

## APPENDIX A – STATEMENT OF WORK

### XXX ROOMS

### XXXXX SERVICES

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#### Summary

The City and County of San Francisco (the “City”) is taking aggressive steps to slow the spread of the COVID-19 virus. At the same time, the City is making preparations for the expected increase in the number of affected people in the City and has identified a need to arrange for the use of at least 4,250 hotel rooms for a minimum of the next four months to further the health and safety of (a) approximately 3,500 people who have been exposed to COVID-19 or are under medical quarantine and (b) approximately 750 COVID-19 front-line responders, all as further described below.

This need arises against the backdrop of sharply dropping hotel occupancy and, in some cases, closure of hotels and furloughed hotel workforces. The City recognizes the importance of the hospitality industry to San Francisco’s economy and eventual recovery and would like to structure this public-private partnership as a win-win-win: responsibly addressing the COVID-19 outbreak, providing participating civic-minded hotels with a revenue stream in excess of what the private market can offer during this time, and ensuring work and wages to the City’s hotel labor force to the maximum extent possible.

#### Populations to be Housed

Hotel will house the following populations during the Term:

1.  **Isolation Rooms:** In order to minimize the spread of the COVID-19 virus, the City plans to provide quarantine rooms to individuals whose current housing situation does not allow them to self-quarantine at home (the “Isolation Rooms”) Therefore these hotel rooms would be used to address two groups in particular
  - a.  **Not Positive:** Those persons who have come in close contact with a COVID-19 positive individual but have not been tested, or who have been tested and are awaiting results (14 day quarantine); and
  - b.  **Positive:** Those persons who have been tested positive for COVID-19 but do not have a medical need to be hospitalized.

These two populations will require different health protocols which will be set forth and agreed in detail prior to any occupancy.

#### Definitions

As used herein, the following terms have the following meanings:

1. “**Contractor**” anyone employed by City to perform under this Agreement.
2. “**Guest**” means a person housed in an Isolation Room.
3. “**Invitee**” means any person other than a Guest permitted by City to enter the Property.
4. “**Property**” means the interior and exterior of the Hotel property.

**HOTEL SCOPE OF SERVICE**

**In no event shall the Hotel Services exceed the limits of any applicable collective bargaining agreement with respect to Hotel employees described herein.**

<p>a. <input checked="" type="checkbox"/> <b>Hotel Contact</b></p>	<p>Name: Phone Number: Email: Emergency Contact:</p>
<p>b. <input checked="" type="checkbox"/> <b>Guest Rooms</b></p>	<p>Hotel shall provide the following number(s) of Guest rooms</p> <p><input checked="" type="checkbox"/> Standard Single Occupancy w/full bathroom_____</p> <p><input type="checkbox"/> Standard Single Occupancy w/out full bathroom_____</p> <p><input type="checkbox"/> ADA Accessible Single Occupancy w/full bathroom_____</p> <p><input type="checkbox"/> Smoking permitted</p> <p><input type="checkbox"/> Other _____</p>
<p>c. <input checked="" type="checkbox"/> <b>Staff Rooms</b></p>	<p>Hotel shall provide the following number(s) of Staff rooms for City's use:</p> <p><input type="checkbox"/> Administrative/Office(s) _____</p> <p><input type="checkbox"/> Storage Space(s) _____</p> <p><input type="checkbox"/> Other _____</p>
<p>d. <input checked="" type="checkbox"/> <b>Guest Room Access</b></p>	<p>Guest Rooms are accessed by:</p> <p><input type="checkbox"/> Elevator</p> <p><input type="checkbox"/> Stairs</p> <p><input type="checkbox"/> Other _____</p>
<p>e. <input checked="" type="checkbox"/> <b>Hotel Staff Guest Room Access</b></p>	<p>Hotel on-site staff will have the following access to Guest rooms</p> <p><input type="checkbox"/> <b>NO ACCESS</b></p> <p><input type="checkbox"/> Access For Cleaning</p> <p><input type="checkbox"/> Access For Food Service</p> <p><input type="checkbox"/> Access For Emergency Maintenance As-Needed</p> <p><input type="checkbox"/> Other _____</p>
<p>f. <input checked="" type="checkbox"/> <b>Utilities</b></p>	<p>Hotel to provide:</p> <p><input type="checkbox"/> Air Conditioning – Central</p> <p><input type="checkbox"/> Air Conditioning – In Room</p>

