

SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (18 CFR 700) RATING PAGE OF PAGES
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2. CONTRACT NO. 3. SOLICITATION NUMBER
HSHQDC-05-R-00004 4. SOLICITATION TYPE
 SEALED BID (FB)
 NEGOTIATED BID (RFP) 5. DATE ISSUED
07/29/2005 6. REQUISITION/PURCHASE NUMBER

7. ISSUED BY CODE DHS 8. ADDRESS OFFER TO (if other than item 7)

Department of Homeland Security
Office of Procurement Operations
245 Murray Drive
Bldg. 410
Washington DC 20528

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in _____ until 1400 ES local time 08/19/2005 (Date)

CAUTION: LATE Submissions, Modifications and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL A. NAME
Shirley Turner B. TELEPHONE (NO COLLECT CALLS)
AREA CODE NUMBER EXT.
202 772-9586 C. E-MAIL ADDRESS
shirley.turner@dhs.gov

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	C	DESCRIPTION/SPECS./WORK STATEMENT	5	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	25
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OFFER (Must be fully completed by offeror)

NOTE: Item 13 does not apply if the solicitation includes the provisions of 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (90 calendar days unless a different period is inserted by the offeror) from the date of receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT 10 CALENDAR DAYS (%) 30 CALENDAR DAYS (%) 60 CALENDAR DAYS (%) 90 CALENDAR DAYS (%)

(See Section I, Clause No. 52.232-4)

14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents numbered and dated):

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR CODE _____ FACILITY _____ B. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NUMBER 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. 17. SIGNATURE 18. OFFER DATE

AREA CODE NUMBER EXT.

AWARD (To be completed by government)

19. ACCEPTED AS TO ITEMS NUMBERED 20. AMOUNT 21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: 10 U.S.C. 2304 (c) 41 U.S.C. 253 (c)

23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ITEM

24. ADMINISTERED BY (if other than item 7) CODE 25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER (Type or print) 27. UNITED STATES OF AMERICA 28. AWARD DATE

(Signature of Contracting Officer)

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	This requirement is solicited as a competitive HUBZone Set-Aside to provide shuttle services and executive transportation support for Department of Homeland Security official business activities in accordance with SECTION C - DESCRIPTION/SPECIFICATIONS. FOB: Destination Period of Performance: 10/24/2005 to 10/23/2006				
0001	FIRM FIXED PRICE - BASE YEAR SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Price for Shuttle Passenger Mini Buses and Drivers for Scheduled Routes; Executive Motor Pool Sedan Drivers, Dispatchers, and Quality Control Managers.	12	MO		
0002	INDEFINITE QUANTITY - BASE YEAR UNSCHEDULED SHUTTLE BUS SERVICES Price for unscheduled passenger minibus and driver.	100	HR		
0003	INDEFINITE QUANTITY - BASE YEAR UNSCHEDULED VAN SERVICES Price for 15-passenger van and driver.	100	HR		
0004	INDEFINITE QUANTITY - BASE YEAR OVERTIME FOR SEDAN DRIVER	200	HR		
0005	INDEFINITE QUANTITY - BASE YEAR OVERTIME FOR DISPATCHER	200	HR		
0006	FIRM FIXED PRICE - OPTION YEAR 1 SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Price for Shuttle Passenger Mini Buses and Drivers for Scheduled Routes; Executive Motor Pool Sedan Drivers, Dispatchers, and Quality Control Managers.	12	MO		
0007	INDEFINITE QUANTITY - OPTION YEAR 1 UNSCHEDULED SHUTTLE BUS SERVICES Price for unscheduled passenger minibus and driver.	100	HR		
0008	INDEFINITE QUANTITY - OPTION YEAR 1 UNSCHEDULED VAN SERVICES Price for 15-passenger van and driver.	100	HR		
	Continued ...				

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0009	INDEFINITE QUANTITY - OPTION YEAR 1 OVERTIME FOR SEDAN DRIVER	200	HR		
0010	INDEFINITE QUANTITY - OPTION YEAR 1 OVERTIME FOR DISPATCHER	200	HR		
0011	FIRM FIXED PRICE - OPTION YEAR 2 SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Price for Shuttle Passenger Mini Buses and Drivers for Scheduled Routes; Executive Motor Pool Sedan Drivers, Dispatchers, and Quality Control Managers.	12	MO		
0012	INDEFINITE QUANTITY - OPTION YEAR 2 UNSCHEDULED SHUTTLE BUS SERVICES Price for unscheduled passenger minibus and driver.	100	HR		
0013	INDEFINITE QUANTITY - OPTION YEAR 2 UNSCHEDULED VAN SERVICES Price for 15-passenger van and driver.	100	HR		
0014	INDEFINITE QUANTITY - OPTION YEAR 2 OVERTIME FOR SEDAN DRIVER	200	HR		
0015	INDEFINITE QUANTITY - OPTION YEAR 2 OVERTIME FOR DISPATCHER	200	HR		
0016	FIRM FIXED PRICE - OPTION YEAR 3 SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Price for Shuttle Passenger Mini Buses and Drivers for Scheduled Routes; Executive Motor Pool Sedan Drivers, Dispatchers, and Quality Control Managers.	12	MO		
0017	INDEFINITE QUANTITY - OPTION YEAR 3 UNSCHEDULED SHUTTLE BUS SERVICES Price for unscheduled passenger minibus and driver.	100	HR		
0018	INDEFINITE QUANTITY - OPTION YEAR 3 UNSCHEDULED VAN SERVICES Price for 15-passenger van and driver.	100	HR		
0019	INDEFINITE QUANTITY - OPTION YEAR 3 OVERTIME FOR SEDAN DRIVER	200	HR		
	Continued ...				

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0020	INDEFINITE QUANTITY - OPTION YEAR 3 OVERTIME FOR DISPATCHER	200	HR		
0021	FIRM FIXED PRICE - OPTION YEAR 4 SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Price for Shuttle Passenger Mini Buses and Drivers for Scheduled Routes; Executive Motor Pool Sedan Drivers, Dispatchers, and Quality Control Managers.	12	MO		
0022	INDEFINITE QUANTITY - OPTION YEAR 4 UNSCHEDULED SHUTTLE BUS SERVICES Price for unscheduled passenger minibus and driver.	100	HR		
0023	INDEFINITE QUANTITY - OPTION YEAR 4 UNSCHEDULED VAN SERVICES Price for 15-passenger van and driver.	100	HR		
0024	INDEFINITE QUANTITY - OPTION YEAR 4 OVERTIME FOR SEDAN DRIVER	200	HR		
0025	INDEFINITE QUANTITY - OPTION YEAR 4 OVERTIME FOR DISPATCHER	200	HR		
	Delivery Location Code: DHS Department of Homeland Security 245 Murray Lane Bldg. 410 Steven Sosson Office of Asset Management Washington DC 20528				

SECTION C – DESCRIPTION/SPECIFICATIONS

STATEMENT OF WORK

1. Background:

The Department of Homeland Security has component headquarters units in a variety of locations in the Washington Metropolitan Area. To assist DHS employees to travel between these locations, it is necessary to provide shuttle bus services between these locations. In addition, there is a need to provide senior management officials with transportation services between regional airports and other locations within the Washington Metropolitan area.

2. General:

The contractor shall furnish all equipment, personnel, supervision, maintenance, and operating supplies necessary to provide regularly scheduled shuttle services and unscheduled shuttle or bus service between the locations specified herein, and shall provide personnel and supervision for the operation of an executive sedan motor pool, including dispatch service.

3. Suitability Screening:

Contractor personnel, including drivers, dispatchers and QC managers, shall be able to pass a DHS suitability screening prior to working under this contract.

4. This contract will be authorized for use by DHS employees, contractors and other government employees with the appropriate identification.

A. SHUTTLE OPERATION

(1) Regularly scheduled and unscheduled shuttle bus service shall be provided Monday through Friday, including Federal holidays and other situations where the Government may be closed, between the locations and schedule times shown below for each DHS Component.

(2) Driver Qualifications:

a. Personnel must have a thorough knowledge of the Washington, DC metropolitan area, be able to determine the safest and most advantageous route between locations, and be able to read and understand road maps.

b. Personnel must speak and understand English at a business and technical level.

c. Personnel must present and conduct themselves in a professional manner at all times.

d. Personnel shall wear an appropriate uniform.

e. Drivers shall have an appropriate and valid license for the type of vehicle being operated, including a Commercial Driver's License (CDL) if required.

(3) Vehicle Requirements

a. The shuttle buses provided under this contract shall be in sufficient numbers to operate between the specified locations and on the frequencies stated. Vehicles shall be mini- buses of the type intended for such use and shall be capable of carrying a minimum of 21 and a maximum of 27 passengers. Examples of such buses include those of by the National Bus Sales and Leasing Model GC1#0853, El Dorado Model 220, and Thomas Built Model 124.

b. Alternative fuel capability is preferred but not mandatory. Vehicles used for this purpose may be a mini bus or a 15 passenger van. While shuttle vehicles using alternative fuels such as Compressed Natural Gas (CNG) or bio-diesel blends (B-20) are preferred, they are not mandatory.

c. During the performance of this contract the contractor shall replace shuttle vehicles after five years or 60,000 miles, whichever comes first. **At the beginning of the contract the contractor shall use only new vehicles or vehicles not more than one year old.**

(4) Shuttle Routes: Tenleytown, Glebe Road, Vermont Avenue, North Route, South Route and U.S. Coast Guard.

