



CrystalQuarters®
CORPORATE HOUSING



Contract Holder
Contract GS-33F-0044W

Providing over 30 years of exemplary service in corporate housing to government/military travelers!
“Simply Better than a Hotel”

**Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

Online access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage is: www.GSAAdvantage.gov



Schedule Type: Schedule 48SIN 653-9 Corporate Housing Lodging Services

Contract Period: April 1, 2010 through March 31, 2020

Contractor: **Crystal Quarters Corporate Housing**
Address: 2600 Crystal Drive, Suite 218
Arlington, VA. 22202
Telephone: (Toll Free) 1-800-332-8501; Metro Area: 703-671-7505
Fax: 703-415-0146
Website: www.CrystalQuarters.com
E-Mail Address: Housing@CrystalQuarters.com

Business Size: (SWaM) Small Woman and Minority Owned Business
SWaM Certificate #: 665062
NAICS: 531110 & 721110

Contract Administrator: **Name: Elena Reyes**
Title: General Manager
E-mail: EReyes@CrystalQuarters.com
Phone: 703-671-7505

Crystal Quarters Corporate Housing Mission:

1. To provide excellent accommodations for government/military and business/private travelers on extended or very short (four nights min stays) in the Washington, DC area.
2. To allow travelers to relax in the comfort and feel of their own home in a modern fully-furnished apartment; in comparison to a hotel or any other lodging alternatives.
3. To provide these accommodations as well as many other amenities, conveniences and personalized services at or below government per-diem limits.

Crystal Quarters Corporate Housing Overview:

Crystal Quarters Corporate Housing is a Woman-Owned Small Business founded in 1983. Crystal Quarters Corporate Housing has a proven track record for providing the best corporate rentals for travelers in the Washington, D.C. area. Whether our clients are on an extended stay in Washington DC or just TDY looking for housing in the Crystal City, Pentagon City, Arlington & Washington, DC areas, our fully-furnished apartments provide the luxury, space, comfort, amenities and services that hotels and other housing providers lack. And our competitive rates make it easy and affordable for government and military travelers to find the comfort of home while on assignment or vacation. Our rates are always at or below the current government Per Diem. Crystal Quarters Corporate Housing is located minutes downtown Washington, DC and Reagan National Airport. Many fine shops and restaurants as well as corporate offices and government agencies, including the Pentagon, are also within easy walking distance. We are within walking distance of the Crystal City and Pentagon City metro stations which provides easy access to many military installations/bases in the area. Crystal Quarters Corporate Housing delivers quality and excellence in all we do; a standard our customers have come to expect.

Services we provide and included in our Offered Discounted Prices:

Crystal Quarters Corporate Housing offers a luxurious hotel alternative with the following amenities/services:

- **Always At or Below Current Government Per Diem**
- Reservations accepted via phone, e-mail or our website and all the other channels we may be listed on.
- Modern/Stylishly Furnished Units W/ Full Kitchens
- Weekly Housekeeping/All Linens/Towels Provided
- Washer/Dryer in each unit
- High Speed Internet/Cable Television/Local Phone Service
- Secure Garage Parking
- 24 Hour Front Desk Concierge Service
- Executive Business Center/Conference Room/ Wi-Fi*
- Indoor/Outdoor Swimming Pool/Sauna/ State-of-the-art gym
- Yoga/Exercise Studio/Massage Room*
- Resident Lounge/Billiard Suite Featuring HDTV theater system
- Metro /DOD Shuttle Accessible

*Varies by property or location



Crystal Quarters Corporate Housing rents one and two-bedroom fully-furnished apartments in luxury high-rise apartment buildings just minutes away from various government installations/bases and outside of Washington, DC. We are within walking distance of many government agencies & offices, including the Pentagon. Crystal Quarters Corporate Housing is an excellent alternative to a hotel for a very short stay or an extended stay or TDY assignment. Each unit is fully-furnished & features balcony or terrace, walk-in closets, & full kitchen w/ granite countertops & stainless steel appliances in most locations. Crystal Quarters Corporate Housing not only provides the comfort and convenience of a home away from home but also most amenities and services a luxury hotel offers. We offer free high-speed internet, weekly housekeeping, cable television w/HBO, DVD player, & unlimited domestic long distance phone service are some of the features that Crystal Quarters Corporate Housing provides. Crystal Quarters Corporate Housing is a boutique furnished apartment provider. We only have non-smoking apartments. Housewares, linens, & towels are provided complimentary.

