AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES	
S	1	8

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
0001	23-Feb-2016		

6. ISSUED BY	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
REGIONAL CONTRACTING OFFICE (RCO) BOGOTA U.S. EMBASSY-BOGOTA USMILGRP UNIT 5130 AP0 AA 34038-5130	W913FT	**See Item 6**	

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			
		X	9A. AMENDMENT OF SOLICITATION NO. W913FT-16-Q-0013
		X	9B. DATED (SEE ITEM 11) 19-Feb-2016
			10A. MOD. OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [X] is extended, [ ] is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

[ ] A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[ ] D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

a. This amendment is issued to asnw er some questions from some prospective vendors.

b. All other terms and conditions remain the same.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 23-Feb-2016

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

The following have been added by full text:
ANSWER AND QUESTIONS

Questions and Anwers

Question 1. Regarding the Location for the Lodging we will like to confirm if Calle 93 No 13-71 will be in the acceptable perimeter for this specific request.
Anwer 1: We would like to be between calle 98 and 106 due to it being walking distance. Calle 93 would be a little too far and we would have to bus personnel.

PWS 23 FEBRUARY 2016

SPECIAL OPERATIONS COMMAND SOUTH (SOCSOUTH)
PERFORMANCE WORK STATEMENT (PWS)
Counter Terrorist Force Protection Seminar (CTFPS)
07 Mar – 11 Mar, 2016
Bogota, Colombia
As of: 03 February 2016

1. INTRODUCTION: This is a non-personal service for lodging, meals, and miscellaneous services to be provided to United States Army SOCSOUTH (SOCSOUTH, also referred to herein as the "*US Government*") in support of the US ARMY Counter Terrorist Force Protection Seminar (CTFP). The CTFP will be held 07 Mar – 11 Mar, 2016 in Bogota, Colombia. The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services as described in this Performance Work Statement (PWS). The Contractor shall perform to the standards in this contract.

1.1 The facility shall be a secure hotel in Bogota. The hotel shall be as close as possible to Calle 98 and Calle 106 radius of ESDEGUE, Bogota, Colombia, no more than one/two mile from the "Escuela Superior de Guerra".

1.2 **Period of Performance:** Mar 07 – Mar 11, 2016.

2.0 GENERAL REQUIREMENTS

2.1 **Hotel Location:** The Hotel shall be located in a safe secure location. The Hotel shall be able to provide lodging and meals within their main facilities with all lodging rooms in close proximity of each other and/or on the same floor level. The selected hotel must showcase the prestige of the event. The hotel shall be within Calle 98 and Calle 106 radius and close as possible (walking distance) to the La Escuela de Guerra (ESDEGUE).

2.2 **Hotel Security:** The selected hotel shall have a modern professional system of internal and external security. The hotel shall heighten security posture starting the morning before the conference and continuing until the evening of the day after the conference. If external security augmentation is exercised, the hotel security manager shall ensure complete and unlimited access and seamless coordination between the hotel's organic security systems and the external augmentation units. The hotel security manager will stay in close touch with US Embassy RSO or the Special Operation Command South (SOCSO) Force Protection (FP) Security Manager at all times

during the course of this contract. All three security personnel; the hotel security manager, the US Embassy Regional Security Officer (RSO), and the SOCSO FP security manager will be identified and will meet to conduct a security inspection of the hotel. During the course of the inspection, the RSO or the FP security manager will take notes of subject security inspection. Depending on the time frame and the situation on hand, hotel shall be allowed enough time to fix any deficiency, usually no more than 24-working hours. If additional time is required, the hotel security manager will request an extension. Final written report will be given to the RSO or the FP manager for their review and action.

2.3 **Hotel Representative:** The Hotel shall provide a representative to act as a liaison with the US Government Representative (USGR). The Hotel representative shall be of sufficient authority to resolve issues involving conference execution and payment as they arise, and will be available during the period this contract. The Hotel shall provide a list to the USGR of on-call, hotel points-of-contact who have the authority to resolve issues affecting their areas of support. Subject list will be provided to the USGR 10-days after contract award dated.

2.4 **Service Breakdown:** The Hotel shall ensure that any maintenance or repair of hotel equipment, to include guest rooms and suites, conference rooms, breakout rooms, elevators, kitchen equipment, etc., shall be corrected immediately at the hotel's expense to ensure the success of the conference and the meals served therein.

2.5 **Hotel Parking:** The Hotel shall provide six (**6**) accessible, reserved parking places for local conference participants and coordinators in the hotel parking lot during the conference. **This shall be provided at no cost to the contract.** These reserved parking places shall be clearly designated for conference transportation and available beginning the morning before the conference and ending the evening of the day following the conference. Parking shall be in a safe environment with adequate lighting and security. Hotel staff shall be apprised of reserved conference parking spaces.

2.6 **Hotel Items Excluded from the Contract:** The US Government (USG) will not pay for movies, mini-bars, laundry, room service, telephone calls from or charged to guest rooms, or any other hotel charges other than those specifically provided for in this contract. Hotel staff shall inform guests during check-in which services will not be covered by the conference. Hotel staff shall request a credit card from guests upon check-in. Charges not covered by this contract are to be resolved between the guests and the hotel.

2.7 **Hotel Items Included Contract:** The Contractor shall provide a 24-hour fitness center with free weights and a variety of fitness equipment. All regular hotel guest facilities and amenities, to include the hotel business center and the SPA/exercise facilities, shall be made available for all conference attendees.

2.8 **Wireless/Wired (INTERNET):** The Hotel shall provide free wireless/wired service to all hotel guests participating in the conference. If a password is required, it shall be given to guests participating in the conference upon request. Hotel staff shall correct any hotel equipment or service breakdown immediately.

2.9 The USG will only pay for rooms used by individuals covered under this contract. A list will be provided by the USGR at least one week before the conference starts. The list will include the nationality of each individual covered under this contract. Rooms and suites shall be held and ready for early check-in, and late check-out at no additional cost. The USG may change or cancel lodging requirements to include the person designated for any room, up to 24-hours prior to occupancy without penalty.

2.10 The USG may request additional rooms or suites at any time, and the hotel shall give the USG priority on all unoccupied lodging of similar quality at the contracted price. Conference participants wishing to extend their stay in the hotel must check-out within the designated checkout time on the specified end date of this contract. The guests are totally responsible for any incurred expenses during their extended stay.

2.11 **Quality Standards for Rooms:** All rooms shall include a high standard of hygiene, private bath with full toilet and shower facilities, hot and cold running water, clean linen on a daily basis, electricity, color television with cable, telephone, and appropriate furniture. The hotel shall provide one (**1**) complimentary bottle of water in each room daily. All regular hotel guest facilities and amenities, to include the hotel business center and the exercise facilities shall be made available for conference attendees free of charge as long as they are registered in the hotel

under this contract. No conference cover fees are to be charged to conference attendees who are registered in the hotel under this contract. Housekeeping will be conducted daily in all spaces rented by the USG.

2.12 **Check-in and Checkout:** If availability allows, check-in will be any time after 10:00 a.m. for possible early arrivals. Rooms will be held for late check-in until 6:00 p.m. A list of those guests requiring late check-out will be provided when the final guest list is given to the hotel.

3.0 SPECIFIC REQUIREMENTS

3.1 **LODGING:** The USG is only responsible and will pay under this contract for NON-US personnel. The Contractor shall allow the USG to block rooms for "*Self Pay*" personnel. The "*Self Pay*" personnel are individually responsible for their own bills and rooms and shall be provided at the contracted price.

Anticipated Lodging Schedule for NON-US and Self Pay personnel are as follows:

Table 1: (Lodging for NON-US Personnel. To be paid under this contract).

Name of Personnel	Number of Personnel / Rooms	Arrival Date	Departure Date	Number of Nights	Total Nights
COL. Escort	1	Mar 7, 2016	Mar 11, 2016	4	4
Guest Personnel	25	Mar 7, 2016	Mar 11, 2016	4	100
TOTAL ROOMS	**26**		**TOTAL ROOM NIGHTS**		**104**

Table 2: (Lodging for Self Pay Personnel. (Credit Card) to be paid by individual

Name of Personnel	Number of Personnel/ Rooms	Arrival Date	Departure Date	Number of Nights	Total Nights
ADVON	3	Mar 2, 2016	Mar 11, 2011	9	27
Other US Invitees	12	Mar 7, 2016	Mar 11, 2016	4	48
TOTAL ROOMS	**15**		**TOTAL ROOM NIGHTS**		**75**

3.2. **TRANSPORTATION SERVICES:** The Contractor/ hotel shall have the capability to provide transportation services to and from the El Dorado Airport, Bogota. The Contractor shall have the capability to pick up the participants at the airport and take them to the hotel dates indicated in this contract. Vehicle and driver shall be available 24-hours on the arriving dated as well as the departing dated. Time will vary depending on the arrival of the participants. The Contractor shall be able to provide a 5-passenger vehicle (model SUV, or minivan).

3.2.1 The Contractor shall be able to provide transportation for 25-ea VIP's from El Dorado International Airport, Bogota to hotel and hotel back to airport on **07 Mar and 11 Mar, 2016** as required and any other transportation required to support the VIP's. The driver and vehicle shall be available throughout both days. All dates and times will be coordinated between hotel POC and USGR.

3.3 **OTHER OFFICE SUPPLIES:** The Hotel shall have the capability to provide office supplies if needed to The Escuela de Guerra (ESDEGUE), to include but not limited to paper, banners, nation flags, printing booklets, identification cards, 30-pens, 30-notebooks, and laser pointers and CDs if needed. The USGR or the alternate point of contact (APOCs) listed below Para. 3.4.1 are the only person authorized individual that can request administrative supplies. Cost shall not to exceed **$1,500.00 USD**. Contractor shall keep a supply log with copies of all invoices for this type of services. For pay purpose, log and invoices shall be turn over to the USGR or Contracting Officer.

3.4 **AUTOMATED DATA PROCESSING EQUIPMENT (ADPE):** The hotel shall have the capability to rent additional computers, printers, projectors and audiovisual equipment as required during the event. The USGR or the APOCs listed below Para 3.4.1, are the only person authorized individual that can request administrative supplies. Cost shall not to exceed **$1,000.00 USD**.

3.4.1 **US Government Points of Contact:**

- Karla P. Martinez, E-mail: karla.martinez@socso.southcom.mil. Tel: (786) 415-2437.
- Rosalba Mateus, E-mail: mateusr@tcsc.southcom.mil Tel: 57-1-275-2552.

3.4.2 Briefings will be held at the Escuela de Guerra (ESDEGUE); sponsor by the Colombian Military; therefore, no conference rooms will be required under this contract.

3.5 **MEALS:**

3.5.1 **General:** The USG will identify any individuals with special dietary restrictions. The Hotel shall strive to accommodate special diets where feasible and within contract meal rates. Food served in buffet style should be labeled to accommodate guests. One **non-alcoholic** juice, soft drinks, coffee, tea or beverage is included with meals. The rate for all meals provided shall include all gratuities, surcharges, etc. All meals shall be served as a four course meal or buffet. A list of individuals covered under this contract will be provided by the US Government one week prior to conference start date. This list shall include the nationality of each individual covered under this contract.

3.5.2 The USG shall contract meals only for Host Nation (HN) and foreign dignitary participants invited to attend or support this event. No meals will be contracted for US personnel.

3.5.3 **Hotel Meal Program:** Meals for conference participants shall be in the hotel restaurant or a private designated meeting room. **Any alcoholic beverage requested by an individual covered under this contract shall be paid by the individual.** The restaurant invoice must separate the charge from alcoholic beverage and food. The USG will not pay for alcoholic beverages at any time. The invoice must be signed by the conference participant and annotated with the participant's room number (if foreign national is housed in contracted hotel). The USG and the Hotel will use daily review to verify charges. The Hotel shall only charge for meals consumed by individuals under this contract. **NOTE: Payment for any drink containing alcohol is the responsibility of and must be paid for separately by the guest requesting such beverage.**

3.5.4 **Meal Coupons / Vouchers:** The Hotel shall provide vouchers or coupons for the meals for individuals covered under this contract on the days designated below. The Hotel representative and the USGR will provide a daily count of meals consumed. Coupons or Vouchers will be used on a limited basis and will be paid on an actual use basis. The table under Para 3.5.5.5 is an estimated number of meals required. The actual count will be provided to the hotel NLT than 24-hours before each event and shall be based on attendees. **Contractor will be paid only for meals consumed by individuals covered under this contract.**

3.5.5 **Schedule of Contracted Meals:** The Hotel shall provide meals to all participants based on a designated schedule, provided in advance by the conference coordinators. **The USG will only pay for meals consumed by individuals covered under this contract**.

3.5.5.1 **Breakfast:** The breakfast shall be included in the room rate. The hotel shall provide breakfast from 6:00am until 8:00am at an appropriate facility on site as agreed to by the vendor and the USGR.

3.5.5.2 **Lunch:** All lunches shall be catered. The contractor shall set-up all lunches at the Escuela de Guerra (ESDEGUE) every day and be ready to serve lunch at 12:00 (Noon). The hotel shall provide its standard buffet luncheon or menu selection from 11:30AM – 1:00 PM at an appropriate facility on site as agreed to by the vendor and the USGR. The voucher or sign-in system shall apply to authorized personnel. Any unauthorized charges shall be billed directly to the user. Lunch shall, as a minimum, consist of main entrees, side dishes, dessert, and a non-alcoholic beverage such as water, juice, soft drinks, tea/coffee and be consistent with a value sufficient to provide a complete luncheon meal. The hotel shall provide a minimum of four choices for its buffet/menu selection(s). The USG will only pay for lunches consumed by the Non-US Personnel covered under this contract.

3.5.5.3 **Dinner:** The hotel shall provide its standard dinner buffet or menu selection from 5:00 PM – 8:00 PM at an appropriate facility on site as agreed to by the vendor and the US Government. The voucher or sign-in system shall apply to authorized personnel. Any un-authorized charges shall be billed directly to the user. Dinner shall, as a minimum, consist of main entrees, side dishes, dessert, and a non-alcoholic beverage such as water, juice, soft drinks, tea and or coffee and be consistent with a value sufficient to provide a complete dinner meal. The hotel shall provide a minimum of four choices for its buffet/menu selection(s). The USG will only pay for dinners consumed by the Non-US Personnel covered under this contract.

3.5.5.4. **Official Dinner:** No Official Dinner shall be cover by this contract during the Period of Performance.

3.5.5.5 **Estimated Number of Contracted Meals:** Contracted meals are indicated below:

Table 3. Contracted Meals for NON-US Personnel

Meals	Monday 07 Mar, 2016	Tuesday 08 Mar, 2016	Wednesday 09 Mar, 2016	Thursday 10 Mar, 2016	Friday 11 Mar, 2016	Total Meals	Schedule
Breakfast	0	Included in Contract	Included in Contract	Included in Contract	Included in Contract	Included in Contract	6:00am – 8:00am
Lunches	*10	**50	****45	**50	0	145	11:30am – 1:00pm
Dinners	25	25	25	25	0	100	5:00pm – 7:00pm
Opening Reception	0	***75	0	0	0	75	7:00pm – 10:00pm
Total Meals:						**320**	

* Estimated quantity at this time. We do not know how many DV's will be arriving early this day.
** 25-ea VIP's plus 25-ea Colombian Military personnel.
*** 25-ea VIP's plus 50-ea other Colombian MIL or other visitors.
**** 45 To go lunches.

Table 4. Meals for "*Self Pay Personnel*". Individual will pay with personal credit card.

Meals	MON Mar 07	TUE Mar 08	WED Mar 09	THU Mar 10	FRI Mar 11	Total Meals	Schedule
Breakfast	10	10	10	10	10	50	6:00am - 8:00am
Lunch	10	10	10	10	10	50	11:30am - 1:00pm
Dinner	10	10	10	10	0	40	5:00pm - 8:00pm
Total						**140**	

The self-pay personnel are only an estimate.

3.7 **COFFEE BREAKS:** The Contractor shall provide coffee breaks at ESDEGUE. The coffee break shall be set up as buffet style. The set up shall be coordinated with the USGR once the contract has been awarded. Morning coffee break shall consist of coffee, tea, sodas, fruits, bottled water and a selection of pastries. Afternoon coffee break shall consist only of coffee and water.

3.7.1 **Estimated Number of Coffee Breaks:** Contracted coffee breaks shall be for up to **85**-Non-US personnel. If required, Contractor shall provide coffee breaks for US personnel. US personnel are responsible for their own coffee breaks. The US personnel will pay for his/ her own coffee breaks.

3

Table 5. Contracted Coffee Breaks for the Non-US Personnel to be pay under this contract.

Time	Tuesday Mar 8, 2016	Wednesday Mar 09, 2016	Thursday Mar 10, 2016	**Total**
Morning (10:30 am)	85	85	85	255
Afternoon - Coffee/Water Only (1430)	85	0	85	170
Total:				**425**

3.8 **OPENING RECEPTION:** The hotel shall provide one light buffet style social meal (hors d'oeuvres/appetizers) for up to seventy five (**75**) guest/participants. In addition, Contractor shall provide a refreshment stand consisting of coffee, water, soda, and juice. Opening Reception will be set-up at/around 6:30PM the evening of **08 Mar, 2016**. The exact location will be coordinated between the USGR and the hotel point of contact (POC).

4.0 **SECURITY:** The USG will not provide security for contractor's equipment or supplies. The Contractor is responsible for the security/safeguarding and accountability of equipment brought and used during the conference. The selected hotel shall have a modern professional system of internal and external security.

4.1 The hotel shall heighten security posture starting the morning before the conference and continuing until the evening of the day after the conference. If external security augmentation is exercised, the hotel security manager shall ensure complete and unlimited access and seamless coordination between the hotel's organic security systems and the external augmentation units.

4.2 The hotel security manager will stay in close touch with US Embassy Regional Security Office (RSO) or/and the Special Operation Command South (SOCSO) Force Protection (FP) Manager at all times during the course of this contract.

4.3 If hotel need to be vetted, then SOCSO (FP) will request the hotel permission to conduct a security check on the hotel. Results will be share with the Embassy RSO, SOCSO (FP) and the hotel. During the course of the inspection, the RSO or the FP security manager will take notes of subject security inspection. Depending on the time frame and the situation on hand, hotel shall be allowed enough time to fix any deficiency, usually no more 15 working days. If additional time is required, the hotel security manager will request an extension. Final written report will be given to the RSO or the FP manager for their review and action.

5.0 **POST AWARD CONFERENCE/PERIODIC PROGRESS MEETINGS:** The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer (KO), and USGR, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the Contracting Officer or USGR will apprise the contractor of how the USG views the contractor's performance and the contractor will apprise the USG of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the USG.

6.0 **OFFICIAL GUESTS:** The USGR will identify all individuals for whom it will pay lodging by submitting a "*by name*" list highlighting the contracted rooms. This list shall include the nationality of each individual.

7.0 **ROOM LIST:** The USGR will furnish the hotel point of contact a list of all participants' names one week before the day of arrival. However, depending on foreign dignitaries, names are subject to change up to five (5) before period of performance (POP).

8.0 **CANCELLATIONS/ADDITIONS:** The USG reserves the right to add or delete from this PWS any change in requirements (including the numbers and type of personnel or equipment needed) to make this mission a total success. Changes made with at least 24-hour notice shall incur no penalty to the USG. Moreover, the USG has no control over the VIPs or the air lines; therefore, last minute "*No-Shows*" might be experience. All no show will be brought to the attention of the hotel POC immediately. **If any, only one night might be charged to the USG.**

9.0 **CHANGES TO CONTRACT:** The only person authorized to make changes to the contract is the KO. Failure to clear changes in contract with the KO in advance of providing service will result in the USG not being responsible for the charges, and non-payment to the Contractor.

10.0 **US GOVERNMENT REPRESENTATIVE:** The Contractor will only take direction from the Contracting Officer (KO) or the authorized USGR. The limit of the USGR authority will be in writing and given to the Contractor. Purchases from unauthorized persons may result in the contractor not receiving payment for costs incurred. USGR for this contract is: PO1 Karla P. Martinez. US phone # (786) 415.2437. A local number will be provided later on.

11.0 The Contracting Officer is Juan Arzu. Contract specialist is Rosalba Mateus and can be contacted at 57-1-275-2552, cell 57-311-516-8499 or e-mail: rosalba.mateus2.fn@mail.mil

The following have been deleted:
PERFORMANCE WORK STATEMENT

(End of Summary of Changes)