Tenleytown

- TENLEYTOWN - Tenleytown Metro Station on the Metro Rail Red Line
- NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW
- 7th & D – GSA Regional Office Building, 7th and D Streets, SW

TENLEYTOWN ROUTE			
	Tenleytown	NAC	7 th & D
AM/PM	Departs	Departs	Departs
AM	7:00	7:15	
AM	7:30	7:45	
AM	8:00	8:15	
AM	8:30	8:45	
AM	9:00	9:30	10:00
AM		10:30	11:00
AM		11:30	12:00
PM		12:30	1:00
PM		1:30	2:00
PM		2:30	3:00
PM	3:30	3:45	
PM	4:00	4:15	
PM	4:30	4:45	
PM	5:00	5:15	
PM	5:30	5:45	
PM	6:00	6:15	
PM	6:30	6:45	

Glebe Road

- GLEBE – 1110 North Glebe Road, Arlington, VA
- FBI – Hoover FBI Building, 10th & Pennsylvania Avenue, NW
- NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW

Glebe Road Route			
	Glebe	FBI	NAC
AM /PM	Departs	Departs	Departs
AM	7:00		7:45
AM	8:30		9:15
AM	10:00		10:45
AM/PM	11:30	12:00	12:30
PM	1:15	1:45	2:15
PM	3:00	3:30	4:00
PM	4:45		5:30
PM	6:15 Last run to NAC		7:00 Drop off only

Vermont Avenue

- NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW
- 1120 VT – 1120 Vermont Avenue, NW

VERMONT AVE ROUTE		
	NAC	1120 VT
AM/PM	Departs	Departs
AM	7:00	7:30
AM	8:00	8:30
AM	9:00	9:30
AM	10:00	10:30
AM	11:00	11:30
PM	12:00	12:30
PM	1:00	1:30
PM	2:00	2:30
PM	3:00	3:30
PM	4:00	4:30
PM	5:00	5:30
PM	6:00	6:30

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South Route

- 7th & D - 7th & D – GSA Regional Office Building, 7th and D Streets, SW
- RRB – Ronald Reagan Building, 14th and Pennsylvania Avenues, NW
- 1120 VT - 1120 Vermont Avenue, NW
- 1201 NY – 1201 New York Avenue, NW
- FBI – Hoover FBI Building, 10th and Pennsylvania Avenue, NW

SOUTH ROUTE					
	7th & D	RRB	1120 VT	1201 NY	FBI
	Depart s	Departs	Departs	Departs	Departs
AM	7:45	8:00	8:10	8:20	8:30
AM	8:45	9:00	9:10	9:20	9:30
AM	9:45	10:00	10:10	10:20	10:30
AM	10:45	11:00	11:10	11:20	11:30
AM	11:45	12:00	12:10	12:20	12:30
PM					
PM	12:45	1:00	1:10	1:20	1:30
PM	1:45	2:00	2:10	2:20	2:30
PM	2:45	3:00	3:10	3:20	3:30
PM	3:45	4:00	4:10	4:20	4:30
PM	4:45	5:00	5:10	5:20	5:30
PM	5:45	6:00	6:10	6:20	6:30
PM	6:45				

North Route

- NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW
- 7th & D - 7th & D – GSA Regional Office Building, 7th and D Streets, SW

NORTH ROUTE		
	NAC	7th & D
AM/PM	Departs	Departs
AM	7:00	7:30
AM	8:00	8:30
AM	9:00	9:30
AM	10:00	10:30
AM	11:00	11:30
PM	12:00	12:30
PM	1:00	1:30
PM	2:00	2:30
PM	3:00	3:30
PM	4:00	4:30
PM	5:00	5:30
PM	6:00	6:30

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U.S. Coast Guard

DOT – Department of Transportation Headquarters, 7th and D Streets, SW
 4th & I – 4th and I Streets, SW

USCG – Coast Guard Headquarters, 2100 2nd Street, SW

1900 HALF – 1900 Half Street, SW

USCG SHUTTLE SCHEDULE

BUS	AM/PM	DOT	4TH & I	USCG 2100 2ND ST	1900 HALF
CG1	AM	5:55	5:58	6:10	6:15
CG2	AM	6:00	6:03	6:15	6:20
CG3	AM	6:05	6:08	6:20	6:25
CG4	AM	6:10	6:13	6:25	6:30
CG5	AM	6:15	6:18	6:30	6:35
CG1	AM	6:25	6:28	6:40	6:45
CG2	AM	6:30	6:33	6:45	6:50
CG3	AM	6:35	6:38	6:50	6:55
CG4	AM	6:40	6:43	6:55	7:00
CG5	AM	6:45	6:48	7:00	7:05
CG1	AM	6:55	6:58	7:10	7:15
CG2	AM	7:00	7:03	7:15	7:20
CG3	AM	7:05	7:08	7:20	7:25
CG4	AM	7:10	7:13	7:25	7:30
CG5	AM	7:15	7:18	7:30	7:35
CG1	AM	7:25	7:28	7:40	7:45
CG2	AM	7:30	7:33	7:45	7:50
CG3	AM	7:35	7:38	7:50	7:55
CG4	AM	7:40	7:43	7:55	8:00
CG5	AM	7:45	7:48	8:00	8:05
CG1	AM	7:55	7:58	8:10	8:15
CG2	AM	8:00	8:03	8:15	8:20
CG3	AM	8:05	8:08	8:20	8:25
CG4	AM	8:10	8:13	8:25	8:30
CG5	AM	8:15	8:18	8:30	8:35
CG5	AM	8:45	8:48	9:00	9:05
CG5	AM	9:15	9:18	9:30	9:35
CG5	AM	9:45	9:48	10:00	10:05
CG5	AM	10:15	10:18	10:30	10:35
CG5	AM	10:45	10:48	11:00	11:05
CG5	AM	11:15	11:18	11:30	11:35
CG5	AM	11:45	11:48	12:00	12:05
CG5	PM	12:15	12:18	12:30	12:35
CG5	PM	12:45	12:48	1:00	1:05
CG5	PM	1:15	1:18	1:30	1:35
CG5	PM	1:45	1:48	2:00	2:05
CG5	PM	2:15	2:18	2:30	2:35
CG5	PM	2:45	2:48	3:00	3:05
CG5	PM	3:15	3:18	3:30	3:35

USCG SHUTTLE SCHEDULE

BUS	AM/PM	DOT	4TH & I	2100 2ND ST	1900 HALF
CG1	PM	3:20	3:23	3:35	3:40
CG2	PM	3:25	3:28	3:40	3:45
CG3	PM	3:30	3:33	3:45	3:50
CG4	PM	3:35	3:38	3:50	3:55
CG5	PM	3:45	3:48	4:00	4:05
CG1	PM	3:50	3:53	4:05	4:10
CG2	PM	3:55	3:58	4:10	4:15
CG3	PM	4:00	4:03	4:15	4:20
CG4	PM	4:05	4:08	4:20	4:25
CG5	PM	4:15	4:18	4:30	4:35
CG1	PM	4:20	4:23	4:35	4:40
CG2	PM	4:25	4:28	4:40	4:45
CG3	PM	4:30	4:33	4:45	4:50
CG4	PM	4:35	4:38	4:50	4:55
CG5	PM	4:45	4:48	5:00	5:05
CG1	PM	4:50	4:53	5:05	5:10
CG2	PM	4:55	4:58	5:10	5:15
CG3	PM	5:00	5:03	5:15	5:20
CG4	PM	5:05	5:08	5:20	5:25
CG5	PM	5:15	5:18	5:30	5:35
CG1	PM	5:20	5:23	5:35	5:40
CG2	PM	5:25	5:28	5:40	5:45
CG3	PM	5:30	5:33	5:45	5:50
CG4	PM	5:35	5:38	5:50	5:55
CG5	PM	5:45	5:48	6:00	6:05
CG1	PM	5:50	5:53	6:05	6:10
CG2	PM	5:55	5:58	6:10	6:15
CG3	PM	6:00	6:03	6:15	6:20
CG4	PM	6:05	6:08	6:20	6:25
CG5	PM	6:15	6:18	6:30	6:35
CG1	PM	6:20	6:23	6:35	6:40
CG2	PM	6:25	6:28	6:40	6:45
CG3	PM	6:30	6:33	6:45	6:50
CG4	PM	6:35	6:38	6:50	6:55
CG5	PM	6:40	6:43	6:55	7:00

B. EXECUTIVE MOTOR POOL SEDAN SERVICE

(1) The contractor shall provide personnel and supervision for the operation of the executive motor pool sedan service and a Quality Control Manager to monitor the executive motor pool and shuttle bus operations. Using the Government provided executive sedans, authorized staff shall be transported between various locations in the Washington, DC metropolitan area including service to and from Baltimore Washington, Washington Dulles and Washington Ronald Reagan National airports for authorized users departing on, or returning from, official travel. Service shall be provided between the hours of 7:00 am and 7:00 pm Monday through Friday, including Federal holidays and other situations where the Government may be closed, with at least one driver and vehicle available at 6:00 am. Service after hours or on weekends may be required with reasonable advance notification, subject to driver and vehicle availability.

(2) Driver Qualifications:

- a. Personnel must have a thorough knowledge of the Washington, DC metropolitan area, be able to determine the safest and most advantageous route between locations, and be able to read and understand road maps.
- b. Personnel must speak and understand English at a business and technical level.
- c. Personnel must present and conduct themselves in a professional manner at all times.
- d. Personnel shall wear an appropriate uniform.
- f. Drivers shall have a valid license for the type of vehicle being operated, including a Commercial Driver's License (CDL) if required.

(3) Dispatcher:

The dispatcher interacts with customers requesting sedan service and/or unscheduled shuttle services as well as DHS staff having questions concerning the services provided. The dispatcher is also responsible for scheduling drivers and vehicles to assure that necessary services are provided, and unplanned contingencies are addressed with minimal impact on DHS users or disruption to scheduled services.

(4) Quality Control Manager:

The QCM monitors the performance of the Sedan and Bus operations to assure that vehicles are maintained in a clean and safe condition, that the drivers are wearing the appropriate uniforms, conducting themselves in an appropriate and professional manner, and are where they are supposed to be when they are supposed to be there.

(5) Government Furnished Vehicles

- a. The Government shall maintain and provide the contractor with a maximum of nine sedans for use in providing executive motor pool services.

b. The Government shall provide the fuel for use in operating the shuttle bus service and executive motor pool vehicles.

(6) Overtime Pay

In the event that the sedan driver and or dispatcher is required to work overtime, the Contracting Officer's Technical Representative shall be notified in advance, however, in cases of unanticipated overtime, not later than the next business day.

(7) Government Employee Usage Guidelines

a. Transportation between an employee's residence and place(s) of employment (home-to-work) is not permitted unless specifically authorized by the Secretary in accordance with the provisions of 31 United States Code Section 1344.

b. Transportation service is for official use only and transportation of a personal nature is not permitted. As a general rule, trips to restaurants and hotels are not permissible unless there is a clear business purpose such as delivering a speech or presentation or representing DHS at an organizational meeting.

C. INSURANCE REQUIREMENTS

Within five days after award, contractor shall provide to the Contracting Officer evidence of Vehicular and General Public Liability Insurance in the amounts required by law. Based on a review of insurance, the Government reserves the right to require higher insurance protection.

D. REPORTING REQUIREMENTS

On a weekly and monthly basis, the contractor shall provide a written report to the COTR containing the following information:

(1) Executive Sedans

- a. Number of Trips
- b. Number of No-Shows
- c. Cancellations
- d. Trips Requiring Waiting > 15 minutes for the passenger
- e. Missed Trips and narrative explanations
- f. Trips unable to accommodate
- g. Trips within Metropolitan Area
- h. Trips in VA 15-30 Miles
- i. Trips in MD 15-30 Miles
- j. Trips to Ronald Reagan Washington International Airport
- k. Trips to Washington Dulles International Airport
- l. Trips to Baltimore Washington International Airport
- m. Trips to Restaurants and Hotels
- n. Complaints
- o. Accidents
- p. Miles Driven for each Vehicle
- q. Maintenance Issues
- r. Fuel and Car Wash Charges

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- s. Average Miles per Gallon
- t. Average length of trip in miles
- u. Average length of trip time
- v. Average Wait between trips by vehicle
- w. Average Repositioning time between trips

(2) Shuttle Service

- a. Ridership by Route for the Period
- b. Average Daily Ridership by Route
- c. Delays and Narrative Explanation
- d. Missed Trips and Narrative Explanation
- e. Miles Driven per Vehicle
- f. Complaints
- g. Accidents
- h. Fuel Charges
- i. Average Miles per Gallon

The statistics listed above will be used by DHS management to evaluate performance under this contract. The COTR and contractor management will hold regularly scheduled monthly meetings to review statistics for the prior month, identify strengths and weakness and develop plans for any necessary corrective measures or other changes.

