

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201**

CONTRACT AWARD COVERPAGE

TO: DAYS INN COLUMBIA PIKE 3030 COLUMBIA PIKE ARLINGTON, VA 22204	DATE ISSUED: CONTRACT NO: CONTRACT TITLE:	<u>DECEMBER 14, 2020</u> <u>20-520-EPA</u> <u>EMERGENCY SHELTERING AND QUARANTINE QUARTERS</u>
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THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 20-520-EPA, including any attachments or amendments thereto.

EFFECTIVE DATE: DECEMBER 14, 2020

EXPIRES: DECEMBER 31, 2020

RENEWALS: ONE (1) FIFTEEN (15) DAY (MINIMUM) TO SIXTY (60) DAY (MAXIMUM) RENEWAL REMAINING

COMMODITY CODE(S): 97130

LIVING WAGE: N

ATTACHMENTS:

STANDARD FORM AGREEMENT No. 20-520-EPA

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: NIK MODY **VENDOR TEL. NO.:** (917) 697-7764

EMAIL ADDRESS: NIK@MTELMGMT.COM

COUNTY CONTACT: COREY TRAVIS, DHS **COUNTY TEL. NO.:** (703) 228-1772

COUNTY CONTACT EMAIL: CTRAVIS@ARLINGTONVA.US

PURCHASING DIVISION AUTHORIZATION

Kaylin Schreiber Title: Procurement Officer Date: 12/9/2020

ARLINGTON COUNTY, VIRGINIA

STANDARD FORM AGREEMENT No. 20-520-EPA

THIS AGREEMENT (“Agreement”) is made on DECEMBER 14, 2020 between the COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA (“County”) and Virginia Hospitality, Inc. d/b/a DAYS INN COLUMBIA PIKE, with a principal place of business located at 3030 Columbia Pike Arlington, VA 22204 (“Contractor”) (sometimes collectively referred to as the “Parties”).

INCORPORATION OF FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) TERMS

This Contract is subject to certain provisions required by Appendix II to the Uniform Rules (Contract Provisions for non-Federal Entity Contracts Under Federal Awards) as required by the Federal Emergency Management Agency (FEMA) found at 2 C.F.R. §§ 200.317 – 200.326 (Exhibit 1). All FEMA-mandated terms control in the event of a conflict with any other provisions of this Agreement. The Contractor must not perform any act, fail to perform any act or refuse to comply with any County requests if doing so would cause the County to violate the FEMA terms and conditions.

The Contractor must include this clause without modification in each subcontract that is financed in whole or in part by the FEMA Public Assistance Program (See Exhibit 1, FEMA Clauses)

1. The Contractor agrees to provide the following goods or services:
 - A. Provide up to a total of 23 rooms to be used as emergency, non-congregate sheltering and quarantine quarters for individuals suspected of having or confirmed to have COVID-19, as well as members of high-risk groups requiring social distancing (County Guest). Two (2) of the 23 rooms must be ADA compliant.
 - B. Provide a cluster of rooms that are in a wing or floor of the building separate from where other guests may be accommodated.
 - C. Provide the rooms on a monthly basis, with the possibility of additional monthly extensions, upon authorization from the Federal Emergency Management Agency and the Virginia Department of Emergency Management.
 - D. Provide accommodations in which each room has a bathroom, its own functioning PTAC system, beds, with functioning microwave and minifridge, a television, and regular hotel furnishings (such as a nightstand, table, chair and table or floor lamps).
 - E. Contractor must collaborate with County staff for check-in procedures. Check in and check out procedures shall be attached as Exhibit 3 to this Agreement.
 - F. Provide clean linens and towels to be delivered to the outside of each room at least once every five days per room and upon room turnover.
 - G. Provide garbage bags of sufficient size and weight to be delivered to the outside

of each room at least once every five days for the removal of soiled linens and towels from the room and remove the garbage bags from the hallway after the guests place them outside of their rooms.