	<input checked="" type="checkbox"/> Heating <input type="checkbox"/> Ventilation <input type="checkbox"/> Cable Television <input type="checkbox"/> Internet Access <input type="checkbox"/> Refrigerator <input type="checkbox"/> Inter-Hotel Room Telephone Service (no outside calling capability) <input type="checkbox"/> Other _____
g. <input checked="" type="checkbox"/> <b>Common Area Maintenance</b>	Hotel to provide exterior, common area, and public restroom maintenance and cleaning <input type="checkbox"/> Daily <input checked="" type="checkbox"/> As needed, at least 3x Weekly, including pick-up and disposal of trash bagged and/or in receptacles left in public hallway outside Guest rooms and in common areas <input type="checkbox"/> Other _____
h. <input checked="" type="checkbox"/> <b>Guest Room Maintenance</b>	Hotel to provide Guest room maintenance upon request. Before performing work, City will vacate and clean room where repairs are to occur. <input type="checkbox"/> Other _____
i. <input checked="" type="checkbox"/> <b>Service Desk</b>	Hotel to provide off-site 24/7 Service Desk for public area maintenance and repairs. On site within 1 hour of service call <input type="checkbox"/> Other _____
j. <input checked="" type="checkbox"/> <b>Room Blocks</b>	Hotel to provide guestroom keys to be created in group batches and handed to the on-site City representative for check-in and check-out purposes. <input type="checkbox"/> Other _____
k. <input type="checkbox"/> <b>Food Service</b>	Hotel to provide food service as follows: <input type="checkbox"/> Restaurant/Common Room Service <input type="checkbox"/> In-Room Service <input type="checkbox"/> Other _____
l. <input type="checkbox"/> <b>Linen Service</b>	Hotel to provide linen service as follows: <input type="checkbox"/> Daily Laundry <input type="checkbox"/> In-Room Service <input type="checkbox"/> Other _____

<p>m. <input type="checkbox"/> <b>Room Cleaning</b></p>	<p>Hotel to provide room cleaning service as follows:</p> <p><input type="checkbox"/> Daily</p> <p><input type="checkbox"/> 3x Weekly</p> <p><input type="checkbox"/> Other _____</p>
<p>n. <input checked="" type="checkbox"/> <b>Garbage Removal</b></p>	<p><input checked="" type="checkbox"/> Hotel to provide as-needed regular trash removal from the Property</p>
<p>o. <input checked="" type="checkbox"/> <b>Supplies</b></p>	<p>Hotel to provide access to the following:</p> <p><input type="checkbox"/> Laundry Facilities and supplies''</p> <p><input type="checkbox"/> Housekeeping supplies (carts, vacuums, cleaning supplies)</p> <p><input type="checkbox"/> Other _____</p>
<p>p. <input type="checkbox"/> <b>Guest Amenities</b></p>	<p>Hotel to provide Guests with access to the following amenities:</p> <p><input type="checkbox"/> Business Center</p> <p><input type="checkbox"/> Pool</p> <p><input type="checkbox"/> Spa</p> <p><input type="checkbox"/> Fitness Center</p> <p><input type="checkbox"/> Public Restrooms</p> <p><input type="checkbox"/> Grab and Go/Vending Machines</p> <p><input type="checkbox"/> Ice Machines</p> <p><input type="checkbox"/> Storage Facilities</p> <p><input type="checkbox"/> Other _____</p>
<p>q. <input checked="" type="checkbox"/> <b>City Staff Amenities</b></p>	<p>Hotel to provide City Staff with access to the following amenities:</p> <p><input type="checkbox"/> Business Center</p> <p><input type="checkbox"/> Pool</p> <p><input type="checkbox"/> Spa</p> <p><input type="checkbox"/> Fitness Center</p> <p><input type="checkbox"/> Public Restrooms</p> <p><input type="checkbox"/> Grab and Go/Vending Machines</p> <p><input type="checkbox"/> Ice Machines</p> <p><input type="checkbox"/> Storage Facilities</p>

