502d Contracting Squadron
Combined Synopsis/Solicitation
Request for Quote
Solicitation No.: FA301626Q0138
Lodging BPA for 433rd AW

(The quote shall be effective until September 30, 2026, after submission)

This is a combined synopsis/solicitation for commercial services using a Blanket Purchase Agreement prepared in accordance with RFO part 12. This announcement constitutes only solicitation. Offers are being requested and a separate written solicitation will not be issued.

Solicitation number FA301626Q0138 is issued as a request for quotation *(RFQ)* for Lodging BPA for the 433rd AW at Joint Base San Antonio (JBSA) Lackland. Supplier shall provide commercial lodging for Government personnel in accordance with the attached Statement of Work (Atch 1) when requested by an individual identified on the Authorized Caller letter. The period of performance is five years from date of Blanket Purchase Agreement establishment. All work shall be in accordance with commercial and industrial standards. *(Refer to the Performance Work Statement and BPA Terms and Conditions for more information)*

This acquisition *is* Total Set Aside for small business concerns. This solicitation incorporates provisions and clauses by reference.

Question Submission Deadline: All questions must be submitted in writing by email no later than **11:00 AM CST on Wednesday, 9th September 2026.** Response to questions will be posted by the Government on SAM.gov, contracting opportunities website as received. Questions submitted after this date/time will not be considered unless determined by Contracting Officer.

Quote Submission Deadline: All quotes, along with the completed portions of the solicitation, must be received by **11:00 AM CST on Monday, 14th September 2026.** Quotes submitted after this date/time will not be considered unless determined by Contract Officer that accepting a quote after the submission deadline is the most advantageous for the government.

Attachments:

i. Price List Request
ii. SCA WD Rev. No. 29
iii. FY26 UTA Schedule

Please provide the information below:

FOB ☐ **Destination** ☐

Payment Terms: ____

Company Name: ______________________________ **DUNS #:** __________________

Cage Code: ________________________

POC: ______________________________ **Telephone #** ___________________________

E-Mail Address: ____________________________ **Tax ID #:** __________________________

Warranty Information: _____________________________________

Do you have capacity to invoice electronically through WAWF? (Yes/No)

Special Notes and Instructions

1. **Basis for Award.** 502 CONS/PKBC will issue a Blanket Purchase Agreement or BPA to the vendor who is found to be responsive, responsible, and who offers a technically acceptable solution at the lowest price. The Government intends to make one (1) single award from the solicitation based on available funds.

2. **Best Value Determination**. For this procurement, the Government will determine best value using the Highest Technically Rated Offeror with a Fair and Reasonable Price (HTRO-FRP) source selection methodology in accordance with DoD Source Selection Procedures paragraph 1.3.1.5

   i. Failure to acknowledge Amendments will result in your quote not being considered for award.
   ii. Contract type shall be Firm Fixed Price (FFP).

3. **Small Business Set-Aside.** This is a notice to execute a Blanket Purchase Agreement that is total set aside for 100% small business concerns. Only quotes submitted by small business concerns for NAICS code 721110 will be accepted by the Government. Any quote that is submitted by a vendor that is not a small business concern for the associated NAICS will not be considered for the award.

   NAICS code is 721110, Hotels (except Casino Hotels) and Motels and **the size standard is $40M.**

4. **Instructions to Submitting Quote. The Addendum RFO 52.212-1, Instructions to Offerors – Commercial Products and Commercial Services,** applies to this acquisition. The following paragraph is tailored as follow:

   i. Quotes must be submitted in two (2) separate and distinct volumes: **Volume I - Price Submission** and **Volume II - Technical Submission**. Email submissions must be sent to the Contracting Officer and Contract Specialist listed in the solicitation no later than the date and time specified above.
   ii. **VOLUME I - PRICE PROPOSAL**

The Offeror shall submit a completed Price Schedule (Attachment 1) detailing the daily room rate proposed for weekend lodging services.

a. **JTR Compliance:** The proposed daily room rate must not exceed the maximum Joint Travel Regulation (JTR) commercial lodging per diem rate for San Antonio, Texas, active at the time of quote submission.

b. **Pricing Exclusivity:** No pricing information of any kind shall be included in Volume II (Technical Proposal). Quotes that violate this requirement will be determined non-responsive and excluded from the competition.

iii. **VOLUME II - TECHNICAL SUBMISSION**

The Technical Volume shall be specific, detailed, and complete. It must clearly demonstrate the Offeror’s capability to perform the requirements outlined in the Performance Work Statement (PWS). General statements such as "the Offeror understands and will comply" are insufficient. To be considered for award, the Offeror must submit the following documentation:

