



FAUQUIER COUNTY GOVERNMENT
a Political subdivision of the Commonwealth of Virginia
Contract # RFQ 25-141-C

This Agreement is made and entered into this 6th day of May 2025, by the Fauquier County Government, a political subdivision of the Commonwealth of Virginia, referred to as "Owner" and Holiday Inn Express & Suites, having its principal place of business at 410 Holiday Ct., Warrenton, VA 20186, hereinafter referred to as "Contractor".

WITNESSETH that the Contractor, Holiday Inn Express & Suites and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide on-call, as required lodging accommodations during declared emergencies and regular as needed use, as set forth in the Contract documents.

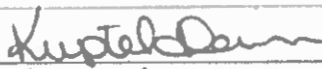
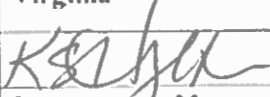
COMPENSATION: The Owner will pay, and the Contractor will accept in full consideration for performance during the contract term pricing or fees for services as negotiated and attached.

CONTRACT PERIOD: Date of execution for (1) one year with the option to renew for (4) four additional (1) one year renewal periods, at the mutual agreement of both parties.

The contract documents shall consist of and in the event of conflict or ambiguity, shall be interpreted in the following order of priority:

- (1) This signed form inclusive of pricing and Fauquier County Insurance Checklist;
- (2) RFQ # 01292025JC, dated February 10, 2025; and
- (3) Contractor's bid dated February 10, 2025, all of which are incorporated herein;

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

	Holiday Inn Express		Fauquier County Government, a political subdivision of the Commonwealth of Virginia
By:		By:	
Title:	General Manager	Title:	Procurement Manager
Date:	6/5/25	Date:	6/6/2025

FAUQUIER COUNTY GOVERNMENT & PUBLIC SCHOOLS
INFORMAL REQUEST FOR QUOTE (RFQ) UNDER \$150,000

☐ SMALL CONSTRUCTION ☐ PROFESSIONAL SERVICES ☒ SERVICES (NON-CONST/NON-PROF)

Quote Number:	01292025 JC
Quote Due Date:	02/10/2025

Fauquier County Government/Schools is seeking quotes for on-call, as required lodging accommodations within Fauquier County with proximity to Warrenton, VA. These would be utilized during a local/state/federally declared emergency or for regular as needed use for citizens and visitors. Pricing should include base nightly room rate, plus details of tax and fees per night, and any standard services that are included in the base rate such as Continental Breakfast, WIFI, etc. The ability to notify the awarded Contractors(s) of the need for this lodging may vary, depending on the nature of the emergency, from several days advance notice to an immediate notice or need. Scope of Work and/or Specifications are attached.

Quote Requirements:

All quotes shall include the following:

- Full Company name and address as well as a specific point of contact for the quote.
- Complete pricing for the nightly room rates for Safe Hotel Housing. The pricing shall include all taxes and fees. No additional charges shall apply.

**The following forms or additional information are also required to be submitted as a part of your Quote:
(Check all that apply)**

<input checked="" type="checkbox"/>	This Form Signed	<input checked="" type="checkbox"/>	Fauquier County Business License
<input checked="" type="checkbox"/>	Signed Mandatory Forms from Terms and Conditions*	<input checked="" type="checkbox"/>	Town of Warrenton Business License
<input type="checkbox"/>	Performance Bond (Not required with bid, but will be upon award)	<input type="checkbox"/>	Copy of Virginia Contractor's License
<input type="checkbox"/>	Proposed Schedule	<input type="checkbox"/>	Site Visit Available – See SOW for Details

*Any Contract issued as a result of this quote request shall be subject to Fauquier County/School Terms and Conditions only. The Terms and Conditions are posted on the County Website, <https://www.fauquiercounty.gov/government/departments-h-z/procurement/procurement-policy-procedures-terms-conditions> and are incorporated into his Agreement by reference. Fauquier County/Schools may update these terms and such updates shall be deemed effective immediately upon posting, with or without actual notice. Terms and conditions provided by contractors with their quotes will be considered “for informational purposes” and will not be incorporated into any agreement. Awarded Contractor may be required to sign the sample Contract.

☐ **SMALL CONSTRUCTION T&C** ☐ **PROFESSIONAL SERVICES T&C** ☒ **SERVICES (NON-CONST/NON-PROF) T&C**

No Work may begin without a valid Purchase Order.

Please provide your quote (and all required forms) via email no later than close of business, Monday, January 27, 2025. If you have any questions, please feel free to contact me via email at: jeffrey.campbell@fauquiercounty.gov or 540-422-8350. Award will be based on the overall best value to County/Schools based on cost, delivery time, product specifications or any other information provided in the quote submissions.

