

**Corporate Lodging Consultants, Inc. (CLC Lodging)**

**Emergency Lodging Services 4.1 Blanket Purchase Agreement**

Task Order Number:	<i>insert agency order # here</i>
Blanket Purchase Agreement	47QMCB24A0003
Federal Supply Schedule Contract Number	47QMCB24D0004
CLC Tax Identification Number	48-086631
CLC UEI Number	UEI: LUEXN7DZSCU9

**IT IS HIGHLY RECOMMENDED THAT REQUESTS ARE PLACED BY EMAIL.**

**To initiate the first action please contact CLC by phone.**

The attached pages provide an order form to supply to CLC Lodging. The contact information for CLC Lodgings is as follows:

- Toll free phone number (Rapid Response Group) 1-800-321-0455
- Dedicated fax number 1-316-219-4655
- Dedicated e-mail address: [rapidresponse@clclodging.com](mailto:rapidresponse@clclodging.com)
- Normal Business Hours: Monday – Friday 8:00 a.m. – 6:00 p.m. CST (during non-event).

At the end of the business day, the toll-free number is routed to a dedicated on-call phone number to take after hour emergency calls. During an event, staff is brought as long as it is needed to fill room orders. CLC will attempt to obtain rooms to meet the room block request and either confirms the request or propose alternatives to your agencies dedicated contact. During an event and/or increase in demand for rooms, this procedure may require the CLC representative to book available rooms without contacting your agencies dedicated contact with alternatives. Confirmation information will be provided to your agencies dedicated point of contact. Your agencies dedicated point of contact or additional staff are responsible for distributing the hotel information (name, address and confirmation number) to Agency personnel.

When the rooming list has been finalized, CLC Lodging requests a copy of all applicable lists be provided to CLC Lodging. CLC will provide the rooming list to the contracted hotel and will utilize the list for verification of hotel billing. When changes are made to the rooming list please keep CLC updated as to the changes.

When hotels are required in an area without an alternate work site established, consider two (2) requirements:

1. Hotel Rooms
2. Meeting Space

With various agencies trying to obtain the same or similar requirements, it becomes difficult to locate hotel rooms and meeting rooms at the same location. Establishing the two requirements

will allow CLC to find the hotel rooms and then locate a meeting space in the vicinity. Upon arrival, the guest will identify him/herself to the hotel as being part of your agencies room block.

**Agency Information:**

Agencies ordering services through the Emergency Lodging Services 4.0 Blanket Purchase Agreement must first be added by the General Services Administration as an Authorized User. CLC can only accept orders from authorized users approved by GSA. *Fill in block 1-4*

Agency Name	1.
Authorized User for this order <i>(Primary Contact)</i>	2.
Contact Phone Number for Authorized User	3.
Contact Email for Authorized User	4.

**Lodging Request**

Please explain all relevant details for your lodging needs. All costs for lodging **ARE NOT** tax exempt. All applicable taxes apply as CLC is the paying agency issuing funds to the lodging partners. *Fill in block 1-7*

Hotel Rooms or Apartment	1.
Number of rooms needed	2.
Check-In Date	3.
Check Out Date	4.
Location City	5.
Location State	6.
Maximum Allowed Nightly Rate w/ Tax included	7.

**Amenities**

Are there specific needs your group stay requires? *(Meeting space; additional parking for staging, laundry service, food service)*

Please list or explain any and all additional amenities your group require at the lodging facility.

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**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 the 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 the hotel charges plus CLC fees (fees are set forth in the BPA) plus 3% GSA SmartPay card charge. Agency pays CLC with Agency Charge Card. Upon receipt of payment from Agency, CLC pays the hotel charges to hotel by check or wire.

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 only (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.

**Preferred Lodging Locations**

If your agency already has a desired location(s) in mind please list information below. Please list in order of preference for CLC to contact first option first.

First Option

Hotel Name	
Hotel Address	
Hotel City	
Hotel State	
Hotel Zip	
Hotel Phone Number	

Second Option

Hotel Name	
Hotel Address	
Hotel City	
Hotel State	
Hotel Zip	
Hotel Phone Number	

Third Option

Hotel Name	
Hotel Address	
Hotel City	
Hotel State	
Hotel Zip	
Hotel Phone Number	