Part A: Mandatory Gate Documentation (Pass/Fail)

a. **FEMA Listing:** Printout or screenshot from the FEMA National Master List demonstrating that the proposed facility is actively listed as compliant with the Hotel and Motel Fire Safety Act of 1990 and is ADA compliant.

b. **Address & Location:** The physical address of the facility. The Offeror must provide a Google Maps driving route printout showing the driving distance from the hotel's physical address to the nearest active gate of JBSA-Lackland

c. **Site Inspection Consent:** A signed letter on corporate letterhead consenting to an on-site facility and security inspection by JBSA Security Forces and Fire Protection officials.

d. **Ownership/Management Proof:** A signed corporate letter proving deed of ownership, or a copy of the active property management agreement.

Part B: Technical Point-Scoring Substantiation

The Offeror must complete the Technical “Vendor Price List” (Attachment 1) and provide the following substantiating documentation:

a. For Factor 1 (Location): Verified Google Maps driving route printout.

b. For Factor 2 (Capacity): A signed commitment letter from the General Manager guaranteeing the selected daily block of rooms (minimum 1 to 50+ rooms) will be dedicated to government use during training weekends.

c. For Factor 3 (Amenities & Security): Marketing brochures, floor plans, or brand standard sheets confirming the availability of on-site complimentary hot breakfast, in-room kitchenettes (including a microwave, mid-sized or full refrigerator, and sink), and complimentary daily base shuttle services.

Architectural floor plans or photographic proof showing that 100% of guest rooms are accessed via interior corridors (opening to an enclosed, climate-controlled hallway).

5. **Evaluation Factors for Award.** The quote will be evaluated by the following factors in accordance with Addendum to **RFO 52.212-2 EVALUATION- COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (FEB 2026) (DEVIATION).** The following paragraph is tailored as follows:

The Government will award a single Blanket Purchase Agreement (BPA) resulting from this solicitation to the responsible Offeror whose conforming quote represents the Highest Technically Rated Offeror with a Fair and Reasonable Price (HTRO-FRP) to the Government.

The evaluation will be conducted using the following stepped approach:

i. **Step 1: Price Sort.** All received quotes will be sorted in ascending order from lowest to highest proposed total price. Only the five (5) lowest-priced quotes will be selected to advance to the Step 2 Technical Evaluation pool.

  a. *Pool Expansion:* The Government reserves the right to expand the initial pool beyond the lowest five (5) offers if necessary to secure an award (e.g., if fewer than three quotes within the initial pool are determined technically acceptable).

ii. **Step 2: Go/No-Go Gate Screening.** The selected quotes will be evaluated against four (4) mandatory Go/No-Go (Pass/Fail) criteria. A quote must receive a rating of "Pass" on all four gates to be eligible for point scoring. Any quote failing any gate is rated "Unacceptable" and immediately excluded from the competition.

iii. **Step 3: Point Evaluation & Validation.** Conforming quotes will be evaluated and ranked using a 100-point Technical Point System. The Government's Technical Evaluation Team (TET) will review the submitted documentation to validate each Offeror's claimed score.

  a. *Decrement Rules:* Scores will only be adjusted downward (decremented) if documentation fails to support the self-score. No upward adjustments will be made.

iv. **Step 4: Award Selection.** Award will be made to the responsible Offeror with the highest validated technical points score, provided their proposed price is determined fair and reasonable in accordance with RFO 15.404-1.

v. **(1) Step: Mandatory Gate Criteria (Pass/Fail)**

Gate Number	Gate Criterion	Pass/Fail Standard
Gate 1	**FEMA Fire & ADA Safety**	The facility must be actively listed on the FEMA National Master List for Fire Safety and ADA Compliance.
Gate 2	**Geographic Boundary**	The facility must be located within a 15.0-mile driving radius of JBSA-Lackland
Gate 3	**JTR Per Diem Compliance**	The proposed daily room rate must not exceed the maximum JTR lodging per diem rate for San Antonio.
Gate 4	**Physical Site Inspection**	The facility must pass an on-site physical and security inspection conducted by JBSA officials using the standard JBSA compliance checklist. Failure to consent to, or failure to pass the inspection, will render the vendor non-responsive.

vi. (2) Step: Technical Point-Scoring Factors (Max 100 Points)

a. Factor 1: Location and Proximity to JBSA Installation(Maximum 40 Points)

The facility must be located within a 15-mile driving radius of JBSA-Lackland to be eligible for award. Distance will be measured as the driving distance from the hotel's physical address to the nearest active gate.