- H. Provide toiletries (to include bath soap, shampoo, conditioner, hand soap, and toothpaste) in the room at check-in, and delivered to the room door every third day thereafter, and sufficient to accommodate the needs of all occupants;
 - I. Provide toilet paper and tissues in the room at check-in and delivered to the room door thereafter as requested.
 - J. Provide Contractor staff on site to manage the facility and address maintenance issues. Under no circumstances shall Contractor staff be required by County to enter unsanitized rooms occupied by County Guest or interact directly with County Guest.
 - K. Public spaces, such as lobby, meeting room and public restroom, and private spaces, such as pool, fitness center, laundry room and all back of house areas shall not be made available to County Guests. Pursuant to COVID-19 related social distancing guidelines from federal, state and local governments, Contractor shall not provide room service and in- room cleaning for any unit occupied by County Guests.
 - L. To protect hotel staff (and if reasonably available to the County and not needed for first responders or sick persons), the County shall make efforts to provide hotel staff with sufficient supplies of disinfecting wipes, facemasks, hand sanitizer and disposable gloves.
 - M. The Parties acknowledge that one (1) of the ADA Rooms is not be located in the "cluster" of rooms provided for County use. In the event a County Guest requires an ADA-compliant room and one is not available, the County will house the Guest in an ADA-compliant room in another facility. Conduct inspections prior to occupancy of all rooms and spaces used by County Staff and Guests. Inspections will be conducted jointly with designated Contractor and County staff. Inspection results will be documented on a mutually agreed upon form. It is agreed between the County and Contractor that County liability for room repairs is limited to the condition documented during the pre-occupancy inspection.
 - N. The Contractor will refund to the County any payments made in advance for rooms not occupied due to termination or expiration of the Agreement. Payment for each day advanced to the Contractor but not occupied will be refunded to the County at a rate of \$1,725 per night or appropriate prorata share.
2. The County will be responsible for the following:
- A. Provide hospital-grade cleaning of county-occupied rooms upon guest checkout. County shall provide its cleaning procedures to Contractor prior to the execution of the Agreement.
 - B. At its own expense, the County shall provide twenty-four-hour (24) security (the "Security Guard") at the hotel while guests are being housed. Under no circumstance shall the Security Guard be considered an employee or agent of the Contractor. Security Guard shall have no authority to make any commitment or act on behalf of the Contractor. Further, under no circumstance shall the

- Hotel be liable for any claims or costs associated with the acts, errors or omissions of the Security Guard.
- C. Provide wrap-around case management services, to include delivery of food and other needed supplies
 - D. Reimburse Contractor for repair costs above and beyond normal wear and tear for damage caused by County Guests staying in the hotel, as agreed between the County and Contractor in advance.
 - E. Notify the Contractor(s) at an agreed upon time to extend, terminate or amend the contract, but no fewer than five (5) days prior to the expiration of the Initial Term.
 - F. The County will advise all County Guests that they must maintain strict compliance with the Guest Information Sheet provided, outlined in Exhibit 4 to this Agreement. County shall ensure that Hotel Rules shall be distributed to each County Guest. Contractor and County will collaboratively resolve guest conduct issues and violations of House Rules.
 - G. Conduct inspections prior to occupancy of all rooms and spaces used by County Staff and Guests. Inspections will be conducted jointly with designated Contractor and County staff. Inspection results will be documented on a mutually agreed upon inspection form. It is agreed between the County and Contractor that County liability for room repairs is limited to the condition documented during the pre-occupancy inspection.
3. The County will have no obligation to the Contractor if no services are required.
4. This Agreement shall commence on December 14, 2020 and shall terminate on December 31, 2020 (the "Initial Term"). In the event the County wishes to extend the Initial Term, it may do so for a minimum period of fifteen (15) days and a maximum period of sixty (60) days, as approved by authorizing federal and state funding agencies, by providing written Notice as required in the "Notice" section of this Agreement (the "Extension Notice"). The Extension Notice must be provided at least five (5) days prior to the expiration of the Initial Term. Any further extension of the Term shall be subject to the mutual agreement of the Parties. Upon termination or expiration of this Agreement, the County will peacefully surrender all units occupied by County Guests in as good order and condition and repair as when received, except for reasonable, ordinary use. The County shall ensure, at no cost to Contractor, that all its employees, County Guests, and invitees have completely vacated the Hotel within twenty-four (24) hours of termination of this Agreement. If the County fails to surrender the occupied rooms to Contractor on the date required per the terms of this Agreement, the County shall pay the Contractor \$1,725 per day of extended occupancy. The County's liability under this section shall survive the expiration or earlier termination of the Agreement.
5. Shall provide the goods or services covered by the Contract beginning on December 14, 2020. Unless terminated as provided below, the Agreement shall continue until December 31, 2020 with additional one-month renewal options available provided the

County receives the necessary funding and authorizing approvals. The County will notify the Contractor of the renewal by the 20th day of the month.

