comply with all applicable security policies and procedures, established by California fire and safety regulation, they may be obtained from the COR. 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.

### **4.2 Applicable Directives**

The contractor shall comply with all documents listed below 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

- AFI 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\\_Regulations.pdf](https://www.cgcc.ca.gov/documents/enabling/2010/california_code_of_Regulations.pdf) – California Fire & Safety Code Reg.

## **5 Definitions and Acronyms**

### **5.1 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.

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# 5.2 Acronyms

Acronym	Definition
AFI	Air Force Instruction
CA ANG	California Air National Guard
COR	Contracting Officer Representative
DFARS	Defense Federal Acquisition Regulation Supplement
DOD (or DoD)	Department of Defense
FAR	Federal Acquisition Regulation
FPCON	Force Protection Condition
KO	Contracting Officer
NGB	National Guard Bureau
USAF	United States Air Force