(40) Points:	Located within 0 to 5.0 miles of installation.
(20) Points:	Located within 5.1 to 10.0 miles of installation.
(10) Points:	Located within 10.1 to 15.0 miles of installation.

b. Factor 2: Facility Capacity (Maximum 15 Points)

Evaluates the hotel's ability to support government traveler volume and adheres to Department of War (DoW) standards.

(15) Points:	Offeror guarantees a dedicated block of 50 or more rooms per night for government use.
(10) Points:	Offeror guarantees a dedicated block of 25 to 49 rooms per night.
(5) Points:	Offeror guarantees a dedicated block of 1 to 24 rooms per night.

c. Factor 3: Mission Support Amenities & Security (Maximum 45 Points)

Evaluates amenities that directly reduce out-of-pocket costs for service members or support TDY mission requirements. Points are cumulative and will be awarded for each amenity provided.

Mission Support Amenities (Up to 30 Points)

(15) Points:	Provides in-room kitchenettes (must include at minimum a microwave, mid-sized or full refrigerator, and sink).
(15) Points:	Provides a complimentary hot breakfast daily on-site.

Security (Up to 15 Points)

(15) Points:	Facility features 100% interior corridors (room doors open to an enclosed, climate-controlled hallway, enhancing security).
(0) Points:	Facility features exterior corridors (room doors open directly to the outside or parking lot).

iv. (3) Technical Tie-Breaker Procedures

In the event of a tie in the total technical point score between two or more evaluated quotes, the Government will resolve the tie and rank the proposals using the following sequential tie-breakers:

a. **First Tie-Breaker:** The quote with the higher point score in **Factor 1 (Location and Proximity to JBSA Installation)** will be ranked higher.

b. **Second Tie-Breaker:** If still tied, the quote with the higher point score in **Factor 3, Sub-factor: Mission Support Amenities** will be ranked higher.

c. **Third Tie-Breaker:** If still tied, the quote proposing the **lowest total price** will be ranked higher.

6. **Mandatory Registrations.** To be eligible for award, offerors must have an active registration in the System for Award Management (SAM) at https://sam.gov prior to submitting an offer.

7. **Notice to Offeror.** Funds are not presently available for this effort. No award will be made under this solicitation until funds are available**.** The Government reserves the right to cancel this Request for Quote (RFQ), either before or after suspense date. In the event the Government cancels this RFQ, the Government has no obligation to reimburse an offeror for any costs. The contractor shall not request, nor will the Government make payments for any preliminary measurement, quotes, bids, site visit, time or proposal cost incurred.

8. **General Information**. Quote pricing shall be submitted via email. Completed quote must include unit and extended prices for all line items, period of performance, all required Offeror Representations and Certifications Information, Offeror Cage Code and Discount Terms, if applicable.

Solicitation/Contract Form

Lodging BPA for the 433rd AW

Commercial Lodging (CL) accommodations for 433d Airlift Wing reserve personnel and other personnel participating in or supporting weekend Unit Training Assemblies (UTAs)
Product Service Code: V231

Supplies or Services & Prices or Costs

Description/Specifications/Statement of Work

PERFORMANCE WORK STATEMENT (PWS) FOR JBSA-LACKLAND COMMERCIAL LODGING SERVICES

1. DESCRIPTION OF SERVICES / GENERAL INFORMATION

1.1 Scope of Work

The Vendor/Hotel shall provide safe, clean, and compliant commercial lodging accommodations for the 433rd Airlift Wing (433 AW) reserve personnel and other authorized JBSA travelers. Personnel utilizing these services are typically in an Inactive Duty Training (IDT) status, participating in weekend Unit Training Assemblies (UTAs), Rescheduled Unit Training Assemblies (RUTAs), or Active Duty (AD) status.

1.2 Performance Period and Location

- **Period of Performance:** This Blanket Purchase Agreement (BPA) is established for a performance period of five (5) years from the date of establishment.
- **Geographic Proximity:** In accordance with JBSA geographic limits, the lodging facility shall be located within a 15-mile driving radius of Joint Base San Antonio (JBSA)-Lackland, measured from the hotel's physical address to the nearest active gate.

2. ROOM AND FACILITY REQUIREMENTS

The Vendor/Hotel shall maintain all rooms, common areas, and facilities to professional commercial hospitality standards.

2.1 Room Capacity

- **Maximum Room Volume:** The maximum number of rooms required per UTA weekend is typically fifty (50) double occupancy rooms and twenty-five (25) single occupancy rooms.
- **Room Substitution:** The Vendor/Hotel may substitute single occupancy rooms in lieu of double occupancy rooms at no additional cost to the Government if double rooms are unavailable at the time of booking.