END OF SECTION

SECTION D – PACKAGING AND MARKING

N/A

SECTION E – INSPECTION AND ACCEPTANCE

52.246-4 Inspection of Services—Fixed-Price (Aug 1996)

(a) *Definition.* "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may—

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may—

(1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or

(2) Terminate the contract for default.

(End of clause)

SECTION F - DELIVERIES OR PERFORMANCE

The contract shall have a base period 24 October 2005 through 23 October 2006 and four option years with each beginning on 24 October of each year:

Base Year	24 October 2005 through 23 October 2006
Option Year 1	24 October 2006 through 23 October 2007
Option Year 2	24 October 2007 through 23 October 2008
Option Year 3	24 October 2008 through 23 October 2009
Option Year 4	24 October 2009 through 23 October 2010

F.1 LEGAL HOLIDAYS

The following are legal holidays for Government employees. Contractors will be able to work but must coordinate work arrangements to enter the building with the Contracting Officer before the holiday.

HOLIDAY	DAY OBSERVED
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Inauguration Day	January 20 (Inauguration Years Only)

Any day designated by Executive Order/Presidential proclamation (including days when the federal government is closed due to weather conditions or other emergency) is also considered a legal holiday.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 CONTRACT ADMINISTRATION OFFICE

Department of Homeland Security
Office of Chief Procurement Officer
245 Murray Drive, Bldg 410
Washington, D.C. 20528

G.2 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to issue an amendment or modification to either a solicitation or a contract and the only person authorized to either approve changes in any of the requirements or obligate funds. Notwithstanding any clause or provision, or both, contained elsewhere in this contract, the authority to amend or modify either the delivery order or the contract remains solely with the Contracting Officer. If the Contractor makes any contract changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract to cover any increases in charges that may result. The Contracting Officer has the authority to perform any and all post-award functions in administering and enforcing the proposed contract in accordance with its terms and conditions.

**HSAR 3052.242-72 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE.
(DEC 2003)**

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the

contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 IDENTIFICATION/BUILDING PASS

The Contractor shall coordinate with the COTR to assure that any employee requiring access to the DHS offices located at 7th & D St. SW and elsewhere has a contractor identification or building pass before the employee enters on duty under the contract. Personnel designated by the COTR shall complete appropriate forms specified for security clearance requirements. The Contractor and the COTR shall sign each pass issued. The contractor shall see that all passes are returned to the Government as employees are dismissed, terminated, or when the need for the employee to have access to the GSA Regional Office Building no longer exists.

H.2 STANDARDS OF CONDUCT AT GOVERNMENT INSTALLATIONS

The contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. The Contractor is also responsible for ensuring that his employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones except as authorized.

If due to the fault or neglect of the contractor, his agents, or employees, any Government property, equipment, stock, or supplies are lost or damaged during performance of this contract, the contractor shall be responsible for such loss or damage and the Government, at its option, may either require the contractor to replace all property or to reimburse the Government for the full value of the lost or damaged property.

The contractor is responsible for maintaining all assigned space(s) in a clean and orderly fashion during the course of this contract. Furniture as may be assigned to the space(s) shall remain in place and not removed from areas.

All telephones are for conducting official Government business only. The Contractor is responsible for exercising control over all supplies, materials, and equipment of a personal or company nature.

H.3 ACCESS OF NON-US CITIZENS

Before allowing an employee who is not a citizen of the U.S. access to information required to perform this contract or to a Government facility in connection with the work under this contract, the Contractor shall obtain written approval from the COTR. An escort may be required at all times.

H.4 CONTRACTOR PARKING

Arrangement for Contractor's parking is the sole responsibility of the Contractor.

H.5 EMPLOYMENT ELIGIBILITY

The Contractor shall ensure that each employee working on this contract possess a social security card that has been approved and issued by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his employees as well as Subcontractor(s) and their employees.

Subject to existing law, regulations, and other provisions of this contract, illegal or undocumented aliens shall not be employed by the Contractor or perform on this contract. The Contractor shall ensure this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.

H.6 CONTINUED ELIGIBILITY

DHS reserves the right to deny or restrict, or both deny and restrict, entrance to government facilities, prohibit Contractor employees from assigned work under the contract, deny or restrict, or both deny and restrict, handling of classified documents or material, or both, to any Contractor employee who DHS determines to present a risk of compromising classified or sensitive Government information, or both.

The DHS Security Office may require drug screening at any time for probable cause or when the Contractor independently identifies circumstances where probable cause exists.

The Contractor shall report to the DHS Security Office any and all adverse information brought to their attention concerning employees performing under this contract. Reports based on rumor or innuendo shall not be included. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employee's name and social security number, along with the adverse information being reported.

H.7 CONTRACTOR EMPLOYEE TERMINATION

The DHS Security Office shall be notified of all terminations or resignations within five (5) days of occurrence. The Contractor shall return to the Contracting Officer Technical Representative (COTR) all DHS issued identification cards and building passes that have either expired or have been collected from terminated employees. If an identification card or building pass is not available to be returned, a report shall be submitted to the COTR, referencing the pass or card number, name of individual to whom issued and the last known location and disposition of the pass or card.

H.8 BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees), under the contract, requiring access to sensitive information shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through the DHS Security Office. Prospective Contractor employees shall submit the following completed forms to the DHS Security Office through the COTR no less than thirty (30) days before the start date of the contract or thirty (30) days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

- a. Standard Form 85P, "Questionnaire for Public Trust Positions"
- b. FD Form 258, "Fingerprint Card" (2 copies)
- c. Conditional Access To Sensitive But Unclassified Information Non-Disclosure Agreement
- d. Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act

Required forms will be provided by DHS at the time of award of the contract. Only complete packages will be accepted by the DHS Security Office. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, DHS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to or development of any DHS Information Technology (IT) systems. DHS will consider only U.S. Citizens and LPRs for employment on this contract. DHS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development operation, management or maintenance of DHS IT systems. By signing this contract, the Contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

END OF SECTION

SECTION I – CONTRACT CLAUSES

FEDERAL ACQUISITION REGULATION CLAUSES (incorporated by reference):

- 52.203-6 Restrictions on Subcontractor Sales to the Government. (JUL 1995)
- 52.204-2 Security Requirements (AUG 1996)
- 52.204-4 Printed or Copied Double-Sided on Recycled Paper. (AUG 2000)
- 52.215-8 Order of Precedence—Uniform Contract Format (OCT 1997)
- 52.216-22 Indefinite Quantity (OCT 1995)
- 52.217-5 Evaluation of Options (July 1990).
- 52.219-3 Notice of Total HUBZone Set-Aside. (JAN 1999)
- 52.219-14 Limitations on Subcontracting (DEC 1996)
- 52.222-3 Convict Labor. (JUN 2003)
- 52.222-21 Prohibition of Segregated Facilities (FEB 1999)
- 52.222-24 Preaward On-Site Equal Opportunity Compliance Evaluation (FEB 1999)
- 52.222-25 Affirmative Action Compliance (APR 1984)
- 52.222-26 Equal Opportunity (APR 2002)
- 52.222-29 Notification of Visa Denial (JUN 2003)
- 52.222-35 Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans. (DEC 2001)
- 52.222-36 Affirmative Action for Workers with Disabilities. (JUN 1998)
- 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans. (DEC 2001)
- 52.222-41 Service Contract Act of 1965, as Amended (July 2005)
- 52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT—PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (MAY 1989)
- 52.223-6 Drug-Free Workplace (MAY 2001)
- 52.225-1 Buy American Act - Supplies. (JUN 2003)
- 52.225-13 Restrictions on Certain Foreign Purchases. (JAN 2004)
- 52.228-5 Insurance—Work on a Government Installation (JAN 1997)
- 52.232-1 Payments (APR 1984)
- 52.232-11 Extras. (APR 1984)
- 52.232-17 Interest. (JUN 1996)
- 52.232-18 Availability of Funds. (APR 1984)
- 52.232-19 Availability of Funds for the Next Fiscal Year. (APR 1984)
- 52.232-25 Prompt Payment (OCT 2003)
- 52.232-33 Payment by Electronic Funds Transfer - Central Contractor Registration (OCT 2003)
- 52.233-1 Disputes (JUL 2002)
- 52.233-2 Service of Protest (AUG 1996)
- 52.233-3 Protest after Award (AUG 1996)
- 52.237-3 Continuity of Services (JAN 1991)
- 52.242-13 Bankruptcy (JUL 1995)
- 52.242-15 Stop-Work Order (AUG 1989)
- 52.243-1 Changes—Fixed-Price (AUG 1987) Alternate I (Apr 1984)
- 52.245-1 Property Records (APR 1984)
- 52.245-2 Government Property (Fixed-Price Contracts) (MAY 2004)
- 52.249-4 Termination for Convenience of the Government (Services) (Short Form) APR 1984)
- 52.249-8 Default (Fixed-Price Supply and Service) (APR 1984)
- 52.251-1 Government Supply Sources (APR 1984)

FEDERAL ACQUISITION REGULATION (FAR) (full text):

52.216-1 Type of Contract (Apr 1984)

The Government contemplates award of a combination Firm Fixed Price, Indefinite Quantity contract resulting from this solicitation.

(End of clause)

52.216-18 Ordering (Oct 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from Oct 24, 2005 through Oct 23, 2010.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 Order Limitations (Oct 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than 1 hour [*insert dollar figure or quantity*], the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor—

(1) Any order for a single item in excess of 24 hours [*insert dollar figure or quantity*];

(2) Any order for a combination of items in excess of 64 hours [*insert dollar figure or quantity*]; or

(3) A series of orders from the same ordering office within _____ days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 1 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.217-8 Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days [insert the period of time within which the Contracting Officer may exercise the option].

(End of clause)

HOMELAND SECURITY ACQUISITION REGULATION (HSAR) (full text)

3052.209-70 Prohibition on contracts with corporate expatriates. (DEC 2003)

(a) Prohibitions.

Section 835 of Public Law 107-296, prohibits the Department of Homeland Security from entering into any contract with a foreign incorporated entity after November 25, 2002, which is treated as an inverted domestic corporation as defined in this clause.

