

Statement of Work Oregon Air National Guard

Event Space, Catered Meals, Recreation and Lodging – September 17-19, 2021

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1.0 Background

1.1 The 173rd FW, Oregon Air National Guard (ORANG) will conduct a Strong Bonds (SB) Training Couples Event on September 17-19, 2021. The contractor is to provide a facility to accommodate lodging, conference, recreation, and dining accommodations to include catering for 20 couples, which includes 2 staff. Total estimate of people is 40 Adults/ 20 rooms a conference venue within **50 miles** of Bend, Oregon. The designated government representative holding this event is not authorized to change the terms and conditions of the resulting contract.

2.0 Lodging requirements:

Check In Date	Duration	Description	Quantity
September 17, 2021	Two Nights	Double Occupancy	20

3.0 Meal requirements

Date	Description	Breakfast Headcount	Coffee/Tea Headcount	Snack	Lunch Headcount	Dinner Headcount
September 18, 2021	Adult Meals	40	40	40	40	40
September 19, 2021	Adult Meals	40	40	40	0	

1.4 Date/Time:

Date	Description	Breakfast Time	Coffee/Tea Time	Snack Time	Lunch Time	Dinner Time
September 18, 2021	Adult Meals	8:00 am	10:00 am	10:00 am	12:00 pm	6:00 pm
September 19, 2021	Adult Meals	8:00 am	10:00 am			

1.5 Event Space:

<u>Date</u>	<u>Times</u>	<u>Description</u>	<u>Quantity</u>	<u>Headcount</u>
September 17, 2021	6:00 pm – 9:00 pm	Registration Space in General Session Area	1 draped rectangular table	N/A
September 18, 2021	6:00 am – 9:00 pm	General Session Conference Space	7 draped round tables, 2 draped rectangular tables	40
September 19, 2021	6:00 am – 12:00 pm	General Session Conference Space	7 draped round tables, 2 draped rectangular tables	40

2.0 Lodging Requirements

2.1 An estimated total of 20 sleeping rooms are required for 2 nights from September 17-19, 2021. Each room will be occupied by a couple (18) or by chaplain staff (2).

2.2 Rooms must be individual/private sleeping rooms with toilet and shower/tub facilities, and any combination of beds (Queen, King). In-room internet must be available for attendees at no cost for the entirety of the weekend.

2.3 The attendee/traveler/Airman who reserves a room for the event will be responsible for all incidental expenses such as: Room service, telephone calls, movie/game rentals, restaurant invoices, gift shop purchases, damages etc. Incidentals will be paid by the member who booked the room and shall be billed to the individual's personal credit card account which will be provided during check-in.

2.4 All Airmen will make a reservation through the National Guard Event Coordinator and will NOT reserve a room on their own. Event Coordinator will submit names of the attendees to the hotel.

2.5 The deadline for reserving rooms will be no earlier than one week prior to event kickoff (December 5, 2020). Any rooms not reserved in the room block by this deadline (one week prior to the event) shall be released from the block and made available for sale to the general public.

2.6 Late checkout of noon on Sunday, September 19, 2021.

2.7 *The lodging rate for this event will not exceed the daily Government Daily Lodging Per Diem rate for the City/County where the contract is awarded (see attached per diem rates).

3.0 Meal Requirements

3.1 Contractor shall provide five dine-in (or takeout meals in accordance with state/county regulations at the time of event), to accommodate approximately 40 people at each meal. Depending upon the option, menus should be given to Strong Bonds Coordinator in sufficient time to communicate and solicit meal selections from attendees in advance (approximately two weeks prior to event). Menus are negotiable and must remain at or under the per diem cost allotted for meals in the City/County where contract is awarded in accordance with attached per diem rates. Meals may be procured using any variation of cost agreed

upon so long as the totaling is no more than maximum allowable adult rate for these three meals combined. Rate is inclusive of any service fees the Contractor chooses to charge. Service fees are not authorized above and beyond the total per diem rate authorized per adult.

- a. Breakfast meal served at 8:00 am Saturday, September 18, 2021.
- b. Lunch meal served at 12:00 pm Saturday, September 18, 2021.
- c. Dinner meal served at 6:00 pm on Saturday, September 18, 2021.
- d. Breakfast meal served at 8:00 am Sunday, September 19, 2021.
- e. Snacks available in conference room at 8:00am Saturday, September 18, 2021.
- f. Snacks available in conference room at 8:00am Sunday, September 19, 2021.

3.2 The government shall provide contractor with a final count of personnel to be served meals as well as menu changes **4 days prior to the event date**, Tuesday, August 17, 2021. The government will not be responsible for any cost above those calculated based on the final counts provided.

3.3 The meal rate for this event will not exceed the daily Government Daily Per Diem Rate for meals in the City/County where contract is awarded.

3.4 Breakfast meals must contain at minimum, but are not limited to: one breakfast meat, eggs, whole grains, fruit, coffee, tea & water and applicable condiments.

3.5 Lunch meals must contain at minimum but are not limited to: two meat/protein options, two whole grain options, two vegetable options, one dessert option, coffee, tea & water and applicable condiments.