6. The County will pay the Contractor, for services or goods that the Project Officer accepts, \$1,725 per night for 23 rooms. The Contractor must invoice the County for the month of December upon the execution of this Agreement for the period of December 14, 2020 through December 31, 2020; for every month thereafter, the Contractor must submit a monthly invoice by the first day of each month. Each invoice must certify that the invoice submitted is a true and accurate accounting of the work performed and goods and/or services provided and must be signed and attested to by the Contractor or authorized designee. The County will pay the Contractor via ACH no later than 10 days from receipt of an approved invoice.
7. The Contractor is an independent contractor, and the County will not withhold from the Contractor's compensation any federal or Virginia unemployment taxes, federal or Virginia income taxes, Social Security tax or any other amounts for benefits to the Contractor or its agents or employees.
8. The County may terminate this Agreement by 30 days' written notice whenever the Purchasing Agent determines that termination is in the County's best interest. The Contractor will be entitled to receive compensation for all goods or services that the County accepted before the termination notice.
9. The County may terminate this Agreement by 48 hours' written notice if the Contractor fails to provide satisfactory goods or services, in the determination of the Project Officer. The notice will be effective upon receipt by the Contractor or three days after the County mails the notice, whichever is sooner. The Contractor will be entitled to receive compensation only for goods or services that the County accepted before the County mailed the notice. The Contractor will be liable to the County for all costs that the County incurs after the termination takes effect to complete the Work covered by the Contract, including delay costs and costs to repair or replace any unsatisfactory work. The County may deduct these costs from any amount that it owes the Contractor or require that the Contractor pay the costs on demand.
10. If the County fails to fulfill its obligations under this Agreement properly and on time, or otherwise violates any provision of this Agreement, the Hotel Owner shall have the right to terminate the Agreement upon written notice thereof and specifying an effective date of termination of at least 7 days after the date of notice. If the County shall cure a breach and/or otherwise correct and/or improve its performance to the Hotel Owner's satisfaction during such period the termination notice shall be cancelled. The parties agree that they shall make good faith efforts in the performance of this Agreement. Notwithstanding the above, the County shall not be relieved of liability to the Hotel Owner for damages sustained by the Hotel Owner by virtue of any breach of this Agreement.
11. Time is of the essence and the Contractor agrees that failure to provide timely service

will render this Agreement null and void.

12. Parties agree that under no circumstance shall any County guest be considered a Tenant under Arlington County or Virginia state law.

13. The Contractor must provide a certificate of proof of the insurance coverages before the start of work:

- Workers Compensation-Standard Virginia Workers Compensation Policy.
- Commercial General Liability (CGL)- \$500,000 combined single limit with \$1,000,000 aggregate coverage to include Personal Injury, Completed Operations, Contractual Liability and, where applicable to the services, Products and Independent Contractors. "The County Board of Arlington County, Virginia, and its officers, employees and agents" must be additional named insureds on the CGL policy.

14. The Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability or on any other basis prohibited by Virginia or federal law and must post in this nondiscrimination clause in conspicuous places, available to employees and applicants for employment.
- b. The Contractor must state that it is an Equal Opportunity Employer in all solicitations or advertisements for employees that it places or causes to be placed.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall meet the requirements of this section.
- d. The Contractor must include the provisions of the foregoing paragraphs a), b), and c) in every subcontract or Purchase Order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor and/or supplier.

15. The Contractor must comply with the provisions of the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in publicly- and privately-provided services and activities.

16. The Contractor must (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of marijuana or any other controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken

against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor or supplier. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with this Agreement.

17. The Contractor acknowledges that it does not, and will not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
18. This Agreement is governed by the Arlington County Purchasing Resolution, which is incorporated by reference. The time limit for decision by the County Manager in Contractual Disputes, as that term is used in the Purchasing Resolution, is thirty (30) days.
19. This Agreement is not effective until the County issues a valid County Purchase Order covering the amount of the Agreement.
20. All payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia ("Board"). In the event that the Board does not appropriate funds for the goods or services provided under this Contract, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the fiscal year or when the previous appropriation has been spent, whichever event occurs first.
21. This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as all state and federal laws related to ethics, conflicts of interest or bribery, including the State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The Contractor certifies that its proposal was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor; and that it has not conferred on any public employee having official responsibility for this procurement any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
22. No Arlington County employee may share in any part of this Contract or receive any benefit from the Contract that is not available to the general public.
23. The County does not discriminate against faith-based organizations.