The Secretary shall waive the prohibition with respect to any specific contract if the Secretary determines that the waiver is required in the interest of homeland security, or to prevent the loss of any jobs in the United States or prevent the Government from incurring any additional costs that otherwise would not occur.

(b) Definitions. As used in this clause:

"Expanded Affiliated Group" means an affiliated group as defined in section 1504(a) of the Internal Revenue Code of 1986 (without regard to section 1504(b) of such Code), except that section 1504 of such Code shall be applied by substituting 'more than 50 percent' for 'at least 80 percent' each place it appears.

"Foreign Incorporated Entity" means any entity which is, or but for subsection (b) of Section 835 of the Homeland Security Act, Public Law 107-296, would be, treated as a foreign corporation for purposes of the Internal Revenue Code of 1986.

"Inverted Domestic Corporation." A foreign incorporated entity shall be treated as an inverted domestic corporation if, pursuant to a plan (or a series of related transactions)-

- (1) The entity completes after November 25, 2002, the direct or indirect acquisition of substantially all of the properties held directly or indirectly by a domestic corporation or substantially all of the properties constituting a trade or business of a domestic partnership;
- (2) After the acquisition at least 80 percent of the stock (by vote or value) of the entity is held-

- (A) In the case of an acquisition with respect to a domestic corporation, by former shareholders of the domestic corporation by reason of holding stock in the domestic corporation; or
- (B) In the case of an acquisition with respect to a domestic partnership, by former partners of the domestic partnership by reason of holding a capital or profits interest in the domestic partnership; and
- (3) The expanded affiliated group which after the acquisition includes the entity does not have substantial business activities in the foreign country in which or under the law of which the entity is created or organized when compared to the total business activities of such expanded affiliated group.

"Person", "domestic", and "foreign" have the meanings given such terms by paragraphs (1), (4), and (5) of section 7701(a) of the Internal Revenue Code of 1986, respectively.

- (c) Special rules. The following definitions and special rules shall apply when determining whether a foreign incorporated entity should be treated as an inverted domestic corporation.

CERTAIN STOCK DISREGARDED- For the purpose of treating a foreign incorporated entity as an inverted domestic corporation these shall not be taken into account in determining ownership:

- (1) stock held by members of the expanded affiliated group which includes the foreign incorporated entity; or
- (2) stock of such entity which is sold in a public offering related to the acquisition described in subsection (b)(1) of Section 835 of the Homeland Security Act, Public Law 107-296.

PLAN DEEMED IN CERTAIN CASES- If a foreign incorporated entity acquires directly or indirectly substantially all of the properties of a domestic corporation or partnership during the 4-year period beginning on the date which is after the date of enactment of this Act and which is 2 years before the ownership requirements of subsection (b)(2) are met, such actions shall be treated as pursuant to a plan.

CERTAIN TRANSFERS DISREGARDED- The transfer of properties or liabilities (including by contribution or distribution) shall be disregarded if such transfers are part of a plan a principal purpose of which is to avoid the purposes of this section.

- (d) **SPECIAL RULE FOR RELATED PARTNERSHIPS-** For purposes of applying subsection (b) to the acquisition of a domestic partnership, except as provided in regulations, all domestic partnerships which are under common control (within the meaning of section 482 of the Internal Revenue Code of 1986) shall be treated as a partnership.

Treatment of Certain Rights-

Solicitation HSHQDC-05-R-00004

(1) Certain rights shall be treated as stocks to the extent necessary to reflect the present value of all equitable interests incident to the transaction, as follows:

(A) warrants

(ii) options

(iii) contracts to acquire stock

(iv) convertible debt instruments

(v) others similar interests

(B) Rights labeled as stocks shall not be treated as stocks whenever it is deemed appropriate to do so to reflect the present value of the transaction or to disregard transactions whose recognition would defeat the purpose of Section 835.

(e) Disclosure

By signing and submitting its offer, an offeror under this solicitation represents that it not a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of Section 835 of the Homeland Security Act, Public Law 107-296 of November 25, 2002.

If a waiver has been granted, a copy of the approved waiver shall be attached to the bid or proposal.

(End of provision)

3052.215-70 Key personnel or facilities. (DEC 2003)

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel or Facilities under this Contract:

Shuttle Bus and Van Drivers
Sedan Drivers
Dispatchers
Quality Control Managers

(End of clause)

Solicitation HSHQDC-05-R-00004

3052.222-70 Strikes or picketing affecting timely completion of the contract work. (DEC 2003)

Notwithstanding any other provision hereof, the Contractor is responsible for delays arising out of labor disputes, including but not limited to strikes, if such strikes are reasonably avoidable. A delay caused by a strike or by picketing which constitutes an unfair labor practice is not excusable unless the Contractor takes all reasonable and appropriate action to end such a strike or picketing, such as the filing of a charge with the National Labor Relations Board, the use of other available Government procedures, and the use of private boards or organizations for the settlement of disputes.

(End of clause)

3052.222-71 Strikes or picketing affecting access to a DHS facility. (DEC 2003)

If the Contracting Officer notifies the Contractor in writing that a strike or picketing: (a) is directed at the Contractor or subcontractor or any employee of either; and (b) impedes or threatens to impede access (DEC 2003) by any person to a DHS facility where the site of the work is located, the Contractor shall take all appropriate action to end such strike or picketing, including, if necessary, the filing of a charge of unfair labor practice with the National Labor Relations Board or the use of other available judicial or administrative remedies.

(End of clause)

3052.228-70 Insurance. (DEC 2003)

In accordance with the clause entitled "Insurance - Work on a Government Installation" [or *Insurance - Liability to Third Persons*] in Section I, insurance of the following kinds and minimum amounts shall be provided and maintained during the period of performance of this contract:

- (a) Worker's compensation and employer's liability. The contractor shall, as a minimum, meet the requirements specified at (FAR) 48 CFR 28.307-2(a).
- (b) General liability. The contractor shall, as a minimum, meet the requirements specified at (FAR) 48 CFR 28.307-2(b).
- (c) Automobile liability. The contractor shall, as a minimum, meet the requirements specified at (FAR) 48 CFR 28.307-2(c).

(End of clause)

3052.237-70 Qualifications of contractor employees. (DEC 2003)

"Sensitive Information" (DEC 2003) is any information or proprietary data which if subject to unauthorized access, modification, loss, or misuse could adversely affect the national interest, the conduct of Federal programs, or the privacy to which individuals are entitled under 5 U.S.C. 552a (The Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy.

- (b) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those contractor employees authorized access to sensitive information, the contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.
- (c) Contractor employees working on this contract must complete such forms, as may *be necessary for security or other reasons, including the conduct of background investigations to determine suitability*. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required.
- (d) The Contracting Officer may require dismissal from work those employees deemed incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment is deemed contrary to the public interest or inconsistent with the best interest of national security.
- (e) Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Receipt Card Form I-151. An alien authorized to work shall present evidence from the Bureau of Citizenship and Immigration Services that employment will not affect his or her immigration status.
- (f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(End of Clause)

3052.237-72 Contractor Personnel Screening for Unclassified Information Technology Access. (DEC 2003)

Contractor personnel requiring privileged access or limited risk assessment level.

Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to DHS missions, as indicated in FIPS PUB 199, Standards for Security Categorization of Federal Information and Information Systems (Initial Public Draft).

- (b) The Contractor shall afford DHS, including the Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of DHS data or to the function of computer systems operated on behalf of DHS, and to preserve evidence of computer crime.
- (c) The Contractor shall incorporate the substance of this clause in all subcontracts that

meet the conditions in paragraph (a) of this clause.

(End of clause)

3052.242-71 Dissemination of contract information. (DEC 2003)

The Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract, without the prior written consent of the Contracting Officer. An electronic or printed copy of any material proposed to be published or distributed shall be submitted to the Contracting Officer.

(End of clause)

3052.245-70 Government property reports. (DEC 2003)

(a) The Contractor shall prepare an annual report of Government property in its possession and the possession of its subcontractors.

(b) The report shall be submitted to the Contracting Officer not later than September 15 of each calendar year on Form DHS F 4220.43, Contractor Report of Government Property.

(End of clause)

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Attachment 1: Department of Labor Wage Determination No: 94-2103 Rev (34)

Attachment 2: Contractor Past Performance Information spreadsheet

SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS

FAR 52.204-7 Central Contractor Registration. (OCT 2003)

(a) Definitions. As used in this clause—

Central Contractor Registration (CCR) database means the primary Government repository for Contractor information required for the conduct of business with the Government.

Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

Registered in the CCR database means that—

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields and has marked the record "Active".

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) *The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.*

(g)(1)(i) *If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.*

(ii) *If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.*

(2) *The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.*

(h) *Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.*

(End of clause)

FAR 52.204-8 Annual Representations and Certifications. (JAN 2005)

(a)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (b) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (b) applies.

(ii) Paragraph (b) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(b) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of Provision)

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS

I. GENERAL:

1. Each offeror must submit separate price and technical proposals. Failure to submit the required documents could be grounds for rejection of the offer. Electronic transmission by email is mandatory for both Price and Technical proposals to: Shirley.Turner@dhs.gov. Price and Technical proposals are due by **2:00 P.M. Eastern Standard Time - August 19, 2005**. Original documents may be required of the selected contractor only, prior to award.

II. REQUIRED PROPOSAL DOCUMENTATION

PRICE PROPOSALS:

- (a) Completed Standard Form 1447, "Solicitation/Contract," blocks 13, 27 and continuation sheet Price Schedule pages 3 through 5.
- (b) Completed Annual Representations and Certifications in accordance with Section K – Representations, Certifications and Other Statements of Bidders, FAR 52.204-7 Central Contractor Registration.

TECHNICAL PROPOSALS:

- (a) The offeror shall electronically submit all written information that pertains to the technical proposal Evaluation Factors described in Section M:
 - Management Plan
 - Vehicle Description
 - Accident Plan
 - Past Performance Spreadsheet

The technical proposal shall NOT contain any pricing information.

- (b) The offeror shall provide evidence of a current Washington Metropolitan Area Transportation Authority (WMATA) registration for shuttle services.

III. TECHNICAL PROPOSAL INCLUDED IN AWARD

The technical proposal shall become a part of the contract award. Where the offeror's proposal exceeds the solicitation requirements, the proposal will have precedence. In no case, however, shall any feature of the proposal that constitutes a reduction in quality or content to that which is required by the solicitation, become a part of the contract award.

IV. FEDERAL ACQUISITION REGULATION CLAUSES (full text)

52.215-1 Instructions to Offerors—Competitive Acquisition (Jan 2004)

(a) *Definitions.* As used in this provision—

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"In writing," "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) *Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.*

(2) The first page of the proposal must show—

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal.

Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, revision, and withdrawal of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and—

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government

infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date.* Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) *Restriction on disclosure and use of data.* Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall—

(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it

is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award.

(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's Interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

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(iv) A summary of the rationale for award.