3.6 Dinner meal must contain at minimum but are not limited to: two meat/protein options, two whole grain options, two vegetable options, one dessert option, coffee, tea & water and applicable condiments.

4.0 Refreshments

4.1 The following three refreshments/breaks (menu negotiable) to accommodate approximately 40 people (as previously outlined) are requested in accordance with state/county regulations at time of event, and in accordance with maximum per diem rate for county (for both coffee service and the P.M. menu break). Refreshments/Breaks are requested to be served/provided as follows:

- a. Coffee/Tea Service Saturday, September 18, 2021, 8:00 am.
- b. Snack menu selection must will be on Saturday, September 18, 2021, set for service at morning break at 9:00 am in the main conference room.
- c. Coffee/Tea Service Sunday, September 19, 2021, 8:00 am to be consumed in conference room.
- b. Snack menu selection must will be on Sunday, September 19, 2021, set for service at 9:00 am in the main conference room.

4.2 The government shall provide contractor with a final count of personnel to be served coffee and refreshment services 4 days prior to the event date of September 17, 2021. The government will not be responsible for any cost above specified per diem rates (see attached per diem rates) per person for coffee and refreshment services combined in total. All refreshments will be left out and available to attendees until the refreshments have been consumed or the government point of contact agrees to discontinue

refreshment service. Prepackaged, canned, bottled, and or nonperishable leftovers shall be provided to the government point of contact on site.

5.0 General Cleanup

5.1 All meals and food related items will be cleaned and sanitized throughout the food service area during the event.

5.2 Throughout the event, all tables will be sanitized and wiped clean.

5.3 Trash will be monitored and emptied into the facility's dumpster as they are filled, and will remain empty at the end of the event.

6.0 Performance Standards

6.1 The vendor will provide no less than the required amount of conference rooms stated in this SOW and the solicitation. If conference rooms, lodging or any other item identified in the CLINs of the contract are "double allocated," the vendor will ensure the government has precedence.

6.2 The vendor will ensure that lodging rooms are clean and sanitary based on local and state regulations.

6.3 The vendor will be responsible for all preparation and/or delivery of food on time. "On-time" is defined as prepped and ready for serving no later than ten (10) minutes prior to scheduled meal times.

6.4 The vendor will ensure food is prepared in accordance with local and state regulations.

6.5 The vendor will provide meals in accordance with the SOW to include stated Special Requirements.

6.6 The vendor will ensure that eating areas are clean and sanitary based on local and state regulations. Final food serving table cleanup will also be conducted by food service provider.

6.7 The vendor will ensure all equipment requested in the solicitation and the SOW, as quoted on by the vendor, is in good working order.

6.8 The vendor will provide any proposed changes or needed changes to the COR in a timely manner. No changes will occur prior to approval from the Contract Officer.

7.0 Event Space Requirements

7.1 General Session Conference Space required to accommodate approximately 4 instructors, set auditorium style for couples (with appropriate spacing in between), comfortably accommodate meal service, and standard wall outlets must be accessible for use. Wireless internet capabilities are a must.

- a. Friday, September 17, 2021 – 4:00 – 9:00 pm to set up room and equipment, plus registration.
- b. Saturday, September 18, 2021, 6:00 am to 9:00 pm
- c. Sunday, August 22, 6:00 am to 12:00 pm

7.2 Event Registration Space. One draped rectangular table inside event room for registering attendees and displaying event items. Standard wall outlets must be accessible for use. Wireless internet capabilities.

- a. Friday, September 17, 2021, 6:00 pm to 9:00 pm for registration of attendees.

8.0 Audiovisual Equipment None Required. We will provide our own equipment and the Government requests AV freedom and permission to connect its equipment to the contractor's electrical outlets within the facility and for the duration of the event with no additional cost to the government for use of contractor's electrical power service.

9.0 Recreational Requirements

9.1 Contractor shall provide or agrees to the following recreational activities:

- a. Saturday, September 18, 2021, starting and completing between the hours of 12:30pm and 6:00pm.

b. Additional recreational activities available on-site to include, but not limited to, horseback riding, golf, biking, spa, etc. Event attendees will participate in these activities and the costs associated will be included in the contract. Please provide pricing for these activities at the group rate 14 attendees per activity.

10.0 Other Requirments

10.1 Contractor shall provide or agrees to the following miscellaneous items for duration of conference:

- a. Directional signage as follows: navigation to registration, general meeting space, breakouts locations, signage listing breakout sessions by name on or near the doors of each breakout room. All signs, placards, door cards and so forth that identify our group should be labeled "ANG STRONG BONDS."

11.0 SAM Reporting:

10.1 The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract at the secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.sam.gov/>

10.2 Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2021. Contractors may direct questions to the help desk at <http://www.sam.gov/>. Contractors are also encouraged to reference the Quick Start Guide for Service Contract Reporting on the SAM.gov website for detailed information on Contractor Manpower Reporting

11.0 Applicable Publications

11.1 Per-diem Query by State, County and Military Installations:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

11.2 Per-diem prorated costs for contracting meals: <http://www.gsa.gov/portal/content/101418>