24. The Contractor will hold all County information and data obtained under this Agreement confidential in accordance with the Nondisclosure and Data Security Agreement attached as Exhibit 2. If individual employees or subcontractors of the Contractor will perform work under this Contract on County-owned property, then each must sign a separate individual Nondisclosure and Data Security Agreement before performing any work or being allowed access to County data.
25. The Contractor must comply with the provisions of Chapter 11 of the Arlington County Code covering business licenses as applicable.
26. The Contractor must remain authorized to transact business in the Commonwealth of Virginia during the term of this Agreement.
27. This Agreement is governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction and venue for any litigation is in the Circuit Court for Arlington County, Virginia, and in no other court.
28. The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless and indemnify the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the "County Indemnitees") from and against any and all claims made by third parties for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability, demands or exposure resulting from, arising out of or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the Contract. This duty to save, defend, hold harmless and indemnify will survive the termination of this Contract. If the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor must reimburse the County for any and all resulting payments and expenses, including reasonable attorneys' fees. The Contractor must pay such expenses upon demand by the County, and failure to do so may result in the County withholding such amounts from any payments to the Contractor under this Contract.
29. Notices will be effective when made in writing and either (a) delivered in person, (b) delivered to an overnight delivery service or (c) deposited in the United States mail, certified or registered. Notices should be addressed as follows:

TO THE CONTRACTOR:

Nik Mody
Days Inn Columbia Pike
3030 Columbia Pike
Arlington, VA 22204

TO THE COUNTY:

The County Project Officer
Corey Travis
2100 Washington Blvd. Floor 4
Arlington, VA 22204

AND

Sharon T. Lewis, Purchasing Division Chief
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500A
Arlington, Virginia 22201

30. The Contractor must retain all books, records and other documents related to this Contract for at least five years after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.
31. The Contractor shall not assign or transfer this Agreement, or any of its rights or interests, without the County's prior written consent. The County shall not assign this Agreement or any of its rights or obligations hereunder or sublet any units in the Hotel without the express prior written consent of the Contractor. If Contractor gives its consent to any assignment or subletting, the County shall at all times remain fully responsible and liable for compliance with all of the County's obligations under this Agreement.
32. This Agreement may be modified only by written amendment.
33. All remedies available to the County under this Agreement are cumulative, and no remedy is exclusive of any other that is available to the County at law or in equity.
34. The sections, paragraphs, sentences, clauses and phrases of this Agreement are severable; and if any part is held to be invalid, the rest of the Agreement will remain in effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE AFFIXED THEIR SIGNATURES.

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

DAYS INN COLUMBIA PIKE

SIGNED: DocuSigned by:
Sharon Lewis
89B66B1AD901402...

SIGNED: DocuSigned by:
Jayesh Patel
6A5BFC23AF8B415...

PRINTED NAME: SHARON T. LEWIS

PRINTED NAME: Jayesh Patel

PURCHASING DIVISION CHIEF

PRINTED TITLE: Vice President

DATE: 12/9/2020

DATE: 12/9/2020

EXHIBIT 1
FEMA Clauses

Required Contract Clauses for Federal Emergency Management Agency (FEMA) Public Assistance Funding

This project or work may be funded in whole or in part by grants from the Federal Emergency Management Agency (FEMA). The award of any contract is subject to the requirements of 2 C.F.R. §§ 200.317 – 200.326 and 2. C.F.R. Part 200, Appendix II requiring compliance with purchasing procedures and standards.

Contractor is responsible for ensuring its compliance with all applicable FEMA requirements. Additionally, Contractor is responsible for ensuring that subcontractors, at as many tiers of the Project as required, perform in accordance with the terms, conditions and specifications of the contract, including all applicable FEMA requirements.

Upon request of the County or FEMA, Contractor shall provide evidence of the steps it has taken to ensure its compliance with the FEMA requirements, as well as evidence of the steps it has taken to ensure subcontractor performance, and/or submit evidence of subcontractor's compliance at all tiers.

The following required contract clauses will be incorporated by reference in any contract awarded by the County. These provisions and required contract clauses are in addition to other General Contract Terms, Specifications, Special and Technical Specifications. Some provisions and clauses require the Contractor to execute and submit certain required certifications, which are included herein. Failure to execute and submit required certifications may render a contract null and void.

DISPUTE RESOLUTION

All disputes arising under this Agreement or concerning its interpretation, whether involving law or fact and including but not limited to claims for additional work, compensation or time, and all claims for alleged breach of contract must be submitted in writing to the Project Officer as soon as the basis for the claim arises. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than 60 days after the final payment. The time limit for a final written decision by the County Manager is 30 days. Procedures concerning contractual claims, disputes, administrative appeals and protests are contained in the Arlington County Purchasing Resolution. The Contractor must continue to work as scheduled pending a decision of the Project Officer, County Manager, County Board or a court of law.

This provision applies to any contract greater than \$250,000.