(v) For acquisitions of commercial items, the make and model of the item to be *delivered by the successful offeror*.

(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

SECTION M - Evaluation Factors for Award

I. GENERAL

A. The Government will evaluate each proposal as a whole on the basis of price and technical merits and award the contract to the offeror whose offer represents the best value to the Government. The following factors are included:

- Factor 1: Technical Capability
 - Subfactor 1.1 Management Plan
 - Subfactor 1.2 Vehicle Description
 - Subfactor 1.3 Accident Plan
- Factor 2: Past Performance
- Factor 3: Price

B. In terms of importance, the Government considers Factors 1 and 2 to be equal to each other and together, more important than Price. The subfactors under Factor 1 are of equal importance to each other.

C. Prospective offerors will be advised that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords the Government a greater overall benefit.

D. Evaluation of the offeror's price is based on the total price of all contract line items (including options). The Government intends to evaluate the options and has included the provision "FAR 52.217-5, Evaluation of Options (JUL 1990)" in SECTION I of the solicitation. The Government will evaluate offers for award purposes by adding the price for the Option(s) to the total price of the basic requirement. Evaluation of options will not obligate the Government to exercise the Option(s).

E. A proposal must be rated at least "SATISFACTORY" to be eligible for award. A "MARGINAL" rating in any factor will result in that factor and the overall technical proposal being rated "MARGINAL" unless corrected through discussions. Likewise, a "POOR" rating in any factor will result in that factor and the overall technical proposal being rated "POOR" unless corrected through discussions. If the proposal has both a "POOR" and a "MARGINAL" rating in the factors, then the overall rating will be "POOR" unless corrected through discussions.

F. The Government reserves the right to determine which proposal demonstrates the required competence for performing the requirements described herein and offers the greatest value to the Government.

II. EVALUATION FACTORS

FACTOR 1. Technical Capability

The offeror's technical capability to manage a transportation service will be evaluated on the basis of its written information provided in the Management Plan, Accident Plan, and

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Description of Vehicles that demonstrates their ability to successfully accomplish the requirements of this RFP.

Subfactor 1.1 Management Plan. The Plan must provide an overview of the organizational capability to manage a transportation system to include the dispatch service and the executive motor-pool service. It shall describe the management techniques that will be used to ensure that the buses are maintained properly and that personnel are always available to operate the shuttle buses and the executive motor pool. It will discuss recruiting programs for drivers and if known identify proposed drivers with a brief narrative of their experience operating transportation service in the Metropolitan DC Area.

Subfactor 1.2 Accident Management Plan. This plan will provide an overview of the organization's plan to deal with accidents that may occur while providing shuttle service or driving the executive vehicles. It will include a detailed description of all steps that will be taken in the event of an accident. The plan will address solutions in the event of loss of vehicle use to ensure there will be no break in service.

Subfactor 1.3 Vehicle Description. A description will be required of the type of vehicles to be used. While shuttle vehicles using alternative fuels such as Compressed Natural Gas (CNG) or bio-diesel blends (B-20) are preferred, they are not mandatory. As a minimum requirement, vehicles used under the resultant contract must be new vehicles or the vehicles must be no more than one year old.

FACTOR 2. Past Performance Evaluation

The Offeror shall submit not more than three recent and relevant (not older than three years) past performance contracts using Attachment 2 - Past Performance Information spreadsheet. The contracts may be task orders or contracts for which the offer was the prime contractor for the U.S. Government or other clients. To determine how well a firm has performed, DHS will attempt to contact every reference available to obtain an evaluation of the offeror's performance on the submitted contracts from the references provided in the proposal and from other available sources. In the case of an offeror without relevant or current past performance, or for whom information on past performance is not available, the offeror will be rated neutral.

For each of the three contracts listed, offerors shall provide a point of contact and an alternate point of contact (project officer and contracting or grants officer) as a reference that will be able to answer questions in areas such as:

A. Quality of service: Conformance with contract requirement specifications and standards of good workmanship, reliability, and ability to address transportation management issues.

B. Customer Satisfaction. The degree of customer satisfaction obtained.

For any of the three presented contracts, if problems were encountered, the offeror shall provide an explanation of problems encountered and the corrective action taken. If available, offerors may provide copies of written performance evaluations executed at the completion of contracts.

IMPORTANT: It is the responsibility of the offeror to provide accurate points of contact for each contract and current telephone numbers. Failure of references to be able to respond to past performance inquiries may preclude DHS's ability to assign a past performance rating of satisfactory or higher.

FACTOR 3. Price Evaluation

The Government will evaluate offers for award purposes by adding the total price for all Contract Line Items, including options, submitted on the price schedule. Prices will be evaluated for completeness and reasonableness. Price proposals will not be given an adjectival rating, but will be ranked by price and evaluated for reasonableness.

The resulting contract shall be subject to the Service Contract Act of 1965. The contractor shall pay all employees no less than the applicable wage rate and benefits shown in the Attachment 1 - Department of Labor Wage Determination 1994-2103, REV 34, dated 5/23/2005.

III. SOURCE SELECTION DECISION

A. The following ratings will be used in evaluation of the technical Factor 1 and its subfactors.

Poor (P) - The Proposal or Factors, or both the Proposal and Factors demonstrate a lack of understanding of requirements. Technical approach and capabilities do not meet performance and capability standards necessary for acceptable contract performance. The Proposal or Factors, or both the Proposal and Factors contain major errors, omissions, significant weaknesses and/or deficiencies. The Proposal or Factors, or both the Proposal and Factors represent a very low probability of success with an extremely high degree of risk in meeting the Government's requirements. The Proposal or Factors, or both the Proposal and Factors could only be made satisfactory with a major revision of the proposal.

Marginal (M) - The Proposal or Factors, or both the Proposal and Factors demonstrate a limited understanding of requirements. Technical approach and capabilities are questionable as to whether or not they meet performance and capability standards necessary for acceptable contract performance. The Proposal or Factors, or both the Proposal and factors contain weaknesses and offer no strengths, or if there are any strengths, these strengths are outweighed by weaknesses. The Proposal or Factors, or both the Proposal and Factors represent a low probability of success with overall high degree of risk in meeting the Government's requirements. The Proposal or Factors, or both the Proposal and Factors might be made satisfactory with additional information and without a major revision of the proposal.

Satisfactory (S) - The Proposal or Factors, or both the Proposal and Factors demonstrate acceptable understanding of requirements. Technical approach and capabilities meet performance and capability standards. The Proposal or Factors, or both the Proposal and Factors offer no strengths, or, if there are any strengths, these strengths are offset by weaknesses. The Proposal or Factors, or both the Proposal and Factors represent a reasonable probability of success with overall moderate degree of risk in meeting the Government's requirements.

Good (G) – The Proposal or Factors, or both the Proposal and Factors demonstrate good understanding of the requirements. Technical approach and capabilities exceed performance and capability standards. The Proposal or Factors, or both the Proposal and Factors offer one or more strengths. Strengths outweigh any weaknesses. The Proposal or Factors, or both the Proposal and Factors represent a strong probability of success with overall low degree of risk in meeting the Government's requirements.

Excellent (E) – The Proposal or Factors, or both the Proposal and Factors demonstrate thorough and detailed understanding of requirements. Technical approach and capabilities significantly exceed performance and capability standards. The Proposal or Factors, or both the Proposal and Factors offer one or more strengths. Strengths significantly outweigh weaknesses, if any. The Proposal or Factors, or both the Proposal and Factors represent a high probability of success with no apparent risk in meeting the Government's requirements.

B. The following ratings will be used in evaluating Past Performance, Factor 2.

"Neutral" (N) - No relevant past performance available for evaluation. Offeror has asserted that it has no relevant directly related or similar past performance. Proposal receives no merit or demerit for this factor.

"Marginal" (M) - Little relevant and/or old past performance, and/or mostly unacceptable performance ratings (A rating of marginal does not by itself make the proposal ineligible for award).

"Satisfactory" (S) - Somewhat relevant and/or not very recent past performance, but mostly acceptable performance ratings.

"Good" (G) - Relevant and/or somewhat recent past performance and acceptable performance ratings.

"Excellent" (E) - Highly relevant and/or very recent past performance and excellent performance ratings.

C. An overall adjectival proposal rating shall be assigned by the Government evaluation team.

D. Each rating may be assigned rating factors of +/- to differentiate various levels of ability within each factor.

E. "Deficiency" is a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

F. "Weakness" means a flaw in the proposal that increases the risk of unsuccessful contract performance. A "significant weakness" in the proposal is a flaw that appreciably increases the risk of unsuccessful contract performance.

G. In determining which offer represents the best value to the Government for contract award, the Government will compare the final evaluation ratings of each offer to

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the final evaluation ratings of each other offer, trading off the marginal differences among them in technical capability, past performance and price.

H. The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

94-2103 DC, DISTRICT-WIDE

WAGE DETERMINATION NO: 94-2103 REV (34) AREA: DC, DISTRICT-WIDE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL WD:94-2104

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

William W. Gross Division of
Director Wage Determinations

Wage Determination No.: 1994-2103
Revision No.: 34
Date Of Revision: 05/23/2005

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	12.16
01012 - Accounting Clerk II	12.86
01013 - Accounting Clerk III	14.89
01014 - Accounting Clerk IV	16.65
01030 - Court Reporter	17.02
01050 - Dispatcher, Motor Vehicle	16.50
01060 - Document Preparation Clerk	12.75
01070 - Messenger (Courier)	10.23
01090 - Duplicating Machine Operator	12.75
01110 - Film/Tape Librarian	15.10
01115 - General Clerk I	11.68
01116 - General Clerk II	13.72
01117 - General Clerk III	15.32
01118 - General Clerk IV	18.74
01120 - Housing Referral Assistant	19.30
01131 - Key Entry Operator I	12.67
01132 - Key Entry Operator II	13.82
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	13.05
01262 - Personnel Assistant (Employment) II	15.10
01263 - Personnel Assistant (Employment) III	17.02
01264 - Personnel Assistant (Employment) IV	19.60
01270 - Production Control Clerk	18.89
01290 - Rental Clerk	15.42
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	16.11
01312 - Secretary II	17.31

