Corporate Lodging Consultants, Inc. (CLC Lodging) Emergency Lodging Services

Attachment to Task Order Number: ______________________

Blanket Purchase Agreement Number: #47QMCB26A0007

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

CLC Tax Identification Number: 48-086631

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 Single Rooms:

Number of Double Rooms:

Check In Date:

Check Out Date:

Requested location:

Maximum Driving Distance:

Maximum Rate:

Please check all that you want included with this task order.

Food on premises: ☐

Food within walking: ☐

Laundry facilities: ☐

Meeting rooms: ☐

Pets: ☐

Other: ☐

Interior corridors: ☐

Single/Double Occupancy: ☐

High Speed Internet: ☐

Truck parking: ☐

Complete if you are choosing apartments

Number of Bedrooms:

Number of Bathrooms:

Garage needed:

Parking needed:

House Furnishings:

Gas/Cable/Trash:

Number of Occupants per apartment:

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

Name:

Telephone Number:

Fax Number:

E-Mail Address:

D. Hotel Reservation and Check-In Procedure

Once the ordering agency has established their requirements, CLC is contacted with the room block request via a fully funded and executed Task Order (SF-1449). CLC will proceed with bookings once both parties have executed the task order. Funding on the task order must include all applicable booking fees, IFF, and applicable taxes.

It is highly recommended that subsequent requests/modifications are placed by phone. We do not recommend email or fax.

- 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

HOURS OF OPERATION: 7:00 a.m. – 6:00 p.m. CST (during non-event).

After hours, the toll-free number is routed to a dedicated on-call phone number to take emergency calls after hours. During an event, staff are brought in around the clock for as long as is needed.

CLC will attempt to obtain rooms to meet the room block request and either confirm the initial request or propose alternatives to the ordering agency. During an event and/or increase in demand for rooms, this procedure may require the CLC representative to book available rooms without contacting the ordering agency with alternatives.

Confirmation information will be provided to the ordering agency. The ordering agency will be responsible for distributing the hotel information (name, address and confirmation number) to agency personnel. When the rooming list has been finalized the ordering agency will provide that information to CLC. CLC will provide the rooming list to the contracted hotel and will utilize the list for verification of hotel billing. If there are any changes to the rooming list, the ordering agency must notify CLC immediately.

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.

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.

E. Payment Terms

A task order will be issued at the beginning of each fiscal year.

☐**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.

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

F. PRE-DETERMINED LODGING OPTION:

If the ordering agency already has a desired location(s) in mind, please list the hotel 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: