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

Attachment to Task Order Number:							
Blanket Purchase Agreemer	nt Number: <u>GS</u>	-33F-AOQ02					
Federal Supply Schedule Contract Number: <u>GS-33F-0009P</u>							
CLC Tax Identification Number: <u>48-0866331</u>							
CLC Duns Number: <u>08 742</u>	<u> 2 4511</u>						
A. Authorized Contractin	ng Officer						
Name:							
Telephone Number:							
E-Mail Address:							
B. Requirements (attach s	supplemental s	chedule 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:					
Pets:							
If apartment:							
Number of bedrooms:		Number of bathrooms:					

Kitchen or other requirements:

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7	Agency Requirements Coordinator (Authorized caller and point of contact for room requ

Name:	
Telephone Number:	
Fax Number:	
E-Mail Address:	

D. Hotel Reservation and Check-in Procedure

Once the Agency Requirements Coordinator (ARC) has obtained the requirements data, CLC is contacted with the room block request:

(IT IS HIGHLY RECOMMENDED THAT REQUESTS ARE PLACED BY PHONE VS. 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: emergencylodging@corplodging.com

<u>HOURS OF OPERATION</u>: 7:00 a.m. -7:00 p.m. CST (during non-event). At the end of the 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 in around the clock for as long as it is needed.

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

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

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

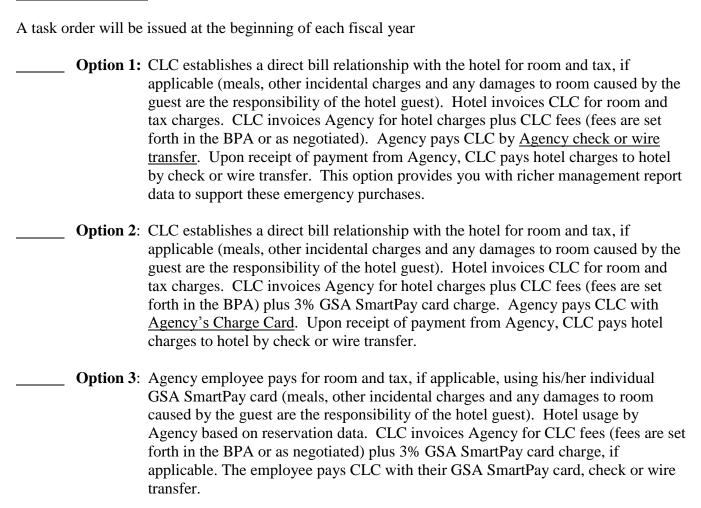
- 1. Hotel Rooms
- 2. Meeting Space

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 room and then locate a meeting space in the vicinity.

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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.

E. Payment Terms



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