01313 - Secretary III	19.30
01314 - Secretary IV	21.45
01315 - Secretary V	23.75
01320 - Service Order Dispatcher	15.82
01341 - Stenographer I	15.15
01342 - Stenographer II	16.47
01400 - Supply Technician	21.45
01420 - Survey Worker (Interviewer)	16.43
01460 - Switchboard Operator-Receptionist	12.06
01510 - Test Examiner	17.31
01520 - Test Proctor	17.31
01531 - Travel Clerk I	11.63
01532 - Travel Clerk II	12.49
01533 - Travel Clerk III	13.41
01611 - Word Processor I	12.75
01612 - Word Processor II	15.10
01613 - Word Processor III	17.02
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	15.10
03041 - Computer Operator I	15.10
03042 - Computer Operator II	17.02
03043 - Computer Operator III	18.89
03044 - Computer Operator IV	21.09
03045 - Computer Operator V	23.35
03071 - Computer Programmer I (1)	19.64
03072 - Computer Programmer II (1)	23.33
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	15.10
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	22.73
05010 - Automotive Glass Installer	17.88
05040 - Automotive Worker	17.88
05070 - Electrician, Automotive	18.95
05100 - Mobile Equipment Servicer	15.69
05130 - Motor Equipment Metal Mechanic	19.98
05160 - Motor Equipment Metal Worker	17.88
05190 - Motor Vehicle Mechanic	20.07
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	17.88
05310 - Painter, Automotive	18.95
05340 - Radiator Repair Specialist	17.88
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	19.98
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.91
07010 - Baker	12.25
07041 - Cook I	11.53
07042 - Cook II	12.79
07070 - Dishwasher	9.76
07130 - Meat Cutter	16.07
07250 - Waiter/Waitress	8.59
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09070 - Furniture Refinisher	18.05

09100 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	14.27
11121 - House Keeping Aid I	9.97
11122 - House Keeping Aid II	10.77
11150 - Janitor	10.12
11210 - Laborer, Grounds Maintenance	11.65
11240 - Maid or Houseman	9.97
11270 - Pest Controller	12.49
11300 - Refuse Collector	11.69
11330 - Tractor Operator	14.00
11360 - Window Cleaner	10.51
12000 - Health Occupations	
12020 - Dental Assistant	16.90
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	15.83
12071 - Licensed Practical Nurse I	15.86
12072 - Licensed Practical Nurse II	17.79
12073 - Licensed Practical Nurse III	19.92
12100 - Medical Assistant	12.94
12130 - Medical Laboratory Technician	16.32
12160 - Medical Record Clerk	14.96
12190 - Medical Record Technician	16.47
12221 - Nursing Assistant I	9.32
12222 - Nursing Assistant II	10.48
12223 - Nursing Assistant III	11.94
12224 - Nursing Assistant IV	13.40
12250 - Pharmacy Technician	13.02
12280 - Phlebotomist	13.40
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	29.47
12313 - Registered Nurse II, Specialist	29.47
12314 - Registered Nurse III	35.65
12315 - Registered Nurse III, Anesthetist	35.65
12316 - Registered Nurse IV	42.73
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	20.85
13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	28.07
13041 - Illustrator I	18.73
13042 - Illustrator II	23.42
13043 - Illustrator III	28.82
13047 - Librarian	24.54
13050 - Library Technician	17.18
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21.52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.71
15030 - Counter Attendant	8.71
15040 - Dry Cleaner	10.94
15070 - Finisher, Flatwork, Machine	8.71
15090 - Presser, Hand	8.71
15100 - Presser, Machine, Drycleaning	8.71

15130 - Presser, Machine, Shirts	8.71
15160 - Presser, Machine, Wearing Apparel, Laundry	8.71
15190 - Sewing Machine Operator	11.73
15220 - Tailor	12.43
15250 - Washer, Machine	9.31
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.95
19040 - Tool and Die Maker	23.05
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	19.38
21020 - Material Coordinator	19.05
21030 - Material Expediter	19.05
21040 - Material Handling Laborer	11.50
21050 - Order Filler	13.21
21071 - Forklift Operator	16.04
21080 - Production Line Worker (Food Processing)	15.93
21100 - Shipping/Receiving Clerk	13.15
21130 - Shipping Packer	13.15
21140 - Store Worker I	9.06
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.05
21210 - Tools and Parts Attendant	16.99
21400 - Warehouse Specialist	16.04
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	22.24
23040 - Aircraft Mechanic Helper	14.71
23050 - Aircraft Quality Control Inspector	23.43
23060 - Aircraft Servicer	17.82
23070 - Aircraft Worker	18.09
23100 - Appliance Mechanic	18.95
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.68
23130 - Carpenter, Maintenance	18.95
23140 - Carpet Layer	17.80
23160 - Electrician, Maintenance	22.59
23181 - Electronics Technician, Maintenance I	19.42
23182 - Electronics Technician, Maintenance II	21.92
23183 - Electronics Technician, Maintenance III	23.87
23260 - Fabric Worker	16.61
23290 - Fire Alarm System Mechanic	19.98
23310 - Fire Extinguisher Repairer	15.69
23340 - Fuel Distribution System Mechanic	21.05
23370 - General Maintenance Worker	17.28
23400 - Heating, Refrigeration and Air Conditioning Mechanic	20.87
23430 - Heavy Equipment Mechanic	19.98
23440 - Heavy Equipment Operator	20.76
23460 - Instrument Mechanic	19.98
23470 - Laborer	14.27
23500 - Locksmith	18.95
23530 - Machinery Maintenance Mechanic	20.51
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	14.54
23640 - Millwright	21.85
23700 - Office Appliance Repairer	18.95
23740 - Painter, Aircraft	21.29
23760 - Painter, Maintenance	18.95
23790 - Pipefitter, Maintenance	22.76
23800 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	19.98
23850 - Rigger	19.98
23870 - Scale Mechanic	17.88

23890 - Sheet-Metal Worker, Maintenance	19.98
23910 - Small Engine Mechanic	20.05
23930 - Telecommunication Mechanic I	22.21
23931 - Telecommunication Mechanic II	23.41
23950 - Telephone Lineman	22.21
23960 - Welder, Combination, Maintenance	19.98
23965 - Well Driller	19.98
23970 - Woodcraft Worker	19.98
23980 - Woodworker	15.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.58
24580 - Child Care Center Clerk	16.15
24600 - Chore Aid	9.29
24630 - Homemaker	16.75
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.57
25040 - Sewage Plant Operator	19.52
25070 - Stationary Engineer	22.57
25190 - Ventilation Equipment Tender	15.24
25210 - Water Treatment Plant Operator	19.72
27000 - Protective Service Occupations (not set) - Police Officer	23.19
27004 - Alarm Monitor	16.79
27006 - Corrections Officer	18.10
27010 - Court Security Officer	20.72
27040 - Detention Officer	18.29
27070 - Firefighter	20.97
27101 - Guard I	11.51
27102 - Guard II	15.16
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	19.89
28020 - Hatch Tender	19.89
28030 - Line Handler	19.89
28040 - Stevedore I	18.71
28050 - Stevedore II	21.11
29000 - Technical Occupations	
21150 - Graphic Artist	22.81
29010 - Air Traffic Control Specialist, Center (2)	32.70
29011 - Air Traffic Control Specialist, Station (2)	22.54
29012 - Air Traffic Control Specialist, Terminal (2)	24.82
29023 - Archeological Technician I	15.78
29024 - Archeological Technician II	17.58
29025 - Archeological Technician III	21.94
29030 - Cartographic Technician	23.33
29035 - Computer Based Training (CBT) Specialist/ Instructor	31.26
29040 - Civil Engineering Technician	22.19
29061 - Drafter I	14.31
29062 - Drafter II	16.57
29063 - Drafter III	18.53
29064 - Drafter IV	23.33
29081 - Engineering Technician I	17.67
29082 - Engineering Technician II	19.84
29083 - Engineering Technician III	22.54
29084 - Engineering Technician IV	27.49
29085 - Engineering Technician V	33.62
29086 - Engineering Technician VI	40.67
29090 - Environmental Technician	21.22
29100 - Flight Simulator/Instructor (Pilot)	36.95
29160 - Instructor	26.54
29210 - Laboratory Technician	18.56

29240 - Mathematical Technician	23.70
29361 - Paralegal/Legal Assistant I	20.03
29362 - Paralegal/Legal Assistant II	24.82
29363 - Paralegal/Legal Assistant III	30.35
29364 - Paralegal/Legal Assistant IV	36.73
29390 - Photooptics Technician	23.33
29480 - Technical Writer	28.55
29491 - Unexploded Ordnance (UXO) Technician I	20.78
29492 - Unexploded Ordnance (UXO) Technician II	25.14
29493 - Unexploded Ordnance (UXO) Technician III	30.13
29494 - Unexploded (UXO) Safety Escort	20.78
29495 - Unexploded (UXO) Sweep Personnel	20.78
29620 - Weather Observer, Senior (3)	21.32
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.30
29622 - Weather Observer, Upper Air (3)	18.30
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	8.62
31290 - Shuttle Bus Driver	13.45
31300 - Taxi Driver	12.71
31361 - Truckdriver, Light Truck	13.89
31362 - Truckdriver, Medium Truck	17.09
31363 - Truckdriver, Heavy Truck	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	10.47
99030 - Cashier	9.82
99041 - Carnival Equipment Operator	12.35
99042 - Carnival Equipment Repairer	13.30
99043 - Carnival Worker	8.31
99050 - Desk Clerk	9.78
99095 - Embalmer	19.79
99300 - Lifeguard	10.92
99310 - Mortician	24.77
99350 - Park Attendant (Aide)	13.71
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.12
99500 - Recreation Specialist	16.99
99510 - Recycling Worker	15.47
99610 - Sales Clerk	11.08
99620 - School Crossing Guard (Crosswalk Attendant)	11.37
99630 - Sport Official	11.24
99658 - Survey Party Chief (Chief of Party)	18.39
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.48
99660 - Surveying Aide	11.43
99690 - Swimming Pool Operator	13.93
99720 - Vending Machine Attendant	10.73
99730 - Vending Machine Repairer	13.93
99740 - Vending Machine Repairer Helper	11.34

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.87 an hour or \$114.80 a week or \$497.47 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the

performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form-1444 (SF 1444)).

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.



CONTRACTOR NAME:		CONTRACT #1	CONTRACT #2	CONTRACT #3
CONTRACT GENERAL INFORMATION				
01. Contract Title:				
02. Contract Location:				
03. Contract Number (if any):				
04. Name:				
05. Phone number:				
06. E-mail address:				
07. Name:				
08. Role in the project:				
09. Phone number:				
10. E-mail address:				
11. Name:				
12. Role in the project:				
13. Phone number:				
14. E-mail address:				
15. Prime contractor, Joint Venture, Sub-contractor (1):				
16. Percentage of work completed by offeror.:				
17. Type of work completed by applicant:				
CONTRACT TYPE				
18. Commercial (Yes/No):				
19. Government (Yes/No):				
CONTRACT SCHEDULE DATA:				
20. Contract Award Date:				
21. Contract Completion (month/year, including any agreed-upon time extension):				
22. Actual Completion - month/year:				
23. Delta (between above two cells):				
24. Amount of Award (\$):				
25. Amount at Completion, including any agreed-upon addition/change order:				
26. Delta (between above two cells):				
27. Liquidated Damages Assessed in \$				
CONTRACT SCOPE OF WORK:				
28. Describe the type of effort:				
NOTES:				

Handwritten scribble or signature in the contract scope of work section.