TERMINATION

The County may terminate this Contract at any time as follows: (1) for cause, if, as determined by the County, the Contractor is in breach or default or has failed to perform the Work satisfactorily; or (2) for the convenience of the County.

Upon receipt of a notice of termination, the Contractor must not place any further orders or subcontracts for materials, services or facilities; must terminate all vendors and subcontracts, except as are necessary for the completion of any portion of the Work that the County did not terminate; and must immediately deliver all documents related to the terminated Work to the County.

Any purchases that the Contractor makes after the notice of termination will be the sole responsibility of the Contractor, unless the County has approved the purchases in writing as necessary for completion of any portion of the Work that the County did not terminate.

If any court of competent jurisdiction finds a termination for cause by the County to be improper, then the termination will be deemed a termination for convenience.

A. TERMINATION FOR CAUSE, INCLUDING BREACH AND DEFAULT; CURE

1. Termination for Unsatisfactory Performance. If the County determines that the Contractor has failed to perform satisfactorily, then the County will give the Contractor written notice of such failure(s) and the opportunity to cure them within 15 days or any other period specified by the County ("Cure Period"). If the Contractor fails to cure within the Cure Period, the County may terminate the Contract for failure to provide satisfactory performance by providing written notice with a termination date. The Contractor must submit any request for termination costs, with all supporting documentation, to the County Project Officer within 30 days after the expiration of the Cure Period. The County may accept or reject the request for termination costs, in whole or in part, and may notify the Contractor of its decision within a reasonable time.

In the event of termination by the County for failure to perform satisfactorily, the Contractor must continue to provide its services as previously scheduled through the termination date, and the County must continue to pay all fees and charges incurred through the termination date.

2. Termination for Breach or Default. If the County terminates the Contract for default or breach of any Contract provision or condition, then the termination will be immediate after notice of termination to the Contractor (unless the County provides for an opportunity to cure), and the Contractor will not be permitted to seek termination costs.

Upon any termination pursuant to this section, the Contractor will be liable to the County for costs that the County must expend to complete the Work, including costs resulting from any related delays and from unsatisfactory or non-compliant work performed by the Contractor or its subcontractors. The County will deduct such costs from any amount due to the Contractor; or if the County does not owe the Contractor, the Contractor must promptly pay the costs within 15 days of a demand by the County. This section does not limit the County's recovery of any other damages to which it is entitled by law.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt the notice of the termination.

B. TERMINATION FOR THE CONVENIENCE OF THE COUNTY

The County may terminate this Contract in whole or in part whenever the Purchasing Agent determines that termination is in the County's best interest. The County will give the Contractor at least 15 days' notice in writing. The notice must specify the extent to which the Contract is terminated and the effective termination date. The Contractor will be entitled to termination costs, plus any other reasonable amounts that the parties might negotiate; but no amount will be allowed for anticipatory profits.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt of the notice of the termination.

This provision applies to any contract greater than \$10,000.

EQUAL EMPLOYMENT OPPORTUNITY
41 C.F.R. Part 60-1.4(b)

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain

compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceeding

This provision only applies to construction contracts.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT
40 U.S.C. 3701
29 C.F.R. § 5.5(b)

Compliance with the Contract Work Hours and Safety Standards Act.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. FEMA or the loan or grant recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

This provision is applicable if the contract sum is over \$100,000 and involves employment of mechanics or laborers.

CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

40 U.S.C. §7401-7671(q)

33 U.S.C. §1251-1387

29 C.F.R. § 5.5(b)

Clean Air Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The contractor agrees to report each violation to Arlington County and understands and agrees that Arlington County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The contractor agrees to report each violation to the Arlington County and understands and agrees that Arlington County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

This provision applies to any contract greater than \$150,000.

SUSPENSION AND DEBARMENT
Executive Order 12549 (1986)
Executive Order 12689 (1989)
2 C.F.R. Part 3000

Suspension and Debarment

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Arlington County. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Arlington County, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.

(4) The contractor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while any offer is valid and throughout the period of any contract that may arise from this offer. The contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

The Contractor must complete the certificate entitled *Certification Regarding Debarment, Suspension and Other Responsibility Matters (Attachment A)*.

This provision applies to any contract greater than \$25,000.

BYRD ANTI-LOBBING AMENDMENT
31 U.S.C. 1352
45 C.F.R., Part 18, Appendix A

Byrd Anti-Lobbing Amendment

Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

The certificate entitled *Certification Regarding Lobbying* (Attachment B) must be completed and returned with your bid/proposal.