Note – this is an informal request for quotes; No public bid opening will take place.

If you do not intend to provide a bid or quote for this RFQ, please respond with a NO BID response via email to {Jeff Campbell, email: jeffrey.campbell@fauquiercounty.gov}

In accordance with this quote request and subject to all terms, conditions and attachments, the undersigned offers and agrees to furnish the goods, and/or services in accordance with the submitted quote or as mutually agreed upon by subsequent negotiations. The undersigned certifies that they have read and understand all standard, supplemental, and/or special terms and conditions provided herein.

By signing this Bid the undersigned certifies that this person/firm/corporation is not currently barred from bidding on contracts by any agent of Fauquier County, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on Contracts by any agent of Fauquier County or the Commonwealth of Virginia.

Undersigned hereby certifies that he/she has carefully examined all conditions and specifications of this quote and hereby submits this quote pursuant to such instructions and specifications.

TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON SUBMITTING THIS BID

SIGNATURE OF AUTHORIZED PERSON SUBMITTING THIS BID

DATE

FAUQUIER COUNTY GOVERNMENT & PUBLIC SCHOOLS
INFORMAL REQUEST FOR QUOTE (RFQ) UNDER \$150,000

Attachment # 1 – Scope/Specifications

Project Name	Location of Project
Safe Hotel Housing	Fauquier County, close proximity to Warrenton, VA
Contact Name	Contact Phone/Email
Jeff Campbell	540-422-8350/jeffrey.campbell@fauquiercounty.gov

Scope of Work Description	The County seeks hotels or lodging, and related ancillary services provided as part of nightly lodging rates, in excellent condition, with secured exits and entryways into the building, with the exception of the hotel front lobby entrance. The contractor shall provide rooms under these contracts that are secure and clean, to include a television, telephone, high-speed internet and other room necessities, all of which must be in full working condition. All rooms shall be vacuumed, all furniture dusted, and the bathroom floor and fixtures must be clean and in normal working function upon check-in. Housekeeping services to be provided as standard for the facility's service provision unless specifically requested differently by County. All rooms shall be non-smoking.
Request for Reservation/ Lodging	The County will make an effort to request lodging with more than twenty-four hours notice to the awarded contractor(s) whenever possible and will include reference to the awarded contract in their request. However, there will be times when immediate needs may be required and a 24 hour notice is not possible. Due to the unique nature of this contract, on-line reservations may not be possible, and the County will call the awarded Contractor, rather than reserve on-line unless the Contractor provides a specific code for on-line use.
Site Visit/Survey/ Meeting Instructions	
Method of Payment	The preferred method of payment is via invoicing from the Contractor to the County. County issued P/Credit Cards would be a secondary option for payment for those individuals that may have a P/Credit Card issued by the County.
Schedule/Delivery	There is no pre-determined schedule for when these accommodations may be needed. In order to utilize funds most effectively, the County shall request room(s) from awarded Contractors using the lowest awarded pricing first, then moving to rooms available from the next lowest awarded pricing, until the room requirements are satisfied. "Price gouging" during declared periods of need is prohibited; Offerors shall provide pricing equal to or less than their current rates, in response to the request.

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Quote Due Date:	02/10/2025		
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Quote Requirements:			
All quotes shall include the following:			
<ul style="list-style-type: none">• Full Company name and address as well as a specific point of contact for the quote.• Complete pricing for the nightly room rates for Safe Hotel Housing. The pricing shall include all taxes and fees. No additional charges shall apply.			
The following forms or additional information are also required to be submitted as a part of your Quote: (Check all that apply)			
<input checked="" type="checkbox"/>	This Form Signed	<input checked="" type="checkbox"/>	Fauquier County Business License
<input checked="" type="checkbox"/>	Signed Mandatory Forms from Terms and Conditions*	<input checked="" type="checkbox"/>	Town of Warrenton Business License
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<p>*Any Contract issued as a result of this quote request shall be subject to Fauquier County/School Terms and Conditions only. The Terms and Conditions are posted on the County Website, https://www.fauquiercounty.gov/government/departments-h-z/procurement/procurement-policy-procedures-terms-conditions and are incorporated into his Agreement by reference. Fauquier County/Schools may update these terms and such updates shall be deemed effective immediately upon posting, with or without actual notice. Terms and conditions provided by contractors with their quotes will be considered "for informational purposes" and will not be incorporated into any agreement. Awarded Contractor may be required to sign the sample Contract.</p>			
<input type="checkbox"/> SMALL CONSTRUCTION T&C <input type="checkbox"/> PROFESSIONAL SERVICES T&C <input checked="" type="checkbox"/> SERVICES (NON-CONST/NON-PROF) T&C			
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Note – this is an informal request for quotes; No public bid opening will take place.			
If you do not intend to provide a bid or quote for this RFQ, please respond with a NO BID response via email to {Jeff Campbell, email: jeffrey.campbell@fauquiercounty.gov}			
<p>In accordance with this quote request and subject to all terms, conditions and attachments, the undersigned offers and agrees to furnish the goods, and/or services in accordance with the submitted quote or as mutually agreed upon by subsequent negotiations. The undersigned certifies that they have read and understand all standard, supplemental, and/or special terms and conditions provided herein.</p> <p>By signing this Bid the undersigned certifies that this person/firm/corporation is not currently barred from bidding on contracts by any agent of Fauquier County, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on Contracts by any agent of Fauquier County or the Commonwealth of Virginia.</p> <p>Undersigned hereby certifies that he/she has carefully examined all conditions and specifications of this quote and hereby submits this quote pursuant to such instructions and specifications.</p>			
<div style="font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">Krystal Harrison - General Manager</div> <div style="display: flex; justify-content: space-between;">TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON SUBMITTING THIS BID</div>			
<div style="font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">Krystal Harrison</div> <div>SIGNATURE OF AUTHORIZED PERSON SUBMITTING THIS BID</div>		<div style="font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">2/10/25</div> <div>DATE</div>	