Awarded Contract Price List:

Crystal Quarters Corporate Housing has fully read all of the provisions of the Solicitation and takes no exceptions to Solicitation Number FBGT-GG-050001-B and agrees to abide by the terms of Solicitation Number FBGT-GG-050001-B.

1. Special Item Number (s) offered: 653-9, Corporate Housing Services
2. **GOVERNMENT DISCOUNTS, RATES & PRICING:**

January 1 – February 28, 2015

Apartment Size/Description	Duration/Length of Stay	GSA Discount Off the ongoing per diem
1 Bedroom	30-89 nights	20%
1 Bedroom	90+ nights	20%
1 Bedroom	180+ nights	31%
2 Bedroom	30-89 nights	1%*
2 Bedroom	90-180 nights	1%*
2 Bedroom	180+nights	1%*

March 1 – June 30, 2015

Apartment Size/Description	Duration/Length of Stay	GSA Discount Off the ongoing per diem
1 Bedroom	30-89 nights	35%
1 Bedroom	90+ nights	35%
1 Bedroom	180+ nights	44%
2 Bedroom	30-89 nights	1% *
2 Bedroom	90-180 nights	1% *
2 Bedroom	180+nights	1% *

July 1 – August 31, 2015

Apartment Size/Description	Duration/Length of Stay	GSA Discount Off the ongoing per diem
1 Bedroom	30-89 nights	20%
1 Bedroom	90+ nights	13%
1 Bedroom	180+ nights	25%
2 Bedroom	30-89 nights	1% *
2 Bedroom	90-180 nights	1% *
2 Bedroom	180+nights	1% *

September 1 – October 31, 2015

Apartment Size/Description	Duration/Length of Stay	GSA Discount Off the ongoing per diem
1 Bedroom	30-89 nights	33%
1 Bedroom	90+ nights	35%
1 Bedroom	180+ nights	45%
2 Bedroom	30-89 nights	1% *
2 Bedroom	90-180 nights	1% *
2 Bedroom	180+nights	1% *

November 1, 2015– February 28, 2016

Apartment Size/Description	Duration/Length of Stay	GSA Discount Off the ongoing per diem
1 Bedroom	30-89 nights	20%
1 Bedroom	90+ nights	20%
1 Bedroom	180+ nights	31%
2 Bedroom	30-89 nights	1% *
2 Bedroom	90-180 nights	1% *
2 Bedroom	180+nights	1% *

* Crystal Quarters Corporate Housing’s discount is based on a single occupancy charge (one per diem rate regardless of number of Government travelers).

Crystal Quarters Corporate Housing will release rates for March 1, 2016 and beyond after the new Fiscal Year, October 1, 2016.

Crystal Quarters Corporate Housing confirms that it has made no changes to the GSA Terms and Conditions.

Crystal Quarters Corporate Housing hereby agrees that the Basis of Negotiation/Award for Special Item Number 653-9 is predicated on the following class of customers and matrices:

Basis of Award:

Discounts off of U.S. Government Per Diems

3. Pricing:

Crystal Quarters Corporate Housing acknowledges that it understands and accepts the clauses entitled Industrial Funding Fee (IFF).

Crystal Quarters Corporate Housing agrees that the final GSA negotiated price/discounts incorporate the addition of the IFF (0.75%) to the final negotiated price/discount

4. Economic Price Adjustment:

Due to the fact that the award to Crystal Quarters Corporate Housing is based upon discounts from Government established per diem rates, Clause 552.216-70, Economic Price Adjustment-FSS Multiple Award Schedule Contracts does not apply. Any changes to the end prices will only result if there are changes in the per diem rates which are established by the U.S. Government; not Crystal Quarters Corporate Housing.

5. Price Reduction

Due to the fact that the basis of award is discounts off of Government established per diem rates, clause Price Reductions (GSAR 552.238-75), does not apply.

6. Escalation Factor: Not Applicable. Crystal Quarters Corporate Housing understands that the Government is not obligated to extend any five year option in accordance with Federal Regulation Acquisition.

Terms and Conditions:

1. Check-in time is 3pm and Check-out time is noon. Late departure is available subject to office approval.
2. Additional parking is available at an extra charge per night.
3. Unapproved late checkouts will be charged one night's room rate and taxes.
4. No pets allowed.
5. **Weekly housekeeping included in nightly rates.** Additional maid service is available for an extra fee. Please call the Crystal Quarters Corporate Housing office for details.
6. One key to the apartment and mail box is provided at time of check-in. Second set of keys is available (on request) at no charge.
7. A registration form must be completed and signed upon arrival by the guest (included in the check-in package) regardless of which government agency/office makes the reservation/arrangements.
8. There is a \$100 fee for each un-returned key and /or access card/tag upon check-out.
9. There is a \$200 fee for each un-returned parking access card and/or permit.
10. A rollaway bed or air mattress (limit per unit) will be provided at no extra cost (upon request only)

Tax Applicability: Tax exempt unless state/local laws dictate otherwise.