This provision applies to all contracts. If the contract is greater than \$100,000, the Contractor must submit Attachment B.

PROCUREMENT OF RECOVERED MATERIALS
42 U.S.C. § 6962
Section 6002 of the Solid Waste Disposal Act

In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price. (2) Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <http://www.epa.gov/cpg/products.htm>. (3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

This provision is applicable if the contact involves the use of materials (e.g. debris removal or other services).

ADJUSTMENTS FOR CHANGE IN SCOPE

The County may order additions, deletions and other revisions in the Work within the general scope of the project. If the Contractor believes that any change is not within the scope of the project or warrants additional compensation or additional time, the Contractor must notify the Project Officer as soon as the County requests the change; and the Contractor must then provide written notice of its position to the Project Officer within ten calendar days. The Contractor's notice must detail and document the basis for the claimed amount of additional compensation or time. The Contractor will not receive any additional compensation or time pursuant to this paragraph unless the parties execute a written Contract amendment and the County issues a purchase order consistent with the amendment.

This provision is applicable to all contracts.

ACCESS TO RECORDS AND REPORTS
DHS Standard Terms and Conditions v.3.0 (2013)

Access to Records - The following access to records requirements apply to this Contract:

- (1) The contractor agrees to provide Arlington County, the FEMA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.
- (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work under the contract.
- 4) In compliance with the Disaster Recovery Act of 2018, Arlington County and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

This provision is applicable to all contracts.

DHS SEAL, LOGO, AND FLAGS
DHS Standard Terms and Conditions v.3.0 (2013)

DHS Seal, Logo, and Flags

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

This provision is applicable to all contracts.

COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

Upon execution of the contract, the contractor acknowledges that FEMA financial assistance may be used to fund all or a portion of the contract. The contractor will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

This provision is applicable to all contracts.

NO OBLIGATION BY FEDERAL GOVERNMENT

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

This provision is applicable to all contracts.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

The contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

This provision is applicable to all contracts.

ATTACHMENT A

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

By signing and submitting this Certification, the contractor certifies as follows:

This certification is a material representation of fact relied upon by Arlington County. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Arlington County, the Federal Government may pursue available remedies, including but not limited to suspension and/ or debarment.

The contractor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while any offer is valid and throughout the period of any contract that may arise from this offer. The contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

The contractor certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the contract award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Company Name

Printed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

ATTACHMENT B

CERTIFICATION REGARDING LOBBYING PURSUANT APPENDIX A, 44 C.F.R., PART 18

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Contractor's Authorized Official

_____ Printed Name of Contractor's Authorized Official

_____ Title of Contractor's Authorized Official

_____ Date

Exhibit 2
NONDISCLOSURE AND DATA SECURITY AGREEMENT
(CONTRACTOR)

The undersigned, an authorized agent of the Contractor and on behalf of **Days Inn Columbia Pike** (Contractor) hereby agree that the Contractor will hold County provided information, documents, data, images, records and the like (hereafter “information”) confidential and secure and to protect it against loss, misuse, alteration, destruction or disclosure. This includes but is not limited to the information of the County, its employees, contractors, residents, clients, patients, taxpayers and property as well as information that the County shares with Contractor for testing, support, conversion or other services provided under Arlington **Agreement No. 20-520-EPA** (the “Project” or “County Agreement” as applicable) or which may be accessed through other County owned or controlled databases (all of the above collectively referred to herein as “information” or “County Information”).

In addition to the DATA SECURITY obligations set in the County Agreement, the Contractor agrees that it will maintain the privacy and security of the County information, control and limit internal access and authorization for access to such information and not divulge or allow or facilitate access to County information for any purpose or by anyone unless expressly authorized. This includes but is not limited to information that in any manner describes, locates or indexes anything about an individual including, but not limited to, his/her (hereinafter “his”) Personal Health Information, treatment, disability , services eligibility, services provided, investigations, real or personal property holdings, and his education, financial transactions, medical history, ancestry, religion, political ideology, criminal or employment record, social security number, tax status or payments, date of birth, address, phone number or that affords a basis of inferring personal characteristics, such as finger and voice prints, photographs, or things done by or to such individual, and the record of his presence, registration, or membership in an organization or activity, or admission to an institution (also collectively referred to herein as “information” or “County information”).

Contractor also agree that it will not directly or indirectly use or facilitate the use or dissemination of information (whether intentionally or by inadvertence, negligence or omission verbally, electronically, through paper transmission or otherwise) for any purpose other than that directly associated with its work under the Project. Contractor acknowledges that any unauthorized use, dissemination or disclosure of information is prohibited and may also constitute a violation of Virginia or federal laws, subjecting it or its employees to civil and/or criminal penalties.