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Thank you for your interest in Holiday Inn Express Warrenton, VA. Please see the quoted rate below.

Room Type	Nightly Rate	State Tax	City Tax	Total Rate
Standard Room	\$110.00	\$5.83	\$4.40	\$120.23



Holiday Inn Express Warrenton, VA offers complimentary WIFI in all rooms and free parking. Our guest rooms include microwave, mini refrigerator, Keurig coffee machines, flat screen TV, Work Desk, and several other amenities. The price includes a complimentary breakfast each morning. Come enjoy our famous Holiday Inn Express pancakes and more! Other amenities include 24-hour Fitness and Business Center, and Outdoor Seasonal Pool. Be sure to grab your complimentary cookie and fruit-induced water at check in and enjoy our famous hot chocolate station during the winter months.

Point of Contact Information:

Krystal Harrison
(540) 341-3461:Office
(571) 355-5956:Cell
Krystal.harrison@luminousllc.com



2025
Permit Year

Town of Warrenton
Business License
P.O. Box 341
Warrenton, VA 20188-0341

This is to certify that the below named business has complied with all the requirements to operate a business in the Town of Warrenton, Virginia pursuant to Town of Warrenton Ordinance.

**TOWN OF WARRENTON BUSINESS PERMIT
LICENSE EXPIRES JUNE 30, 2025**

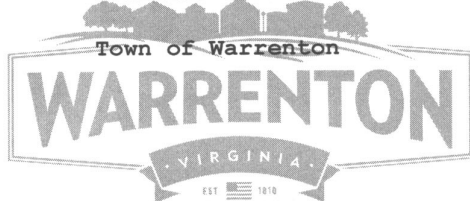
Account Number 5185		Nature of Business HOTEL
Applicant Name and Mailing Address SKYLINE HOTEL MANAGMENT LLC 410 HOLIDAY CT WARRENTON VA 20186		Trade Name HOLIDAY INN EXPRESS & SUITES
		Physical Location or Address 410 HOLIDAY CT WARRENTON VA 20186
NAICS Code	Date Established 9/16/2019	Town of Warrenton
Issue Date 7/24/2024	District 2	

TOP PORTION TO BE POSTED IN CONVENIENT AND CONSPICUOUS PLACE

**IF YOUR BUSINESS CLOSES, CHANGES LOCATION
OR CHANGES THE TYPE OF SERVICES OFFERED,
PLEASE NOTIFY THE OFFICE OF THE DIRECTOR
OF FINANCE PRIOR TO SUCH CHANGE OR CLOSURE.**

**Business Permit Certificate
Town of Warrenton
Wallet Card 2025**

Valid through: June 30, 2025
ISSUED TO: HOLIDAY INN EXPRESS & SUITES
BUSINESS PERMIT NO. 5185



**Business Permit Certificate
Town of Warrenton
Wallet Card 2025**

Valid through: June 30, 2025
ISSUED TO: HOLIDAY INN EXPRESS & SUITES
BUSINESS PERMIT NO. 5185





DEPARTMENT OF FINANCE
Procurement Division
Fauquier County Government & Public Schools
320 Hospital Drive, Suite 23
Warrenton, VA 20186-3037
procurement@fauquiercounty.gov



Phone (540) 422-8352

Fax (540) 422-8355

CERTIFICATION OF NO CRIMES AGAINST CHILDREN

Contractor acknowledges that the implementation of this Contract requires Contractor, Contractor's employees, or other persons that will provide services under this Contract to have direct contact with students and children. Therefore, Contractor hereby certifies that neither Contractor, Contractor's employees, nor any person that will provide services under this Contract who will have direct contact with students and children on Fauquier County Public School and/or Fauquier County property have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Contractor understands that, pursuant to Code of Virginia §22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Fauquier County Public Schools and/or Fauquier County shall not be liable for materially false statements regarding the certifications required under this Contract.