SECTION C – DESCRIPTION/SPECIFICATIONS

STATEMENT OF WORK

1. Background:

The Department of Homeland Security has component headquarters units in a variety of locations in the Washington Metropolitan Area. To assist DHS employees to travel between these locations, it is necessary to provide shuttle bus services between these locations. In addition, there is a need to provide senior management officials with transportation services between regional airports and other locations within the Washington Metropolitan area.

2. General:

The contractor shall furnish all equipment, personnel, supervision, maintenance, and operating supplies necessary to provide regularly scheduled shuttle services and unscheduled shuttle or bus service between the locations specified herein, and shall provide personnel and supervision for the operation of an executive sedan motor pool, including dispatch service.

3. Suitability Screening:

Contractor personnel, including drivers, dispatchers and QC managers, shall be able to pass a DHS suitability screening prior to working under this contract.

4. This contract will be authorized for use by DHS employees, contractors and other government employees with the appropriate identification.

A. SHUTTLE OPERATION

(1) Regularly scheduled and unscheduled shuttle bus service shall be provided Monday through Friday, including Federal holidays and other situations where the Government may be closed, between the locations and schedule times shown below for each DHS Component.

(2) Driver Qualifications:

a. Personnel must have a thorough knowledge of the Washington, DC metropolitan area, be able to determine the safest and most advantageous route between locations, and be able to read and understand road maps.

b. Personnel must speak and understand English at a business and technical level.

c. Personnel must present and conduct themselves in a professional manner at all times.

d. Personnel shall wear an appropriate uniform.

e. Drivers shall have an appropriate and valid license for the type of vehicle being operated, including a Commercial Driver's License (CDL) if required.

(3) Vehicle Requirements

a. The shuttle buses provided under this contract shall be in sufficient numbers to operate between the specified locations and on the frequencies stated. Vehicles shall be mini-buses of the type intended for such use and shall be capable of carrying a minimum of 21 and a maximum of 27 passengers. Examples of such buses include those of by the National Bus Sales and Leasing Model GC1#0853, El Dorado Model 220, and Thomas Built Model 124.

b. Alternative fuel capability is preferred but not mandatory. Vehicles used for this purpose may be a mini bus or a 15 passenger van. While shuttle vehicles using alternative fuels such as Compressed Natural Gas (CNG) or bio-diesel blends (B-20) are preferred, they are not mandatory.

c. During the performance of this contract the contractor shall replace shuttle vehicles after five years or 80,000 miles, whichever comes first. At the beginning of the contract the contractor shall use only new vehicles or vehicles not more than one year old.

(4) Shuttle Routes: Tenleytown, Glebe Road, Vermont Avenue, North Route, South Route and U.S. Coast Guard.

Tenleytown

- TENLEYTOWN - Tenleytown Metro Station on the Metro Rail Red Line
- NAC - Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW
- 7th & D - GSA Regional Office Building, 7th and D Streets, SW

TENLEYTOWN ROUTE			
	Tenleytown	NAC	7 th & D
AM/PM	Departs	Departs	Departs
AM	7:00	7:15	
AM	7:30	7:45	
AM	8:00	8:15	
AM	8:30	8:45	
AM	9:00	9:30	10:00
AM		10:30	11:00
AM		11:30	12:00
PM		12:30	1:00
PM		1:30	2:00
PM		2:30	3:00
PM	3:30	3:45	
PM	4:00	4:15	
PM	4:30	4:45	
PM	5:00	5:15	
PM	5:30	5:45	
PM	6:00	6:15	
PM	6:30	6:45	

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Glebe Road

- GLEBE – 1110 North Glebe Road, Arlington, VA
- FBI – Hoover FBI Building, 10th & Pennsylvania Avenue, NW
- NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW

Glebe Road Route			
	Glebe	FBI	NAC
AM /PM	Departs	Departs	Departs
AM	7:00		7:45
AM	8:30		9:15
AM	10:00		10:45
AM/PM	11:30	12:00	12:30
PM	1:15	1:45	2:15
PM	3:00	3:30	4:00
PM	4:45		5:30
PM	8:15 Last run to NAC		7:00 Drop off only

Vermont Avenue

- NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW
- 1120 VT – 1120 Vermont Avenue, NW

VERMONT AVE ROUTE		
	NAC	1120 VT
AM/PM	Departs	Departs
AM	7:00	7:30
AM	8:00	8:30
AM	9:00	9:30
AM	10:00	10:30
AM	11:00	11:30
PM	12:00	12:30
PM	1:00	1:30
PM	2:00	2:30
PM	3:00	3:30
PM	4:00	4:30
PM	5:00	5:30
PM	6:00	6:30

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South Route

- 7th & D - 7th & D – GSA Regional Office Building, 7th and D Streets, SW
- RRB – Ronald Reagan Building, 14th and Pennsylvania Avenues, NW
- 1120 VT - 1120 Vermont Avenue, NW
- 1201 NY – 1201 New York Avenue, NW
- FBI – Hoover FBI Building, 10th and Pennsylvania Avenue, NW

SOUTH ROUTE					
	7 th & D	RRB	1120 VT	1201 NY	FBI
	Departs	Departs	Departs	Departs	Departs
AM	7:45	8:00	8:10	8:20	8:30
AM	8:45	9:00	9:10	9:20	9:30
AM	9:45	10:00	10:10	10:20	10:30
AM	10:45	11:00	11:10	11:20	11:30
AM	11:45	12:00	12:10	12:20	12:30
PM	12:45	1:00	1:10	1:20	1:30
PM	1:45	2:00	2:10	2:20	2:30
PM	2:45	3:00	3:10	3:20	3:30
PM	3:45	4:00	4:10	4:20	4:30
PM	4:45	5:00	5:10	5:20	5:30
PM	5:45	6:00	6:10	6:20	6:30
PM	6:45				

North Route

- NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW
- 7th & D - 7th & D – GSA Regional Office Building, 7th and D Streets, SW

NORTH ROUTE		
	NAC	7 th & D
AM/PM	Departs	Departs
AM	7:00	7:30
AM	8:00	8:30
AM	9:00	9:30
AM	10:00	10:30
AM	11:00	11:30
PM	12:00	12:30
PM	1:00	1:30
PM	2:00	2:30
PM	3:00	3:30
PM	4:00	4:30
PM	5:00	5:30
PM	6:00	6:30

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U.S. Coast Guard

- DOT – Department of Transportation Headquarters, 7th and D Streets, SW
- 4th & I – 4th and I Streets, SW
- USCG – Coast Guard Headquarters, 2100 2nd Street, SW
- 1900 HALF – 1900 Half Street, SW

USCG SHUTTLE SCHEDULE

BUS	AM/PM	DOT	4TH & I	USCG 2100 2ND ST	1900 HALF
CG1	AM	5:55	6:58	6:10	6:15
CG2	AM	6:00	6:03	6:18	6:20
CG3	AM	6:05	6:08	6:20	6:25
CG4	AM	6:10	6:13	6:25	6:30
CG5	AM	6:15	6:18	6:30	6:35
CG1	AM	6:25	6:28	6:40	6:45
CG2	AM	6:30	6:33	6:45	6:50
CG3	AM	6:35	6:38	6:50	6:55
CG4	AM	6:40	6:43	6:55	7:00
CG5	AM	6:45	6:48	7:00	7:05
CG1	AM	6:55	6:58	7:10	7:15
CG2	AM	7:00	7:03	7:15	7:20
CG3	AM	7:05	7:08	7:20	7:25
CG4	AM	7:10	7:13	7:25	7:30
CG5	AM	7:15	7:18	7:30	7:35
CG1	AM	7:25	7:28	7:40	7:45
CG2	AM	7:30	7:33	7:45	7:50
CG3	AM	7:35	7:38	7:50	7:55
CG4	AM	7:40	7:43	7:55	8:00
CG5	AM	7:45	7:48	8:00	8:05
CG1	AM	7:55	7:58	8:10	8:15
CG2	AM	8:00	8:03	8:15	8:20
CG3	AM	8:05	8:08	8:20	8:25
CG4	AM	8:10	8:13	8:25	8:30
CG5	AM	8:15	8:18	8:30	8:35
CG5	AM	8:45	8:48	9:00	9:05
CG5	AM	9:15	9:18	9:30	9:35
CG5	AM	9:45	9:48	10:00	10:05
CG5	AM	10:15	10:18	10:30	10:35
CG5	AM	10:45	10:48	11:00	11:05
CG5	AM	11:15	11:18	11:30	11:35
CG5	AM	11:45	11:48	12:00	12:05
CG5	PM	12:15	12:18	12:30	12:35
CG5	PM	12:45	12:48	1:00	1:05
CG5	PM	1:15	1:18	1:30	1:35
CG5	PM	1:45	1:48	2:00	2:05
CG5	PM	2:15	2:18	2:30	2:35
CG5	PM	2:45	2:48	3:00	3:05
CG5	PM	3:15	3:18	3:30	3:35

USCG SHUTTLE SCHEDULE

BUS	AM/PM	DOT	4TH & I	2100 2ND ST	1900 HALF
CG1	PM	3:25	3:23	3:35	3:40
CG2	PM	3:25	3:23	3:40	3:45
CG3	PM	3:30	3:23	3:45	3:50
CG4	PM	3:35	3:28	3:50	3:55
CG5	PM	3:40	3:33	4:00	4:05
CG1	PM	3:50	3:43	4:05	4:10
CG2	PM	3:55	3:48	4:10	4:15
CG3	PM	4:00	4:03	4:15	4:20
CG4	PM	4:05	4:08	4:20	4:25
CG5	PM	4:10	4:13	4:25	4:30
CG1	PM	4:20	4:23	4:35	4:40
CG2	PM	4:25	4:28	4:40	4:45
CG3	PM	4:30	4:33	4:45	4:50
CG4	PM	4:35	4:38	4:50	4:55
CG5	PM	4:40	4:43	4:55	5:00
CG1	PM	4:50	4:53	5:05	5:10
CG2	PM	4:55	4:58	5:10	5:15
CG3	PM	5:00	5:03	5:15	5:20
CG4	PM	5:05	5:08	5:20	5:25
CG5	PM	5:10	5:13	5:25	5:30
CG1	PM	5:20	5:23	5:35	5:40
CG2	PM	5:25	5:28	5:40	5:45
CG3	PM	5:30	5:33	5:45	5:50
CG4	PM	5:35	5:38	5:50	5:55
CG5	PM	5:40	5:43	5:55	6:00
CG1	PM	5:50	5:53	6:05	6:10
CG2	PM	5:55	5:58	6:10	6:15
CG3	PM	6:00	6:03	6:15	6:20
CG4	PM	6:05	6:08	6:20	6:25
CG5	PM	6:10	6:13	6:25	6:30
CG1	PM	6:20	6:23	6:35	6:40
CG2	PM	6:25	6:28	6:40	6:45
CG3	PM	6:30	6:33	6:45	6:50
CG4	PM	6:35	6:38	6:50	6:55
CG5	PM	6:40	6:43	6:55	7:00

B. EXECUTIVE MOTOR POOL SEDAN SERVICE

(1) The contractor shall provide personnel and supervision for the operation of the executive motor pool sedan service and a Quality Control Manager to monitor the executive motor pool and shuttle bus operations. Using the Government provided executive sedans, authorized staff shall be transported between various locations in the Washington, DC metropolitan area including service to and from Baltimore Washington, Washington Dulles and Washington Ronald Reagan National airports for authorized users departing on, or returning from, official travel. Service shall be provided between the hours of 7:00 am and 7:00 pm Monday through Friday, including Federal holidays and other situations where the Government may be closed, with at least one driver and vehicle available at 8:00 am. Service after hours or on weekends may be required with reasonable advance notification, subject to driver and vehicle availability.