The Contractor agrees that it will not divulge or otherwise facilitate the disclosure, dissemination or access to or by any unauthorized person, for any purpose, of any information obtained directly, or indirectly, as a result of its work on the Project. Contractor shall coordinate closely with the County Project Officer to ensure that its authorization to its employees or approved subcontractors is appropriate, tightly controlled and that such person/s also maintain the security and privacy of information and the integrity of County networked resources.

Contractor agrees to take strict security measures to ensure that information is kept secure, properly stored, that if stored that it is encrypted as appropriate, stored in accordance with industry best practices and otherwise protected from retrieval or access by unauthorized persons or unauthorized purpose. Any device or media on which information is stored, even

temporarily, will have strict security and access control. Any information that is accessible will not leave the Contractor's work site or the County's physical facility, if working onsite, without written authorization of the County Project Officer. If remote access or other media storage is authorized, Contractor is responsible for the security of such storage device or paper files. Contractor will ensure that any laptops, PDAs, netbooks, tablets, thumb drives or other media storage devices, as approved by the County, and connected to the County network are secure and free of all computer viruses or running the latest version of an industry standard virus protection program.

Contractor will ensure that all passwords used by its employees or subcontractors are robust, protected and not shared. No information may be downloaded except as agreed to by the parties and then only onto a County approved device. Downloading onto a personally owned device is prohibited. Contractor agrees that it will notify the County Project Officer immediately upon discovery, becoming aware or suspicious of any unauthorized disclosure of information, security breach, hacking or other breach of this Agreement, the County Contract, County policy, Contractor's security policies, or any other breach of Project protocols. The Contractor will fully cooperate with the County to regain possession of any information and to prevent its further disclosure, use or dissemination. The Contractor also agrees, if requested, to promptly notify others of a suspected or actual breach.

Contractor agrees that all duties and obligations enumerated in this agreement also extend to its employees, agents or subcontractors who are given access to County information. Breach of any of the above conditions by Contractor's employees, agents or subcontractors shall be treated as a breach by Contractor.

Contractor agrees that it shall take all reasonable measures to ensure its employees, agents and subcontractors are aware of and abide by the terms and conditions of this Agreement and related data security provisions in the County Agreement. It is the intent of this *NonDisclosure and Data Security Agreement* to ensure that the Contractor has the highest level of administrative safeguards, disaster recovery and best practices are in place to ensure confidentiality, protection, privacy and security of County information and County networked resources and to ensure compliance with all applicable local, state and federal law or regulatory requirements. Therefore, to the extent that this *NonDisclosure and Data Security Agreement* conflicts with the County Agreement or with any applicable local, state, or federal law, regulation or provision, the more stringent County Contract requirement, law, regulation or provision shall control.

At the conclusion of the Project, Contractor agrees to return all County information to the County Project Officer. These obligations remain in full force and effect throughout the Project and shall survive any termination of the County Agreement.

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

Check In, Room Cleaning, and Check Out Procedures

Once the contracted transportation vendor drops a new client off at the hotel, the Client Services Unit staff on duty will follow the Client Check-In Checklist and will put on a surgical mask and gloves and meet the transportation unit outside, and, while maintaining a safe distance (of six feet or more), the Client Services Unit staff will inform the client of their room number. The room will be left unlocked or open prior to the client arriving.

The hotel will leave one room vacant at all times. In the event a room needs to be cleaned or maintained during a client's stay, the Client Services Unit staff will open the vacant room and leave the room key inside. Then, the Client Services Unit staff will call the client and ask them to collect their personal belongings and move to the vacant room number. Then the previously occupied room can be deep cleaned and/or then the maintenance issue can be fixed.

After each client checks out and vacates each room, or in the event a client needs to switch rooms for maintenance, the Client Services Unit staff member on duty will email the On-Call Operations Chief at Covid19ShelterOperat@arlingtonva.us. The On-Call Operations Chief will then email the County Facilities Operations Bureau Chief (Lauri Brown), who will reach out to the contracted professional cleaning company to provide hospital-grade cleaning for each room in preparation for the next client. Once the hospital-grade cleaning has been completed, the Operations Chief will then inform the hotel cleaning crew so that they can enter the room and restock it with the toiletry bag, toilet paper, and new sheets and linens for the next client.

Exhibit 4

GUEST INFORMATION SHEET

Your room number is _____.