2.2 Room Specifications

Each guest room provided shall meet the following minimum performance criteria:

1. **Climate Control:** Cooled by refrigerated air conditioning and adequately heated with individual, fully adjustable temperature controls inside each room.
2. **Sanitation:** Must be clean, hygienic, and free of rodents, insects, mold, mildew, or other unreasonable allergens. All rooms designated for Government guests must be 100% non-smoking.
3. **Ventilation:** Feature adequate natural ventilation, including at least one operable window.
4. **Bathroom:** Include a fully private, en-suite bathroom equipped with a functional toilet, sink, and shower or tub/shower combination.
5. **Furnishings:**

- **Entertainment:** Minimum of one (1) flat-screen color television, no less than 32 inches, in good working order.
- **Storage:** At least one dresser with no less than two (2) drawers per occupant, and a functional closet with clothes hangers.
- **Timekeeping:** One functional alarm clock.

6. **Double Room Bedding:** Consist of a minimum of two (2) full-sized beds, each equipped with clean inner-spring mattresses, box springs, and all necessary linens, blankets, and pillows.
7. **Single Room Bedding:** Consist of a minimum of one (1) queen-sized bed equipped with a clean inner-spring mattress, box spring, and all necessary linens, blankets, and pillows.

2.3 Environmental and Housekeeping Services

- **Daily Housekeeping:** Rooms shall receive daily maid service, to include replenishing soiled towels with clean towels, vacuuming carpets, sanitizing bathroom fixtures (toilets, tubs, sinks), replenishing soap, and providing one clean drinking glass or cup per occupant.
- **Rapid Response Support:** Guest requests for extra towels, blankets, or housekeeping supplies during normal business hours shall be fulfilled by the Vendor/Hotel within thirty (30) minutes of the request. After normal business hours, housekeeping items (toilet paper, towels, light bulbs) must, at a minimum, be made available for pickup at the front desk.
- **Linen Services:** Bed linens must be professionally made up daily. Linens must be completely changed out at least once weekly for long-term stays, and immediately upon guest checkout prior to a new guest check-in.

3. CHECK-IN / CHECK-OUT PROCEDURES

3.1 Front Desk Staffing

The Vendor/Hotel shall staff the front desk 24 hours a day, 7 days a week, to accommodate late arrivals and emergency check-ins/check-outs.

3.2 Guest Check-In

- **Check-In Window:** Normal check-in time shall be 1500 hours (3:00 PM) or earlier.
- **Roommate Roster:** The 433 AW Lodging Point of Contact (POC) will provide a roommate and sign-in roster for each UTA weekend reservation. The Vendor/Hotel front desk personnel shall not alter the Government-provided roommate or sign-in rosters.
- **Guest Folio Tracking:** Billeted military members must present official ID and sign the sign-in roster provided at the front desk. The front desk clerk shall confirm each member's departure date at the time of check-in.

3.3 Guest Check-Out

- **Check-Out Window:** Normal check-out time shall be no earlier than 11:00 AM on the day of departure.
- **In-Person Requirement:** Express or mobile check-out options are not authorized for military members under this BPA. Guests must check out in person at the front desk to ensure the accurate separation of incidental charges.
- **Incidentals:** Payment for personal charges (e.g., long-distance phone calls, room service, in-room movies, food/beverage purchases, late check-out fees, or property damage) is the sole responsibility of the individual traveler. The Vendor/Hotel shall secure a personal credit card swipe from each guest at check-in to cover incidentals. No personal charges shall be included on the Government's consolidated invoice.

3.4 Consecutive Reservations (Back-to-Back Tours)

Reservations spanning multiple consecutive tours (e.g., Active Duty directly followed by Annual Training or Inactive Duty) for a single member shall be treated as one continuous reservation. Billeted members shall not be required to check out and check back in, nor shall they be moved from one room to another solely due to a change in their military duty status.

4. RESERVATIONS AND CANCELLATIONS

4.1 Reservation Authority

Rooms shall only be reserved, modified, or released upon the direct request of an individual formally listed on the active Authorized Caller Letter issued by the Contracting Officer.

4.2 Cancellation Policy

- **Cancellation Deadline:** The Government may cancel individual room reservations without penalty or charge if written or electronic notice is provided to the Vendor/Hotel at least **three (3) calendar days prior to the scheduled reservation date**.
- **Late Cancellation / No-Show Fee:** If the Government fails to cancel a reservation within the 3-day window, or if a traveler fails to check in (No-Show), the Vendor/Hotel may bill the Government for a one-time late fee equal to **one (1) night's lodging rate** at the agreed BPA rate.
- **Subsequent Reservation Cancellation:** In the event of a traveler No-Show, the Vendor/Hotel shall immediately cancel all subsequent nights reserved for that individual. The Government is not liable for more than one night's lodging rate for any individual No-Show.
- **Daily Status Reporting:** The Vendor/Hotel shall provide a complete list of traveler No-Shows to the 433 AW Lodging POC via email no later than 0900 hours on the morning following the scheduled check-in.

