

**STATEMENT OF WORK (SOW)
FOR
CHARTER BUS SERVICES IN
SUPPORT OF THE 2025 U.S. PRESIDENTIAL INAUGURATION**

1.0 GENERAL

1.1 INTRODUCTION

The mission of the U.S. Coast Guard Training Centers (TRACEN) located at 1 Munro Ave, Cape May, NJ 08204 is to build the enlisted corps by preparing America's volunteers for success in the Coast Guard. USCG TRACEN develops recruits into smartly disciplined, physically fit, and basically trained apprentices who are ready and willing to protect and defend the people of the United States and assist mariners at sea. In support of the 2025 U.S. Presidential Inauguration, the Coast Guard must project a professional appearance, including the transportation of personnel who will be participating in the Presidential Inauguration parade. This critical event requires the highest standards of excellence to represent the Coast Guard and its mission.

1.1 BACKGROUND

This Statement of Work (SOW) establishes the scope, requirements, and expectations for charter bus services to be provided to **U.S. Coast Guard TRACEN Cape May**. The purpose of this SOW is to outline the responsibilities, deliverables for transportation services between the **U.S. Coast Guard TRACEN Cape May, 1 Munro Ave, Cape May, NJ 08204, and U.S. Coast Guard TISCOM, 7323 Telegraph Rd, Alexandria, VA 22315 as well as Joint Base Myer, 201 Custer Road, Fort Myer, VA, United States 22211**. All services provided under this SOW must comply with applicable federal, state, and local regulations.

1.2 OBJECTIVE

The objective of this SOW is to outline the requirements and expectations for providing safe, reliable, and comfortable charter bus transportation services for the U.S. Coast Guard TRACEN personnel. The contractor is tasked with transporting personnel between specified locations, including U.S. Coast Guard TRACEN in Cape May, NJ, as well as between Alexandria, VA and Fort Myer, VA. The services must comply with all applicable federal, state, and local regulations, ensuring that buses are properly maintained, drivers are trained and courteous, and safety standards are met. Additionally, the contractor must provide appropriate insurance coverage and demonstrate a commitment to delivering high-quality service while adhering to the required performance and regulatory standards. The SOW also specifies that a Firm Fixed Price Contract will be awarded to the contractor offering the best value, considering cost, past performance, and delivery terms.

1.3 SCOPE

Provide safe, reliable, and comfortable bus transportation services for passengers to specified destinations. Ensure all buses are properly maintained, regularly inspected, and comply with all relevant safety and regulatory standards. Adhere to all applicable local, state, and federal laws and regulations concerning transportation services. Employ trained and courteous bus drivers who are knowledgeable about routes, safety protocols, and customer service. Provide appropriate insurance coverage for passengers and the bus fleet or ordered, or that conditions affecting requirements will be stable or normal.

1.4 APPLICABLE STANDARDS/DOCUMENTS

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The Contractor shall comply with the Federal Motor Carrier Safety Regulations (FMCSRs) as prescribed by the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) and all other applicable federal, state, local and municipal laws, regulations, and requirements in performance of work under the contract. The Contractor shall maintain an active Operating Authority from the FMCSA and required insurance coverage to provide interstate transportation throughout the entire contract period of performance.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 The contractor will provide charter bus transportation starting on Sunday January 19, 2025, between the **U.S. Coast Guard TRACEN Cape May, 1 Munro Ave, Cape May, NJ 08204**, and **U.S. Coast Guard TISCOM, 7323 Telegraph Rd, Alexandria, VA 22315 as well as between Joint Base Myer, 201 Custer Road, Fort Myer, VA, United States 22211.**

The initial trip will take place on **Sunday, January 19, 2025**, with the contractor picking up personnel from TRACEN Cape May and transporting them to U.S. Coast Guard TISCOM Alexandria the same day. On **Monday, January 20, 2025**, charter buses will transport students from U.S. Coast Guard TISCOM Alexandria to Fort Myer, VA, where personnel will participate in the 2025 U.S. Presidential Inauguration parade. **The charter buses MUST remain on-site at Fort Myer to wait for the personnel to return from the parade.** After the event concludes, the buses will transport personnel back to U.S. Coast Guard TISCOM Alexandria and subsequently to their final destination at TRACEN Cape May, NJ. The contractor will ensure that all buses are properly equipped for student comfort and safety, with timely arrivals and departures, and provide necessary staff for coordination and assistance.