Guest Rules and Responsibilities:

- Treat all staff with courtesy and respect.
- Keep noise levels down.
- Keep your hotel room clean.
- Do not open your door at any time or leave your room, unless it is to retrieve meals or items that you have requested from staff or to put your bagged dirty linens or garbage outside. Staff will call you to inform you when the item has been left at your doorstep, so that you can open your door only after having received the call.
- You may use the room phone to receive incoming calls and make outgoing, local calls. No long-distance calls will be permitted.
- Bottled water and snacks in your room are complimentary.
- No pay-per-view TV will be permitted.
- No visitors are allowed at any time.
- You will be responsible for any damage to the room. Damages include any tampering or removal of items such as window screens, smoke detectors, TV, etc.
- No smoking in the room.
- No pets allowed at any time.
- Upon exiting the hotel, all personal belongings should be bagged and removed. Throw out your hotel key card. Any items left behind will be disposed of.

For any assistance or requests for needed items during your stay, call hotel reception by dialing “151” on your room phone. A staff member is onsite 24/7 and will attend to your needs over the phone. We are here to assist you during this time. Please do **NOT** leave your room.

If you think you are having a medical emergency, please dial 911.

Wifi Access:

The hotel provides free internet/Wifi service. Login information is below:

Network Name: Days Inn

Password: 7035215570

Meals:

You will receive a free hot breakfast and bagged lunch in the morning, and hot dinner every evening during your stay. If you arrive or leave during the middle of the day, your meals will be pro-rated. Breakfast and lunch will be delivered no earlier than 8:00 am. Please put your boxed lunch in the in-suite refrigerator until you are ready to eat it. Dinner will be delivered no earlier than 6:15 pm. Please pick up your meals promptly; any meals left outside will be removed.

Delivery of Items:

All meals and any other items that you request and can be fulfilled will be left at your doorstep. After leaving the item, staff will call your room phone to inform you, so that you can open your door to retrieve the item. Please close your door as soon as you have picked up your item.

Sheets and Towels:

Every week on Tuesday is linen day. You will receive a large bag with your lunch and breakfast delivery. Please strip your sheets and place them and your towels and washcloths in the bag, tie it closed, and place it outside your room before noon. Housecleaning staff will remove your dirty linens and leave a clean set outside your room door.

Laundry Services:

We are not providing personal laundry services during your stay. If you are in need of additional clothing, please call "151".

Discontinuation of Isolation:

If you are in isolation because you are waiting for your Coronavirus test results:

- **Please pick up your hotel room phone** so that we may contact you about test results.
- You can leave once, and if, your test results come back negative and you receive confirmation of such.
- If you get a negative test result, you will have 12 hours to collect your personal belongings and vacate the room.
- **Please put all your towels and sheets in a bag and tie it up and leave outside your door upon checking out.**

If you are in isolation because you tested positive for Coronavirus or were told by a medical professional that you were presumed positive:

- **Please pick up your hotel room phone** so that we can follow up with you to determine when you are allowed to discontinue isolation.
- After your 7-day isolation period, you can leave once all three of the following have occurred:
 1. You have had no fever for at least 72 hours (3 full days) **WITHOUT** the use of any fever reducing medicine, such as Tylenol, Advil, etc., **AND**
 2. Your other symptoms have improved (for example, when your cough or shortness of breath have improved), **AND**
 3. At least 7 days have passed since your symptoms first appeared.
- Once all three of these conditions occur, you will receive a phone call from the Monitoring Team informing you that you can discontinue isolation.
- Once this occurs, you will have 12 hours to collect your personal belongings and vacate the room.
- **Please put all your towels and sheets in a bag and tie it up and leave outside your door upon checking out.**

If you are in isolation because you were directly exposed to someone who had Coronavirus:

- **Please pick up your hotel room phone** so that we can follow up with you to determine when you are allowed to discontinue isolation.
- After your 14-day isolation period, you can leave once all three of the following have occurred:
 4. You have had no fever for at least 72 hours (3 full days) **WITHOUT** the use of any fever reducing medicine, such as Tylenol, Advil, etc., **AND**

5. Your other symptoms have improved (for example, when your cough or shortness of breath have improved), **AND**
 6. At least 7 days have passed since your symptoms first appeared.
- Once all three of these conditions occur, you will receive a phone call from the Monitoring Team informing you that you can discontinue isolation.
 - Once this occurs, you will have 12 hours to collect your personal belongings and vacate the room.
 - **Please put all your towels and sheets in a bag and tie it up and leave outside your door upon checking out.**

We are here to help you. The health of everyone is essential to be able to provide for your care and needs during your stay. We appreciate your compliance.