5. SAFETY AND PHYSICAL SECURITY

The Vendor/Hotel must maintain the highest standards of physical security and safety to protect billeted military members.

5.1 Physical Access and Locks

- **Key Control:** Room keys, key cards, and electronic door openers shall not have room numbers printed or stamped directly on them. If room numbers are already printed on existing keys, they must be concealed in a small envelope at check-in.
- **Guest Privacy:** Under no circumstances shall Vendor/Hotel staff provide guest room numbers or personal information to any third party over the telephone or in person. Key replacements shall only be issued to guests upon presentation of valid photo identification.
- **Entrance Locks:** All guest room entry doors must be equipped with fully functional interior security locks, consisting of a deadbolt or an automatic double-locking commercial key card system. All locking mechanisms must be free of defects.
- **Interior Corridors:** To maximize security and safety, guest rooms should feature interior corridor access (room entry doors open into an enclosed, climate-controlled hallway) rather than direct exterior corridor access opening to the outside parking lot.

5.2 Parking Safety

The Vendor/Hotel shall provide adequate, secure, and well-lit designated parking facilities on the property at no additional cost to the military member or the Government. Parking lots and baggage loading/unloading areas must be clearly marked, swept clean, free of debris, and well-lighted at night.

5.3 Regulatory Compliance

The Vendor/Hotel and the physical lodging property shall maintain full, active compliance with the following safety mandates:

1. **Federal Fire Safety:** The property must be actively listed on the Federal Emergency Management Agency (FEMA) National Master List for Fire Safety.
2. **Accessibility:** The facility must be in full compliance with the Americans with Disabilities Act (ADA) requirements.
3. **Air Force Safety Standards:** The facility and operations shall conform to the safety and health standards outlined in AFOSH 91-001, Billeting Operations.

6. PHYSICAL SITE INSPECTION

- **Pre-Award and Annual Inspections:** Commercial lodging facilities will be physically inspected by JBSA safety, fire, security, and contracting personnel prior to BPA establishment and at least annually thereafter.
- **Inspection Criteria:** Inspections will be executed using the official JBSA Lodging Compliance Checklist to verify adherence to AFOSH 91-001, fire codes, and physical security standards.
- **Consent to Inspect:** The Vendor/Hotel's consent to physical inspections is a mandatory condition of award and performance. Refusal to permit inspection or failure to resolve identified discrepancies within twenty-four (24) hours of written notice shall be grounds for immediate BPA suspension or cancellation.

7. BILLING AND CONSOLIDATED INVOICING

7.1 Invoice Submission

- **Invoicing Deadline:** The Vendor/Hotel shall submit a single, consolidated monthly invoice to the 433 AW Lodging POC (433 FSS/SVF) no later than the **10th day of the month** following the month of performance.
- **Submission Package:** The consolidated invoice must be billed on a single monthly bill and must be accompanied by:
    1. A summary spreadsheet itemizing all charges.
    2. Copies of individual member guest folios showing check-in/check-out dates and room rates.
    3. Copies of individual signed guest registration cards or vouchers.

7.2 Payment Methods

- **Government Purchase Card (GPC):** For calls (room blocks) valued under $25,000.00, the 433 AW Lodging POC will execute payment using a Government credit card.
- **Electronic Invoicing (WAWF):** For lodging calls exceeding $25,000.00, the Vendor/Hotel shall submit the billing package electronically through the Wide Area Workflow (WAWF) module of the PIEE portal, supported by an approved funding document (e.g., AF Form 616 or formal Call Order) executed by the Contracting Officer.

Requirements
Commercial Lodging (CL) accommodations for 433rd Airlift Wing reserve personnel and other personnel participating in or supporting weekend Unit Training Assemblies (UTAs)

Packaging and Marking

Inspection and Acceptance

Deliveries or Performance

Contract Administration Data

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports.	Dec 2018		
252.232-7009	Mandatory Payment by Governmentwide Commercial Purchase Card.	May 2018		

DFARS Clauses Incorporated by Full Text

252.232-7006 Wide Area WorkFlow Payment Instructions. (Jan 2023)

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

(a) *Definitions.* As used in this clause-

"Department of Defense Activity Address Code (DoDAAC)" is a six position code that uniquely identifies a unit, activity, or organization.