	<input type="checkbox"/> Other _____
r. <input checked="" type="checkbox"/> <b>Security</b>	<input type="checkbox"/> Hotel to provide standard Hotel security
s. <input checked="" type="checkbox"/> <b>Parking</b>	<input type="checkbox"/> Hotel shall provide all parking spaces for City's use, except that City will reasonably accommodate Hotel staff parking as needed. <input type="checkbox"/> Other _____
t. <input checked="" type="checkbox"/> <b>Room Condition Documentation</b>	<p>City must notify Hotel in writing (Damage Form Attached) of any needed repairs before the initial occupancy of a Guest room and within 48 hours of occupying any other Hotel Space. As mutually agreed by the Parties, City may be responsible for the cost of repair of damage not noted. In no instance will the City be responsible to effect repairs.</p> <input type="checkbox"/> Guest Rooms <input type="checkbox"/> Kitchen <input type="checkbox"/> Spa <input type="checkbox"/> Fitness Center <input type="checkbox"/> Public Restrooms <input type="checkbox"/> Grab and Go/Vending Machines <input type="checkbox"/> Ice Machines <input type="checkbox"/> Storage Facilities: <input type="checkbox"/> Other _____

**CITY SCOPE OF SERVICE**

a. <input checked="" type="checkbox"/> <b>City Site Manager</b>	Name: Phone Number: Email: Emergency Contact:
b. <input checked="" type="checkbox"/> <b>Clinical Site Manager</b>	Name: Phone Number: Email: Emergency Contact:
c. <input checked="" type="checkbox"/> <b>Training</b>	City will provide on-site safety training as appropriate for City staff and Hotel staff
d. <input checked="" type="checkbox"/> <b>PPE</b>	City will provide PPE as appropriate for City staff and Hotel staff.

e. <input checked="" type="checkbox"/> <b>Staff Dining</b>	City will provide staff dining, as appropriate.
f. <input checked="" type="checkbox"/> <b>On-Site Staff</b>	City will provide on-site staff, as appropriate.
g. <input checked="" type="checkbox"/> <b>Security</b>	City will provide supplemental on-site security, as appropriate.
h. <input checked="" type="checkbox"/> <b>Guest List</b>	City will maintain a Guest list. As appropriate, City personnel will be responsible for assigning Guest rooms.
i. <input checked="" type="checkbox"/> <b>Emergency Plan</b>	City will develop an emergency evacuation plan and protocol, as appropriate.
j. <input checked="" type="checkbox"/> <b>Linens/Towels</b>	As necessary, City will be responsible for collecting, cleaning and returning all linens, towels and similar products used in the Rooms.
k. <input checked="" type="checkbox"/> <b>Third-Party Vendors</b>	<p>City may contract with the following third-party vendors for the following services:</p> <p><input type="checkbox"/> Hotel Laundry (linens and towels)</p> <p><input type="checkbox"/> Guest Laundry (clothing)</p> <p><input type="checkbox"/> Guest Room Transition Cleaning</p> <p><input type="checkbox"/> Guest Room Daily Garbage Pickup</p> <p><input type="checkbox"/> Food Service</p> <p><input type="checkbox"/> Food Service</p> <p><input type="checkbox"/> Garbage Disposal</p> <p><input type="checkbox"/> Other _____</p>
l. <input type="checkbox"/> <b>Guest Room Use</b>	<p>The City will make all determinations, acting in its sole discretion, regarding who may be Guests.</p> <p><input type="checkbox"/> Visitors Allowed. The City will screen and limit visitors, as appropriate, to Guest rooms.</p> <p><input type="checkbox"/> No Visitors Allowed</p>
m. <input type="checkbox"/> <b>Room Cleaning</b>	Before the end of the Term, City shall, at its sole expense, clean any portion of the Property occupied by City, as indicated in this SOW, as deemed appropriate by the City acting in its sole discretion.
n. <input type="checkbox"/> <b>Linen Cleaning</b>	Before the end of the Term, City shall, at its sole expense, clean all linens used by the City, as deemed appropriate by the City acting in its sole discretion.

o. <input type="checkbox"/> <b>Hotel Improvements</b>	Hotel shall permit City to make improvements as needed to the Property. Any improvements made by City to the Property (which may only be made with the prior written consent of the Hotel) shall inure to and remain the property of Hotel.
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