

# **Performance Work Statement (PWS)**

For

**Lodging Services**

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## GENERAL INFORMATION

1.0 Description of Services/Introduction: The contractor shall provide up to 246 personnel with lodging and parking in SPOKANE WA from 2 December - 4 December 2022. The lodging location must be no further than 10 miles away from 1626 N. Rebecca St, Spokane WA 99217. Rooming list will be provided prior to the event. Soldiers can be assigned rooms for dual occupancy unless otherwise identified on the lodging roster. The Washington National Guard will not be charged for any unused rooms.

1.1 Background: The 1-161st Infantry Regiment will be conducting a drill weekend with training events taking place at the Spokane Readiness Center (SRC). All Soldiers outside of 50 miles from the SRC and support staff will need lodging and parking accommodations that are sanitary during this period to ensure safety standards for travel.

1.2 Scope: The Contractor shall provide lodging and parking services at one location in Spokane WA.

1.3 Objectives: The Contractor shall provide lodging services and parking for up to 246 Soldiers include:

1) Room 2) Parking 3) Laundry facilities and 4) Utilities.

1.4 Period of Performance: The period of performance shall be for a base period of 2 December - 4 December 2022

1.4.1 Lodging Facility: The Contractor shall have the capacity to lodge up to 246 Soldiers in double occupancy rooms for Soldiers ranking E-1 to E-7 or O-1 to O-2. Individual rooms for those ranking E-8 or O-3. It is requested that all rooms used that are that are cleaned as needed or upon request.

1.4.2 Parking: The Contractor shall provide parking at the facility or near the facility

1.4.3 Daily Clean: The Contractor shall provide daily room cleanings upon the request of the Soldier.

1.4.5 Sanitation: The Contractor shall provide a sanitary room with washroom per Soldier.

### 1.5 General Information

1.5.1 Quality Control (QC): The Contractor shall develop and maintain an effective QC program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QC program is the means by which the Contractor work complies with the requirements of the contract. As a minimum, the Contractor shall develop a QC plan that address the areas identified in Attachment A, "Performance Requirements Summary". The Contractor shall submit a QC plan to the Contracting Officer within 15 days after contract award.

1.5.2 Quality Assurance (QA): The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It identifies the method of assessment, sample size, and frequency of surveillance.

1.5.3 Type of Contract: The Government anticipates<sup>3</sup> award of a Firm Fixed-Price contract.

1.5.4 COR: The COR will be identified upon award of the contract. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of the facility, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is provided to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of this contract.

1.5.5 Contract Manager: The Contractor shall provide a contract manager at the site who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the manager is absent shall be designated in writing to the Contracting Officer. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contractor shall submit the names of the contract manager and the designated alternate within 15 days of award of the contract.

## DEFINITIONS & ACRONYMS

Clean - Free of dirt, dust, spots, streaks, graffiti, stains, smudges, smears, litter, bugs, debris, and other foreign residue.

COR - A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as liaison to the Contractor.

Healthy - Conducive to good health

PWS - Performance Work Statement

Quality Assurance - Those actions taken by the Government to assure services meet the requirements of the PWS.

Quality Assurance Surveillance Plan (QASP) - An organized, written document specifying the method of surveillance, sample size, and frequency of assessments of the Contractor's performance.

Quality Control - Those actions taken by the Contractor to control the performance of services so that they meet the requirements of the PWS.

Sanitized - Items will be cleaned with bleach or equivalent of 99.9% bacteria killing solution.

Waste Removal - Removal of all waste.

## CONTRACTOR FURNISHED ITEMS AND SERVICES

4.0 General: The Contractor shall furnish everything required to perform this PWS. The Contractor shall provide the following :

4.1 Up to Rooms with a washroom:

4.1.1 Parking Facility with up to 70 parking spots

4.1.2 Laundry facility

4.1.3 Cleaning services