"Document type" means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

"Local processing office (LPO)" is the office responsible for payment certification when payment certification is done external to the entitlement system.

"Payment request" and "receiving report" are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) *Electronic invoicing.* The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall-

(1) Have a designated electronic business point of contact in the System for Award Management at https://www.sam.gov; and

(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at https://wawf.eb.mil/

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) *Document type.* The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items-

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

<u>Invoice2in1</u>

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2)) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF "combo" document type to create some combinations of invoice and receiving report in one step.]

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	*Data to be entered in WAWF*
Pay Official DoDAAC	F87700
Issue By DoDAAC	FA3016
Admin DoDAAC	FA3016
Inspect By DoDAAC	F2MT2M
Ship To Code	F2MT2M
Ship From Code	N/A
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(4) *Payment request.* The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) *Receiving report.* The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

Special Contract Requirements

BLANKET PURCHASE AGREEMENT (BPA) TERMS AND CONDITIONS

These terms and conditions constitute the agreement between the Government, the Vendor (whether the commercial property owner or the legally contracted management company), and the Hotel facility (collectively referred to as the "Vendor/Hotel"). The Vendor/Hotel shall provide commercial lodging services in accordance with the provisions, terms, and specifications outlined herein and the associated Performance Work Statement (PWS).

1. DESCRIPTION OF AGREEMENT

The Vendor/Hotel shall provide commercial lodging accommodations for Government personnel in accordance with the attached Performance Work Statement (Atch 1) when requested by an authorized individual identified on the active Authorized Caller Letter.

Period of Performance: The period of performance is for five (5) years from the date of BPA establishment, unless cancelled earlier by either party in accordance with the cancellation clause herein.

2. EXTENT OF OBLIGATION

The Government is obligated only to the extent of authorized calls (room bookings) actually placed against this BPA by authorized personnel. This BPA does not obligate or commit the Government to any minimum dollar expenditure, nor does it guarantee any minimum volume of room bookings or occupancy.

3. PURCHASE (CALL) LIMITATION, MASTER LIMIT & PAYMENT METHODOLOGY

1. **Individual Call Limitation:** Only calls placed directly by the Contracting Officer shall exceed $25,000.00. Individual calls placed by authorized non-CO callers shall not exceed $25,000.00.
2. **Payment Methodology for Calls Below $25,000.00:** Payments for authorized calls under $25,000.00 will be executed via the Government Purchase Card (GPC) unless otherwise directed in writing by the Contracting Officer.
3. **Payment Methodology for Calls Exceeding $25,000.00:** Payments on calls exceeding $25,000.00 must be submitted electronically through the Wide Area Workflow (WAWF) module of the Procurement Integrated Enterprise Environment (PIEE) Portal, supported by an approved funding document (e.g., AF Form 616 or formal Call Order) executed by the Contracting Officer.
4. **BPA Master Limit:** The total cumulative value of all calls placed against this BPA shall not exceed the Master Limit of **$1,269,000.00** over the five-year performance period.

Per Diem Cap: All room rates charged under this BPA shall remain at or below the maximum commercial lodging rate authorized by the Joint Travel Regulation (JTR) for San Antonio, Texas, active at the time the call is placed.

4. AUTHORIZED CALLERS

Personnel authorized to place calls against this BPA shall be formally identified in writing on the active Authorized Caller Letter issued by the Contracting Officer.

The Authorized Caller Letter will identify individuals by name, position/title, organizational component, and individual call dollar limitation.The Vendor/Hotel shall not accept bookings or calls from any individual not explicitly identified on the Authorized Caller Letter. Calls accepted from unauthorized personnel will not be honored or paid by the Government.

5. DELIVERY TICKETS / SALES SLIPS

The Vendor/Hotel shall ensure that a delivery ticket, sales slip, or registration guest folio is generated for every guest. Each document must contain the following minimum information:

1. Name of the Vendor and the physical address of the Hotel facility
2. BPA Number (e.g., FA301626A00XX).
3. BPA Call Number / Booking Confirmation Number.
4. Date of Call / Date Booking was placed.
5. Dates of Stay (Check-in and Check-out dates).
6. Name of the Individual Traveler (Government Guest).
7. Name of the Authorized Caller who placed the booking.
8. Itemized List of Rooms and Services Furnished.
9. Quantity, unit price (daily rate), and total extended cost, less any applicable discounts.

6. TAX EXEMPTION

Federal Exemption: The Government is exempt from Federal Excise Taxes.