All interested companies must provide quotation(s) for the following:

Task	Description	Estimated Quantity	Passengers Per Trip	Cost Per Trip
2.1.2	Sunday Charter Bus Service <ul style="list-style-type: none">• From: TRACEN Cape May• to TISCOM, Alexandria, VA	1Trip (Three Buses)	140	\$
2.1.3	Monday Charter Bus Service <ul style="list-style-type: none">• From: TISCOM, Alexandria, VA• to Joint Base Fort Myer, VA	1Trip (Four Buses)	216	\$
2.1.3	Monday Charter Bus Service <ul style="list-style-type: none">• From: Joint Base Fort Myer, VA• to TISCOM, Alexandria, VA	1 Trip (Four Buses)	216	\$
2.1.3	Monday Charter Bus Service <ul style="list-style-type: none">• From: TISCOM, Alexandria, VA• to TRACEN Cape May	1 Trip (Three Buses)	140	\$

Each passenger is expected to have 2 bags, with each bag weighing an average of 20 pounds.

2.1.2 SUNDAY CHARTER BUS SERVICE

The Contractor shall provide charter bus services to transport Coast Guard personnel from **U.S. Coast Guard TRACEN Cape May, 1 Munro Ave, Cape May, NJ 08204** to **U.S. Coast Guard TISCOM, 7323 Telegraph Rd, Alexandria, VA 22315** departing at 0800 AM Eastern Time.

Buses must arrive at the pickup location no later than 30 minutes prior to the scheduled departure to ensure timely boarding and accommodate any necessary pre-departure procedures.

2.1.3 MONDAY CHARTER BUS SERVICE

The Contractor shall provide charter bus services to transport Coast Guard personnel from **U.S. Coast Guard TISCOM, 7323 Telegraph Rd, Alexandria, VA 22315 to Joint Base Myer, 201 Custer Road, Fort Myer, VA, United States 22211** departing at 02:30 AM Eastern Time. Buses must arrive at the pickup location no later than 30 minutes prior to the scheduled departure to ensure timely boarding and accommodate any necessary pre-departure procedures. **The charter buses must remain on-site at Fort Myer to wait for the personnel to return from the parade.** After the event concludes, the buses will transport personnel back to **U.S. Coast Guard TISCOM, 7323 Telegraph Rd, Alexandria, VA 22315** and subsequently to their final destination at **U.S. Coast Guard TRACEN Cape May, 1 Munro Ave, Cape May, NJ 08204.**

2.2 TECHNICAL REQUIREMENTS

2.2.1 Contractor-Furnished Equipment: The contractor shall provide charter motor coach buses with a minimum seating capacity of 54 passengers. All buses must be no older than 10 model years at the time of service.

2.2.2 Cleanliness: The interior and exterior of each bus must be thoroughly cleaned and well-maintained, presenting a professional and welcoming appearance at all times.

2.2.3 Mechanical Condition: Buses must be kept in excellent mechanical condition to ensure safe, reliable operation. All buses shall be in full compliance with applicable federal, state, local, and municipal laws and regulations, including up-to-date inspections as required by law.

2.2.4 Climate Control and Restroom Facilities: All buses shall be equipped with fully operational heating, ventilation, air conditioning (HVAC) systems, and restroom facilities throughout the contract period.

2.2.5 Pre-Departure Inspection: Each bus shall undergo inspection by authorized U.S. Coast Guard personnel before passengers are loaded. Any bus that fails to meet the requirements outlined in this Statement of Work will be rejected prior to boarding.

3.0 CONTRACTOR PERSONNEL

3.1 QUALIFIED PERSONNEL

The Contractor must provide qualified personnel to perform all requirements specified in this SOW.

3.2 CONTINUITY OF SUPPORT

The Contractor must ensure that the contractually required level of support for this requirement is always maintained. The Contractor must ensure that all contract support personnel are present for all hours of the workday during days when bus services are needed.

3.3 EMPLOYEE IDENTIFICATION

3.3.1 Contractor employees visiting Government facilities must wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, and badge expiration date. Visiting Contractor employees must comply with all Government escort rules and requirements. All Contractor employees must identify themselves as Contractors when their status is not readily apparent and always display all identification and visitor badges in plain view above the waist.