Contractor certifies that employees, or any person who will have direct contact with students and children under this contract have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of child.

Holiday Inn Express + Suites
Company Name

410 Holiday Court Warrenton, VA 20186
Company Address

Krystal Harrison
Print Name of Authorized Representative


Authorized Representative Signature

Contract # and Title

540-341-3461
Company Phone Number

General Manager
Authorized Representative Title

3/14/25
Date

RETURN THIS PAGE



DEPARTMENT OF FINANCE

Procurement Division

Fauquier County Government & Public Schools
320 Hospital Drive, Suite 23
Warrenton, VA 20186-3037
procurement@fauquiercounty.gov



Phone (540) 422-8352

Fax (540) 422-8355

DIVISION OF RISK MANAGEMENT INSURANCE CHECKLIST

Items marked "X" are required to be provided if award is made to your firm.

Required	Coverage Required	Limits (figures denote minimum)
<u>X</u>	1. Workers' Compensation and Employers' Liability; Admitted in Virginia Employers' Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best's Guide Rating-A-VIII or better or its equivalent	1. Statutory Limits of the Commonwealth of VA Yes \$100,000/\$500,000/\$100,000 Statutory Statutory
<u>X</u>	2. Commercial General Liability General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better or its equivalent	2. \$1,000,000 (CSL) Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$100,000 Per Occurrence
<u>X</u>	3. Automobile Liability Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best's Guide Rating-A-VIII or better, or its equivalent	3. \$1,000,000 combined Single Limit Bodily Injury and Property Damage Each Occurrence (note, symbol "1" on liability coverage)
<u>X</u>	4. Prof. Errors and Omissions Best's Guide Rating-A-VIII or better or its equivalent	4. \$1,000,000 (CSL) Each Claim
—	5. Garage Liability	5. \$1,000,000 CSL Each Occurrence
—	6. Garage Keeper's Legal Liability Best's Guide Rating-A-VIII or better, Or its equivalent	6. a) Maximum Value of One Vehicle b) Maximum Value of All Vehicles Held by Contractor
—	7. Umbrella Liability Best's Guide Rating-A-VIII or better, or its equivalent.	7. \$1,000,000 Minimum
—	8. Other Insurance: Cyber Liability as needed	8. \$1,000,000 Minimum
<u>X</u>	9. Auto and General Liability Policies shall be endorsed to name Fauquier County and/or Fauquier County Public School Board as additional insured. (This coverage is primary to all other coverage The County and Schools may possess and must be shown on the certificate)	
<u>X</u>	10. The Contractor shall provide 30 days written notice of any policy cancellation for policies specified on this Checklist to Fauquier County and/or Fauquier County School Board in accordance with the timelines and stipulations in Code of Virginia Section 38.2-231.	
<u>X</u>	11. The Certificate must state Bid/RFP No. and Bid/RFP Title.	
<u>X</u>	12. Contractor shall submit Certificate of Insurance within five (5) business days from notification of award, and shall provide updated Certificates for the duration of the contract.	

OFFEROR STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

FIRM

SIGNATURE

Holiday Inn Express Warrenton, VA 20186
Kiptal Harrison

Revised 4/8/2021, Proc/HR

RETURN THIS PAGE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lancaster McAden, Willis Smith Company, The Insurance Center 1320 Commerce Dr New Bern NC 28562	CONTACT NAME: Brooke Guthrie PHONE (A/C, No, Ext): 252-637-4173 E-MAIL ADDRESS: Certificates@ticnc.com	FAX (A/C, No): 252-636-1664
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Westfield Insurance		24112
INSURER B: Starstone National Insurance Company		25496
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 943673683**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		CWP447505C	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		CWP447505C	11/1/2024	11/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			GP11-24-3068939	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 Prod/Comp Ops \$ 15,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)RFN Quote Number 01292025 JC
Coverage is Primary and Non-Contributory
30 Day Notice of Cancellation Applies**CERTIFICATE HOLDER**Fauquier County Government & Public Schools
320 Hospital Drive
Suite 23
Warrenton VA 20186-3037**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.