State and Local Tax Exemption: In accordance with Texas Tax Code (S) 156.103, federal employees traveling on official business are exempt from the Texas State Hotel Occupancy Tax. The Government will provide Texas Hotel Occupancy Tax Exemption Certificates (Texas Comptroller Form 12-302) upon request.

Vendor/Hotel Responsibility: The Vendor/Hotel shall not bill, charge, or invoice the Government or the individual traveler for state or local occupancy taxes. Any invoice containing unauthorized taxes will be rejected and returned for correction.

7. RESERVATION CANCELLATION & NO-SHOW POLICY

To align with standard commercial lodging practices and protect Government funds:

Cancellation Window: The Government may cancel individual room reservations without penalty or charge if written or electronic notice is provided to the Vendor/Hotel at least **three (3) calendar days prior to the scheduled date of reservation**

Late Cancellation / No-Show Charges: If the Government fails to cancel a reservation within this 3-day window, or if a guest fails to check in (No-Show), the Vendor/Hotel may charge a one-time fee equal to **one (1) night's lodging rate** at the agreed BPA rate.

Subsequent Nights: Upon a No-Show, the Vendor/Hotel shall immediately cancel all subsequent nights reserved for that traveler. The Government will not be held liable for more than one night's lodging charge for any individual No-Show.

8. INVOICING & SUBMISSION PROCEDURES

Consolidated invoices shall be submitted monthly to ensure prompt payment.

Submission Deadline: The Vendor/Hotel shall compile and submit all consolidated invoices no later than the **10th day of the month** following the month of performance (e.g., October billing must be submitted by November 10th)

Consolidation Requirement: All lodging calls executed within a calendar month must be grouped and submitted under a single consolidated invoice to the designated 433d Airlift Wing Lodging Point of Contact (POC).

Supporting Documentation: The consolidated invoice must be accompanied by:

- A summary billing sheet.
- Individual member guest folios showing check-in/check-out dates.
- Individual signed guest registration cards or vouchers.

Personal Charges: Personal charges (e.g., telephone calls, in-room movies, room service, food/beverage purchases, late check-out fees, or property damage) are the sole responsibility of the occupying guest. The Vendor/Hotel shall secure a personal credit card from each guest at check-in to cover incidental charges. Personal charges shall not be billed on the Government invoice.

9. PHYSICAL SITE INSPECTION & QUALITY ASSURANCE

Right to Inspect: The Government reserves the right to conduct random, unannounced physical inspections of Hotel lodging facilities, common areas, and individual guest rooms during the performance period to ensure continued compliance with safety, sanitation, and physical security standards.

Inspectors: Inspections will be conducted by authorized JBSA Fire Protection, Security Forces, or Contracting officials using the JBSA Lodging Compliance Checklist.

Discrepancy Resolution: Any safety, sanitation, or security discrepancies identified during an inspection must be resolved by the Vendor/Hotel within **24 hours** of written notification from the Contracting Officer. Failure to resolve discrepancies may result in immediate BPA suspension or cancellation.

10. ANNUAL REVIEW AND PRICE ADJUSTMENTS

Annual Review: This BPA will be reviewed by the Contracting Officer, at a minimum, annually before the anniversary of its effective date to ensure compliance with the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and Department of the Air Force Federal Acquisition Regulation Supplement (DAFFARS).

Price List Updates: The Vendor/Hotel shall furnish an updated Price List to the Contracting Officer at least **30 days prior to the annual anniversary** of the BPA.

Approval Requirement: No calls or bookings shall be placed against this BPA in a subsequent year until the updated Price List is approved in writing by the Contracting Officer.

11. BPA CANCELLATION

Either party may cancel this Blanket Purchase Agreement in its entirety, without cause or penalty, by providing **thirty (30) calendar days written notice** to the other party.

Ombudsman

1. An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.

2. Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

3. If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, [Insert names, addresses, telephone numbers, facsimile numbers, and e-mail addresses of Center/MAJCOM/FLDCOM/DRU/DAFRCO ombudsman/ombudsmen]. Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/FLDCOM/DRU ombudsman level, may be brought by the interested party for further consideration to the Department of the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2395, facsimile number (571) 256-2431.

The ombudsman has no authority to render a decision that binds the agency.

Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer.

