

APPENDIX A – STATEMENT OF WORK

XXX ROOMS

XXXXX SERVICES

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. **Worker Rooms/Vulnerable Population:** City will use the rooms to further the public health and safety in connection with its response to the Local Emergency by sheltering (a) people within vulnerable populations who have not tested positive for the Covid-19 virus and are not under medical quarantine; or (b) health care workers and first responders (each of the foregoing, a “Guest”, and collectively, the “Group”), all as further described in Appendix A

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 a Worker 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"/> Hotel Contact</p>	<p>Name: Phone Number: Email: Emergency Contact:</p>
<p>b. <input checked="" type="checkbox"/> Guest Rooms</p>	<p>Hotel shall provide the following number(s) of Guest rooms</p> <p><input checked="" type="checkbox"/> Standard Single Occupancy w/full bathroom 31.</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 checked="" type="checkbox"/> Smoking prohibited</p> <p><input type="checkbox"/> Other _____</p>
<p>c. <input checked="" type="checkbox"/> Staff Rooms</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"/> Guest Room Access</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"/> Hotel Staff Guest Room Access</p>	<p>Hotel on-site staff will have the following access to Guest rooms</p> <p><input checked="" type="checkbox"/> Access For Cleaning (per "d" below)</p> <p><input checked="" type="checkbox"/> Access For Maintenance As-Needed</p> <p><input type="checkbox"/> Other _____</p>
<p>f. <input checked="" type="checkbox"/> Utilities</p>	<p>Hotel to provide:</p> <p><input type="checkbox"/> Air Conditioning – Central</p> <p><input type="checkbox"/> Air Conditioning – In Room</p> <p><input type="checkbox"/> Heating</p> <p><input type="checkbox"/> Ventilation</p>

	<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"/> Maintenance	Hotel to provide exterior, common area, and public restroom maintenance and cleaning <input checked="" type="checkbox"/> As needed, at least 3x Weekly <input type="checkbox"/> Other _____
h. <input checked="" type="checkbox"/> Service Desk	Hotel to provide on-site 24/7 Service Desk. On site within 1 hour of service call. <input type="checkbox"/> Other _____
i. <input checked="" type="checkbox"/> Hotel Check-in	Hotel to manage check-in and check-out unless otherwise directed by City. <input type="checkbox"/> Other _____
j. <input checked="" type="checkbox"/> Linen Service	Hotel to provide linen service as follows: <input checked="" type="checkbox"/> Upon Guest request <input type="checkbox"/> Other _____
k. <input checked="" type="checkbox"/> Room Cleaning	Hotel to provide room cleaning service as follows: <input checked="" type="checkbox"/> Daily, unless declined by Guest. <input type="checkbox"/> Other _____
l. <input checked="" type="checkbox"/> Garbage Removal	<input checked="" type="checkbox"/> Hotel to provide as-needed regular trash removal from the Property.
m. <input checked="" type="checkbox"/> Guest Amenities	Hotel to provide Guests with access to the following amenities: <input type="checkbox"/> Business Center <input type="checkbox"/> Pool <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 _____
n. <input checked="" type="checkbox"/> City Staff Amenities	Hotel to provide City Staff with access to the following amenities: <input type="checkbox"/> Business Center <input type="checkbox"/> Pool <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 _____
o. <input checked="" type="checkbox"/> Security	Hotel to provide standard Hotel security.
p. <input checked="" type="checkbox"/> Parking	<input type="checkbox"/> Hotel shall provide all parking spaces for City’s use, except as to reasonably accommodate Hotel staff. <input type="checkbox"/> Other _____
q. <input checked="" type="checkbox"/> Room Condition Documentation	City must notify Hotel in writing (Damage Form Attached) of any needed repairs before the initial occupant 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. The City will use the following: <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

<p>a. <input checked="" type="checkbox"/> City Contact</p>	<p>Name: Phone Number: Email: Emergency Contact:</p>
<p>b. <input type="checkbox"/> Clinical Site Manager</p>	<p>Name: Phone Number: Email: Emergency Contact:</p>
<p>c. <input checked="" type="checkbox"/> Training</p>	<p>City will provide on-site safety training as appropriate for City staff and Hotel staff</p>
<p>d. <input checked="" type="checkbox"/> PPE</p>	<p>City will provide PPE as appropriate for City staff Hotel staff.</p>
<p>e. <input checked="" type="checkbox"/> Staff Dining</p>	<p>City will provide staff dining, as appropriate.</p>
<p>f. <input checked="" type="checkbox"/> On-Site Staff</p>	<p>City will provide on-site staff, as appropriate.</p>
<p>g. <input checked="" type="checkbox"/> Security</p>	<p>City will provide supplemental on-site security, as appropriate.</p>
<p>h. <input checked="" type="checkbox"/> Guest List</p>	<p>City will maintain a Guest list for its own use. As appropriate, City personnel will be responsible for assigning Guest rooms.</p>
<p>i. <input checked="" type="checkbox"/> Third-Party Vendors</p>	<p>City will contract with the following third-party vendors for the following services: <input checked="" type="checkbox"/> Food Service <input type="checkbox"/> Other _____</p>
<p>j. <input checked="" type="checkbox"/> Guest Room Use</p>	<p>The City will make all determination, acting in its sole discretion, regarding who may be Guests. <input checked="" type="checkbox"/> No Visitors Allowed, unless otherwise determined by the City acting in its sole discretion.</p>