

SCOPE OF WORK

1. GENERAL REQUIREMENTS: The work consists of providing all labor, materials and equipment as required to secure monthly short-term lodging accommodation services for Reservists on Active-Duty Training (ADT) located at Joint Base Cape Cod, 3426 Beaman Rd. Buzzards Bay, MA, 02542.

2. SCOPE OF WORK: The contractor is to provide lodging within eighteen (18) miles drive of JOINT BASE CAPE COD which is located at 3426 BEAMAN RD. BUZZARDS BAY, MA 02542. For operational and logistical reasons, all Government Personnel will need to be housed in one location. The period of performance is from **25 April 2025- 10 May 2025**.

The U.S. Coast Guard is seeking short term lodging for a total of **12** nights during the period of performance, 25 rooms total. Rooming list will be provided to the contractor and will be color coded by roommate. If cell is white, no roommate. We require the following room types and dates:

- a. 13 double occupancy room checking in on April 25, 2025, and checking out April 27, 2025.
- b. 12 double occupancy rooms checking in on April 30, 2025, and checking out on May 10, 2025.

***The lodging facility shall meet, at a minimum, the requirements of three-star rating. ***

3. DESIGNATED CONTRACTING OFFICER'S QUALITY ASSURANCE

EVALUATOR (QAE) REPRESENTATIVE: The designated contracting officer's QAE representative and Point of Contact for this project is SK1 Keely Cleaveland @ 910-220-7771. Inquiries concerning any phase of the specification before or after award shall be made to 910-220-7771. If the designated QAE should change at any point during duration of the contract, the contracting officer will notify the contractor in writing with the name and contact information of the new QAE.

4. ORAL MODIFICATION: No oral statement, of any person, other than the contracting officer shall in any manner or degree, modify or otherwise affect the terms of this contract.

5. UPON CONCLUSION OF STAY: Contact the Contracting Officer QAE Representative to verify number of rooms utilized after each period of stay.

6. SAFETY REQUIREMENTS: Lodging facility room entrance shall be accessible only by internal hallway(s). The lodging facilities internal hallway(s) shall have locked exterior doors, accessible by key-holding facility guests only. Internal hallway(s) shall be accessible by the lodging facilities lobby. The lodging facilities lobby shall be manned by a front desk attendant 24 hours a day and 7 days a week.

7. ALLOWED CONTRACT CHARGES: The Government will only pay for the items requested on the purchase order itself. The Government is exempt from Federal taxes, Massachusetts state sales tax, and local taxes.

The Government will not pay for any additional charges. The following are examples of what the Government will not pay for:

- Telephone
- Premium TV/movie service
- Internet Service
- Room Service
- Restaurant Charges
- Hotel Bar/Honor Bar
- Laundry
- Parking
- Gratuities

8. PERSONALLY CHARGED SERVICES: Contractor shall make sure alternate arrangements have been made for any charges other than that of the room charge in Contract Line Items Numbers.

Individual Coast Guard members utilizing lodging contained in contract will be solely responsible for any other valid charges including:

- Telephone
- Premium TV/movie service
- Internet Service
- Room Service
- Restaurant Charges
- Hotel Bar/Honor Bar
- Laundry
- Parking
- Gratuities

9. CANCELLATIONS: Any Cancellations during this Period of Performance will be made at least 48 hours prior to Check-In. Cancellations will be made in writing, and submitted to the Contractor by the QAE, SK1 Keely Cleaveland.