

**Corporate Lodging Consultants, Inc. (“CLC”)
Emergency Lodging Services**

Attachment to Task Order Number: _____

Blanket Purchase Agreement Number: QPN-BQR-0016

Federal Supply Schedule Contract Number: GS-33F-0009P

CLC Tax Identification Number: 48-0866331

CLC Duns Number: 08 742 4511

A. Authorized Contracting Officer

Name: _____

Telephone Number: _____

E-Mail Address: _____

B. Requirements (attach supplemental schedule if required)

Hotel room or Apartment: _____

Number of rooms: _____

Number of nights: _____

Requested location: _____

Maximum driving distance: _____

Maximum rate: _____ Food on premises: _____

Food within walking: _____ Interior corridors: _____

Single/double occupancy: _____ High speed internet: _____

Laundry facilities: _____ Meeting rooms: _____

Truck parking: _____ Other amenities: _____

If apartment:

Number of bedrooms: _____ Number of bathrooms: _____

Kitchen or other requirements: _____

C. Agency Requirements Coordinator (Agency point of contact for room requests)

Name: _____

Telephone Number: _____

E-Mail Address: _____

D. Hotel Reservation and Check-in Procedure

Agency Requirements Coordinator contacts CLC with a room block request:

- Toll free phone number: 1-800-321-0455
- Dedicated fax number: 1-316-219-4655
- Dedicated e-mail address: emergencylodging@corplodging.com

CLC will attempt to obtain rooms to meet the room block request and either confirm the request has been met or propose alternatives to the Agency Requirements Coordinator.

Upon arrival, the guest will identify him/herself to the hotel as being part of the CLC program and shall sign in on the hotel's CLC provided sign-in sheet. Room payment shall be as set forth below.

F. Payment Terms

_____ **Option 1:** CLC establishes a direct bill relationship with the hotel for room and tax, if applicable (meals, other incidental charges and any damages to room caused by the guest are the responsibility of the hotel guest). Hotel invoices CLC for room and tax charges. CLC invoices Agency for hotel charges plus CLC fees (fees are set forth in the BPA or as negotiated). Agency pays CLC by Agency check or wire transfer. Upon receipt of payment from Agency, CLC pays hotel charges to hotel by check or wire transfer. This option provides you with richer management report data to support these emergency purchases.

_____ **Option 2:** CLC establishes a direct bill relationship with the hotel for room and tax, if applicable (meals, other incidental charges and any damages to room caused by the guest are the responsibility of the hotel guest). Hotel invoices CLC for room and tax charges. CLC invoices Agency for hotel charges plus CLC fees (fees are set forth in the BPA) plus 3% GSA SmartPay card charge. Agency pays CLC with Agency's Charge Card. Upon receipt of payment from Agency, CLC pays hotel charges to hotel by check or wire transfer.

_____ **Option 3:** Agency employee pays for room and tax, if applicable, using his/her individual GSA SmartPay card (meals, other incidental charges and any damages to room caused by the guest are the responsibility of the hotel guest). Hotel usage by Agency based on reservation data. CLC invoices Agency for CLC fees (fees are set forth in the BPA or as negotiated) plus 3% GSA SmartPay card charge, if applicable. The employee pays CLC with their GSA SmartPay card, check or wire transfer.

Agency tax exemption certification/documentation attached to this Task Order.