

PERFORMANCE WORK STATEMENT FOR STRONG BONDS: COUPLES

SEPT 15-17, 2017

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I. BACKGROUND

1. The contractor shall, except as specified in this Performance Work Statement (PWS) as government furnished property or services, provide all personnel, supervision, and any items and services necessary to provide meals, lodging, and meeting rooms to the 154th Wing, Hawaii Air National Guard, for the Strong Bonds Event as defined in this PWS.

II. SCOPE OF WORK

1. Contractor shall provide the following services:

- a. Lodging for Strong Bonds participants to include a variety of 35 hotel rooms and sizes for authorized individuals designated by the 154th Wing, Hawaii Air National Guard Strong Bonds: POC – Chaplain (Lt Col) Daniel Leatherman, 15-17 September 2017. Food will be required for 70 people. The hotel will not hold the Hawaii Air National Guard (HIANG) responsible of any payments for changes, modifications, and/or cancellations of lodging accommodations and need of the HIANG until one week prior to the event.

HIANG Strong Bonds will cover for self-parking fees if hotel does not offer complimentary parking.

- b. Meeting Rooms for the Strong Bonds event for briefings to include the following: 1 meeting room to include a round tables to accommodate 70 people and 1 small administration room for counseling and storage area for the event volunteers (can be excess lodging/hotel room).
 - c. Provide dinner meal on Friday evening, September 15 for 72 people.
 - d. Provide breakfast meals on Saturday, September 16 and Sunday, September 17 for 70 people.
 - e. Provide lunch on Saturday, September 16 for 70 people (can be voucher for restaurant).
 - f. Provide dinner for Saturday, September 16 for 70 people. Can be vouchers.
 - g. Hotel package may gratuitously include complimentary water service in meeting rooms at no charge to the government. AM break session will be at 10:00 and PM break at 2:30 - Saturday (AM & PM) and Sunday (AM only).
 - h. Audio Visual equipment will be provided by the 154th Wing - Chaplains.
2. Contractor shall provide full service catering to include setting up, plates, napkins, silverware, glasses/cups, clean-up, equipment to keep food hot/cold, and removal of all trash.
 3. Contractor shall have all food items delivered and available on site as mentioned above.
 4. Contractor shall provide all condiments (sugar, cream, sweetener, etc).

III. PERFORMANCE REQUIREMENTS

1. Contractor Management. The contractor shall provide an on site contract manager who shall be responsible for the performance of the work. The name of this person, and an alternate(s), 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 the operation of this contract. The contract manager or alternate shall be available at all times to meet with government personnel designated by the contracting officer to discuss problem areas. The contract manager and alternate(s) must be able to read, write, speak, and understand English. The positions shall at no time be vacant.
2. Conduct. Contractor employees shall not access any area that is not pertinent or necessary to the fulfillment of their duties in accomplishing this contract. Contractor employees are to adhere to all instructions and warnings,

communicated or posted, in regards to their work area and the facilities that occupy this area.

3. Inspections. Contractor performance shall be inspected by the Quality Assurance Evaluator (QAE) for contract compliance.
 - a. Other Authorized Observers. Government personnel, other than QAEs and contracting officers, may observe the contractor operations. However, these personnel may not conduct quality assurance inspections or interfere with employee performance.

4. PERFORMANCE OBJECTIVES SUMMARY

POS No.	Performance Objective	PWS para.	Performance Threshold
1	Provide Breakfast	II. 1 c.	100% visual inspection
2	Provide Lunch	II. 1 g.	100% visual inspection
3	Provide Dinner, on time, all items to include plates, napkins, silverware, etc.	II. 1d, e, & f.	100% visual inspection
4	Provide correct number of lodging rooms on 3 September 2017.	II. 1 a	100% visual inspection
5	Provide conference room. Audio visual will be provided by the 154 th Wing Chaplains.	II. 1 b.	100% visual inspection

IV. GOVERNMENT-FURNISHED PROPERTY AND SERVICES. The government will provide Audio Visual equipment.

**APPENDIX A
APPLICABLE PUBLICATIONS**

1. General. Publications that apply to the SOW are listed below. The contractor is obligated to follow those publications to the extent specified in other sections of this SOW. The contractor shall be guided by those publications to the extent necessary to accomplish requirements in this SOW.

2. Supplements, amendments and/or replacements to listed publications from any organizational level may be issued during the life of the contract. The contractor shall implement changes and notify the CO in writing of such change. If such change alters the magnitude of work, the contractor shall provide a proposal for a change in the contract price to the CO within 30 calendar days.

DEPARTMENT OF DEFENSE and AIR FORCE PUBLICATIONS:

Number Title

OTHER DIRECTIVES:

INVOICES

Submit invoices electronically using Wide Area Workflow (WAWF): <https://wawf.eb.mil>

Invoice shall be submitted as a “SERVICES 2 IN 1” invoice. Please reference WAWF Distribution Table provided with contract for pertinent invoicing information. Invoices submitted incorrectly will be rejected, and will delay the payment process. Ensure **ADDITIONAL EMAILS option** is utilized when creating invoice in WAWF, to ensure timely Acceptance from the Government. Include the following email addresses when accomplishing ADDITIONAL EMAILS portion of invoice:

Bid Schedule Strong Bonds Event March 18-20, 2016

BID ITEM	DESCRIPTION	PER DAY/PERSON COST	QTY / OPTIONS	SVS / TAX	TOTAL	REMARKS
1	HOTEL LODGING SEP 15, 2017	\$	35 ROOMS			
2	HOTEL LODGING SEP 16, 2015	\$	35 ROOMS			
3	MEETING ROOM SEP 15, 2017 4 – 9 PM	\$	72 PEOPLE			
4	STAFF ADMIN ROOM SEP 15, 2017 4 PM - MIDNIGHT	\$	5 STAFF			
5	MEETING ROOM SEP 16, 2017 7 AM – 9 PM	\$	70 PEOPLE			
6	STAFF ADMIN ROOM SEP 16, 2017 24 HRS	\$	5 STAFF			
7	MEETING ROOM SEP 17, 2017 7 AM - NOON	\$	70 PEOPLE			
8	STAFF ADMIN ROOM SEP 17, 2017 MIDNIGHT-NOON	\$	5 STAFF			
9	DINNER SEP 15, 2017	\$	72 PEOPLE			
10	BREAKFAST SEP 16, 2017	\$	70 PEOPLE			
11	LUNCH SEP 16, 2017	\$	70 PEOPLE			
12	DINNER SEP 16, 2017	\$	70 PEOPLE			
13	BREAKFAST SEP 17, 2017	\$	70 PEOPLE			

14	RESORT FEES	\$				
15	SELF PARKING FEE	\$				
TOTALS					\$	