Contract Clauses

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements.	Jan 2017		
52.204-13	System for Award Management-Maintenance. (Deviation 2026-O0038)	Feb 2026		
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded. (Deviation 2026-O0038)	Feb 2026		
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations. (Deviation 2026-O0038)	Feb 2026		
52.212-4	Terms and Conditions-Commercial Products and Commercial Services. (Deviation 2026-O0038)	Feb 2026		
52.219-6	Notice of Total Small Business Set-Aside. (Deviation 2026-O0038)	Feb 2026		
52.222-3	Convict Labor. (Deviation 2026-O0038)	Feb 2026		
52.222-36	Equal Opportunity for Workers with Disabilities. (Deviation 2026-O0038)	Feb 2026		
52.222-41	Service Contract Labor Standards. (Deviation 2026-O0038)	Feb 2026		
52.222-50	Combating Trafficking in Persons. (Deviation 2026-O0038)	Feb 2026		
52.222-62	Paid Sick Leave Under Executive Order 13706. (Deviation 2026-O0038)	Feb 2026		
52.222-90	Addressing DEI Discrimination by Federal Contractors. (Deviation 2026-O0040, Revision 1)	Apr 2026		
52.223-23	Sustainable Products. (Deviation 2026-O0038)	Feb 2026		
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving.	May 2024		
52.232-33	Payment by Electronic Funds Transfer-System for Award Management.	Oct 2018		
52.232-40	Providing Accelerated Payments to Small Business Subcontractors.	Mar 2023		
52.233-1	Disputes. (Deviation 2026-O0038)	Feb 2026		
52.233-3	Protest after Award. (Deviation 2026-O0038)	Feb 2026		
52.233-4	Applicable Law for Breach of Contract Claim. (Deviation 2026-O0038)	Feb 2026		
52.240-91	Security Prohibitions and Exclusions. (Deviation 2026-O0038)	Feb 2026		
52.244-6	Subcontracts for Commercial Products and Commercial Services. (Deviation 2026-O0038)	Apr 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.203-7000	Requirements Relating to Compensation of Former DoD Officials.	Sep 2011		
252.203-7002	Requirement to Inform Employees of Whistleblower Rights.	Dec 2022		
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	May 2024		
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support.	Jan 2023		
252.225-7056	Prohibition Regarding Business Operations with the Maduro Regime.	Jan 2023		
252.225-7060	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region.	Jun 2023		
252.232-7010	Levies on Contract Payments.	Dec 2006		
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel.	Jan 2023		
252.243-7001	Pricing of Contract Modifications.	Dec 1991		
252.244-7000	Subcontracts for Commercial Products or Commercial Services.	Nov 2023		
252.247-7023	Transportation of Supplies by Sea.	Oct 2024		

FAR Clauses Incorporated by Full Text

52.219-28 Postaward Small Business Program Rerepresentation. (Deviation 2026-O0038) (Feb 2026)

52.222-42 Statement of Equivalent Rates for Federal Hires. (May 2014)

Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C.5341 or 5332.

This Statement is for Information Only: It is not a Wage Determination

Employee Class	Monetary Wage-Fringe Benefits
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(End of clause)

52.252-2 Clauses Incorporated by Reference. (Feb 1998)

Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

https://usaf.dps.mil/sites/AFCC/AQCP/KnowledgeCenter/SitePages/DAF-Contracting-Compass.aspx

(End of clause)

52.252-6 Authorized Deviations in Clauses. (Nov 2020)

Authorized Deviations in Clauses (Nov 2020)

(a) The use in this solicitation or contract of any Revolutionary Federal Acquisition Regulation Overhaul (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Revolutionary Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

List of Attachments

Number	Attachment Name	Attachment Description	Reference Identifier	Date	Line Item
01	Price List Request	Supporting Technical Documentation		04 Sep 2026	
02	SCA Wage Determination Rev. No. 29	Wage Determination		26 Aug 2026	
03	FY26 UTA Schedule - Approved	Cost/Schedule Status Report (C/SSR)		04 Sep 2026	

Representations, Certification, & Other Statements

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.240-90	Security Prohibitions and Exclusions Representations and Certifications. (Deviation 2026-O0038)	Feb 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.203-7005	Representation Relating to Compensation of Former DoD Officials.	Sep 2022		
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls.	Oct 2016		
252.225-7055	Representation Regarding Business Operations with the Maduro Regime.	May 2022		
252.225-7059	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region-Representation.	Jun 2023		

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation.	Jan 2017		

52.204-7	System for Award Management-Registration. (Deviation 2026-O0038)	Feb 2026		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/ Deviation	Variation Effective Date
252.204-7024	Notice on the Use of the Supplier Performance Risk System.	Mar 2023		

FAR Clauses Incorporated by Full Text

52.252-5 Authorized Deviations in Provisions. (Nov 2020)

Authorized Deviations in Provisions (Nov 2020)

(a) The use in this solicitation of any Revolutionary Federal Acquisition Regulation Overhaul (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Revolutionary Defense Federal Acquisition Regulation Supplement (48 CFR Chapter2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)