3.4 EMPLOYEE CONDUCT

Contractor's employees must comply with all applicable Government regulations, policies, and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor must ensure Contractor employees always present a professional appearance and that their conduct must not reflect discredit on the United States or the Department of Homeland Security. The Project Manager must ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.5 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS

The Government may, at its sole discretion (via the Contracting Officer), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

3.6 ALCOHOL AND CONTROLLED SUBSTANCES

Contractor employees shall not possess, distribute, consume, use, or cause to be used any controlled substance or alcohol before or during performance of the services or on Government property. Any employee using a controlled substance prescribed by a physician shall get written permission from the Contracting Officer to continue performance of assigned duties for this contract. Any contractor or contractor employee found to be in violation of this section will be permanently prohibited from performing services. Actions taken under this section shall not relieve the contractor of the requirement to provide sufficient personnel to perform adequate and timely service as required in this contract.

3.7 CONTRACTOR POINTS OF CONTACT (POCs)

The Contractor shall provide the names, phone numbers and e-mail addresses of POCs to contact regarding the contract during normal business hours and after hours. The Contractor shall provide updated POC information as needed to the Contracting Officer and Government Technical Representative.

3.8 SUBCONTRACTING

Any sub-contracting of buses/employees must conform to all requirements outlined in this Statement of Work.

4.0 OTHER APPLICABLE CONDITIONS

4.1 SECURITY

Contractor access to classified information is not currently required under this SOW.

4.2 PERIOD OF PERFORMANCE

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The period of performance for this contract is a one-year base period with four one-year option periods as follows: **Sunday January 19, 2025, thru Monday January 20, 2025**

4.3 PLACE OF PERFORMANCE

- **U.S. Coast Guard, Training Center, Cape May, located at 1 Munro Ave Cape May NJ 08204**
- **U.S. Coast Guard TISCOM, 7323 Telegraph Rd, Alexandria, VA 22315**
- **Joint Base Myer, 201 Custer Road, Fort Myer, VA, United States 22211**

5.0 GOVERNMENT FURNISHED RESOURCES

5.1 The Government will provide all necessary information, data and documents to the Contractor for work required under this contract.

6.0 CONTRACTOR FURNISHED PROPERTY

The Contractor must furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in SOW 5.0.

6.1 CONTRACTOR FURNISHED EQUIPMENT

The Contractor shall provide charter motor coach buses with a minimum seating capacity of 52 passengers, ensuring that all buses are properly maintained, regularly inspected, and comply with all relevant safety and regulatory standards. Buses must be clean, well-maintained, and present a professional appearance both inside and out. They must also be kept in safe, dependable mechanical condition, with current inspections in accordance with applicable federal, state, local, and municipal laws. Heating, ventilation, and air conditioning systems, as well as restroom facilities, must be fully operational throughout the contract period. Additionally, all buses will undergo inspection by authorized U.S. Coast Guard personnel prior to passenger boarding, and any bus that does not meet the requirements outlined in this Statement of Work may be rejected before loading.

7.0 SECURITY REQUIREMENTS

7.1 RAPIDGate® Enrollment. The USCG Bases offers an access control solution to support security requirements while offering streamlined access procedures for contractors. For ease of entry, the Contractor shall enroll in the RAPIDGate® program and remain enrolled throughout the contract period of performance. RAPIDGate manages the non-Common Access Credential (CAC) eligible vendor/contractor companies and their employees who require access to USCG Bases. Vendor/contractor CAC eligibility has been restricted to only those who require physical access to a United States Coast Guard and logical access to a DoD or DHS network or system. The RAPIDGate Enrollment Information contains additional information regarding the RAPIDGate® program will be provided upon award by the Government Technical Representative.

7.2 The Contractor will ensure each bus has the appropriate insurance certificate on board, as well as each driver will carry a valid commercial driver's license.

7.3 Security requirements for Contractor's coming onboard a government facility is subject to change at any time during the contract period of performance. If requirements change, the Contractor will be notified of the steps that need to be taken to conform to these requirements.

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These steps could include submittal of paperwork and fingerprints for Financial and Criminal background checks. Failure to comply with the security requirements will prevent base access and could lead to contract termination.