Transportation: Our fully furnished apartments are always located either within a few minutes of a Metro Line or with easy accessibility to mass transportation. Shuttle services are also readily available. Metro/D.O.D Shuttle accessible throughout Crystal City every 15 minutes.

Billing: The monthly billing amounts may vary depending on the number of nights in each month. We will accept the following forms of payment.

1. Government Credit Card
2. Purchase Order
3. Blanket Purchase Agreement
4. Electronic Funds Transfer

Reservations: Reservations are accepted by email at housing@crystalquarters.com or by calling us directly at 1-800-332-8501 as well as via fax at 703-415-0146. We will also accept your reservations through our website www.crystalquarters.com . Our apartments are also bookable through the GDS by travel agencies. Reservations can also be made through the many other apartments/hotels booking engines.

Customer Information:

1a. **Awarded Special Item Number:** (SIN) 653-9 Corporate Housing Lodging Services
Contract # GS-33F-0044W

1b. **Lowest Unit Price:** Not applicable

1c. **Hourly rates:** Not applicable

2. **Maximum Order:** \$1,000,000

3. **Minimum Order:** \$100

4. **Geographic coverage:** National Capitol Region

5. **Point(s) of production (city, county and State or foreign country):** Not applicable

6. **Discount from list prices or statement of net price:** Additional discounts may be available for longer stays and time of year (please contact us for details).

7. **Quantity discounts:** Not applicable

8. **Prompt payment terms:** None

9a. **Micro-purchase threshold - below:** Government purchase cards are accepted at or below the micro-purchase threshold

9b. **Micro purchase threshold - above:** Government purchase cards are accepted above the micro-purchase threshold

10. **Foreign items:** Not applicable

11a. **Time of delivery:** Flexible and negotiated upon the time the order is placed.

11b. **Expedited delivery:** 4 days

11c. **Overnight and 2-day delivery:** Not applicable

11d. **Urgent requirements:** In emergency and declared national disaster areas, discounted rates will not be offered. However, our rates will not exceed the maximum per diem allowed in the specific location or area(s).

12. **F.O.B. point(s):** Not Applicable

13a. **Ordering address:**

Crystal Quarters Corporate Housing

2600 Crystal Drive, Suite: 218

Arlington, VA 22202

Toll Free: 1-800-332-8501 Metro Area: 703-671-7505 / Fax: 703-415-0146

E-mail: Housing@crystalquarters.com

Web-site: www.crystalquarters.com

13b. **Ordering procedures:** Orders are accepted from both individuals and groups via email, phone, fax, website booking engine, the many other booking channels available on the web and regular mail using the ordering address in 13a. Blanket Purchase Agreements are accepted under guidelines set forth in FAR 8.405-3

14. **Payment address:** See 13a

15. **Warranty provision:** Not applicable

16. **Export packing charges:** Not applicable

17. **Terms and conditions of Government purchase card acceptance:** Not applicable

18. **Terms and conditions of rental, maintenance, and repair:** Normal wear and tear is anticipated but any damages due to neglect or willful misconduct are subject to repayment as agreed in individual terms of sales (i.e. paid by individual or contracting agency). An inspection will be conducted before every move-in and after each move-out. Additionally, any fees incurred outside the scope of the contract and which are for services and/or amenities not inclusive of the contracted rates will be billed separately either to the individual or the contracting agency.

19. **Terms and conditions of installation:** Furniture, housewares accessories and utilities are inspected for working order status prior to move-in. Reported deficiencies are corrected within 24 hours.

20a. **Terms and conditions of repair parts:** Not applicable

20b. **Terms and conditions for any other services:** Additional or enhanced services (at extra cost) may be available upon individual requests.

21. **List of service and distribution points:** Not applicable.

22. **List of participating dealers:** Not applicable

23. **Preventive maintenance:** Not applicable

24a. **Special attributes:** Crystal Quarters Corporate Housing is a certified (SWaM) Small Women and Minority Owned Business; ORCA certified and in FEMA certified properties.

24b. **Section 508 compliance:** Not applicable

25. **Data Universal Number System (DUNS) Number:** 946685856

26. **Registration in System for Award Management:** Crystal Quarters Corporate Housing is registered and current in SAM (expiration date: 10/7/15)