(2) Driver Qualifications:

- a. Personnel must have a thorough knowledge of the Washington, DC metropolitan area, be able to determine the safest and most advantageous route between locations, and be able to read and understand road maps.
- b. Personnel must speak and understand English at a business and technical level.
- c. Personnel must present and conduct themselves in a professional manner at all times.
- d. Personnel shall wear an appropriate uniform.
- f. Drivers shall have a valid license for the type of vehicle being operated, including a Commercial Driver's License (CDL) if required.

(3) Dispatcher:

The dispatcher interacts with customers requesting sedan service and/or unscheduled shuttle services as well as DHS staff having questions concerning the services provided. The dispatcher is also responsible for scheduling drivers and vehicles to assure that necessary services are provided, and unplanned contingencies are addressed with minimal impact on DHS users or disruption to scheduled services.

(4) Quality Control Manager:

The QCM monitors the performance of the Sedan and Bus operations to assure that vehicles are maintained in a clean and safe condition, that the drivers are wearing the appropriate uniforms, conducting themselves in an appropriate and professional manner, and are where they are supposed to be when they are supposed to be there.

(5) Government Furnished Vehicles

- a. The Government shall maintain and provide the contractor with a maximum of nine sedans for use in providing executive motor pool services.

b. The Government shall provide the fuel for use in operating the shuttle bus service and executive motor pool vehicles.

(6) Overtime Pay

In the event that the sedan driver and or dispatcher is required to work overtime, the Contracting Officer's Technical Representative shall be notified in advance, however, in cases of unanticipated overtime, not later than the next business day.

(7) Government Employee Usage Guidelines

a. Transportation between an employee's residence and place(s) of employment (home-to-work) is not permitted unless specifically authorized by the Secretary in accordance with the provisions of 31 United States Code Section 1344.

b. Transportation service is for official use only and transportation of a personal nature is not permitted. As a general rule, trips to restaurants and hotels are not permissible unless there is a clear business purpose such as delivering a speech or presentation or representing DHS at an organizational meeting.

C. INSURANCE REQUIREMENTS

Within five days after award, contractor shall provide to the Contracting Officer evidence of Vehicular and General Public Liability Insurance in the amounts required by law. Based on a review of insurance, the Government reserves the right to require higher insurance protection.

D. REPORTING REQUIREMENTS

On a weekly and monthly basis, the contractor shall provide a written report to the COTR containing the following information:

(1) Executive Sedans

- a. Number of Trips
- b. Number of No-Shows
- c. Cancellations
- d. Trips Requiring Waiting > 15 minutes for the passenger
- e. Missed Trips and narrative explanations
- f. Trips unable to accommodate
- g. Trips within Metropolitan Area
- h. Trips in VA 15-30 Miles
- i. Trips in MD 15-30 Miles
- j. Trips to Ronald Reagan Washington International Airport
- k. Trips to Washington Dulles International Airport
- l. Trips to Baltimore Washington International Airport
- m. Trips to Restaurants and Hotels
- n. Complaints
- o. Accidents
- p. Miles Driven for each Vehicle
- q. Maintenance Issues
- r. Fuel and Car Wash Charges

Solicitation HSHQDC-05-R-00004

- s. Average Miles per Gallon
- t. Average length of trip in miles
- u. Average length of trip time
- v. Average Wait between trips by vehicle
- w. Average Repositioning time between trips

(2) Shuttle Service

- a. Ridership by Route for the Period
- b. Average Daily Ridership by Route
- c. Delays and Narrative Explanation
- d. Missed Trips and Narrative Explanation
- e. Miles Driven per Vehicle
- f. Complaints
- g. Accidents
- h. Fuel Charges
- i. Average Miles per Gallon

The statistics listed above will be used by DHS management to evaluate performance under this contract. The COTR and contractor management will hold regularly scheduled monthly meetings to review statistics for the prior month, identify strengths and weakness and develop plans for any necessary corrective measures or other changes.

END OF SECTION

MAIN CREATE EDIT VIEW PRINT ARCHIVE UNARCHIVE

V -- SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT

General Information

Document Type: A = Award Notice
Solicitation Number: HSHQDC-05-R-00004
Posted Date: Nov 02, 2005
Contract Award Date: OCT 27, 2005
Archive Date: NOV 30, 2005
Classification Code: V -- Transportation, travel, & relocation services
Set Aside: N/A
NAICS Code: 485410

Contracting Office Address

DHS - Direct Reports, Office of the Chief Procurement Officer, Office of Procurement Operations, Office of the Chief Procurement Officer, Washington, DC, 20528

Description

Contract Award Number: HSHQDC-05-C-00036
Contract Award Amount: \$21,231,360
Contract Line Item Number: ALL
Contractor: Shirlington Limousine and Transportation, Inc. PO Box 6773 Arlington, VA 22206

Point of Contact

Shirley Turner, Contract Specialist, Phone 202-772-9586, Fax 202-205-3204, Email shirley.turner@dhs.gov

Place of Contract Performance

SMALL BUSINESS ACQUISITION PROGRAM

1. Purpose

This directive establishes the Department of Homeland Security (DHS) policy for the Small Business Acquisition Program.

2. Scope

This directive applies to all DHS organizational elements.

3. Authorities

- A. The Small Business Act, 15 USC 637
- B. Federal Acquisition Regulation Part 19.

4. Definitions

- A. **Small Business**: A firm that is independently owned and operated, not dominant in its field, and meets federal size standards.
- B. **OSDBU**: The Office of Small and Disadvantaged Business Utilization, designated to assist, counsel, and advise small businesses on how to do business with the DHS.
- C. **Component**: Each organizational element within the DHS with an acquisition office.
- D. **Designated DHS Official**: Senior DHS Officials as designated by the Secretary, Deputy Secretary or Under Secretaries.

5. Responsibilities

- A. **All Under Secretaries and Designated DHS Officials**: shall be responsible for the implementation of this policy.
- B. **OSDBU**: shall serve as the focal point for small business acquisition matters, and works closely with all DHS organizations to implement the program. In accordance with the Small Business Act, the Director, OSDBU reports to the Deputy Secretary for policy matters; for administrative support, the OSDBU is aligned in the Office of the Under Secretary for Management.

6. Policy & Procedures

A. **Policy:** It is the policy of DHS to establish an Office of Small and Disadvantaged Business Utilization (OSDBU).

1. Consistent with our mission, DHS will provide maximum practicable opportunities in our acquisitions to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Such concerns must also have the maximum practicable opportunity to participate as subcontractors in the contracts awarded by DHS, consistent with efficient contract performance.

2. This small business acquisition policy is a shared responsibility among all DHS employees involved in the acquisition process. Through a unified team approach involving senior management, small business personnel, acquisition personnel, and technical/program staff, we can support both our critical national mission and the important public policy objective of small business inclusion in our acquisition program.

B. **Procedures:** In support of this policy, the OSDBU will:

1. Work closely with the Small Business Administration;
2. Request that each DHS component identify an individual responsible for the small business program;
3. Prepare and maintain a small business website;
4. Prepare a small business acquisition training program ;
5. Establish an organizational structure to ensure the impartiality of the component small business function;
6. Prepare small business marketing publications (such as a forecast of contract opportunities on a fiscal year basis);
7. Develop an outreach program with monthly sessions and support the Annual OSDBU Directors Conference;
8. Establish DHS-wide small business goals resulting from consultations with individual components;
9. Work with various industry and small business trade associations; and
10. Prepare a strategy in support of OMB's policy to eliminate unnecessary contract bundling and to mitigate the effects of necessary contract bundling.

C. **Questions or Concerns Regarding the Process:** Any questions or concerns regarding this directive should be addressed to the Office of the Under Secretary for Management



ACQUISITION SOLUTIONS, INC.

P.O. BOX 3948 CHARLTON, VA 22124

October 3, 2005

MEMORANDUM FOR: Policy and Customer Support Division

SUBJECT: Review of Award for DHS Shuttle and Transportation Services

General Comments:

The award package for an estimated \$21,669,018 acquisition of DHS Shuttle and Transportation Services and is generally sufficient with the exception of recommended changes below.

Adherence to DHS Policy:

(b(5))

Best Practices Recommendations

(b(5))

For any questions please contact Linda Terhune of Acquisition Solutions at (b(6)) or by email at (b(6))

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**INDEPENDENT GOVERNMENT ESTIMATE
MOTOR POOL AND SHUTTLE SERVICES**

Based on existing GSA Contract Rates and June 2003 DOL Wage Rate Determinations, plus a 4.1% COL increase, the following estimate has been developed:

Category of Employee	Number	Rate	Hours	Cost
Bus Driver	7	(b(5)))	395,136
Sedan Drivers <i>Drivers only</i>	9	(b(5)))	401,890
Dispatcher/Supervisor	2	(b(5)))	129,024
Vehicle Washes <i>Office Sedan</i>	200X <i>year</i>	(b(5))		3,000
Category of Equipment	Number	Rate	Days	Cost
25 Passenger Mini Bus	6	(b(5)))	450,000
Total Estimated Cost				\$1,379,050

**Statement of Objectives
For Motor Pool Operations
At DHS Headquarters**

I. Description of Objectives

The Department of Homeland Security (DHS) requires the provision of motor pool and shuttle services for Departmental and component headquarters locations in the Washington, DC National Capitol Region, and for trips to and from Baltimore Washington, Washington Dulles and Washington Ronald Reagan airports as defined in this Statement of Objectives (SOO).

II. General Requirements

- b. Vehicle acquisition, delivery, licensing, insurance and disposal for the shuttle service vehicles and passenger vans are to be included in the scope of services provided.
- c. Drivers must have a Secret or higher clearance, or be capable of obtaining a clearance. Clearances are required before services may be provided under this contract.
- d. A plan for the management of the services to be provided, including the operation of a dispatch service for the executive sedans, is required.
- e. Personnel must have a thorough knowledge of the Washington, DC metropolitan area, be able to determine the safest and most advantageous route between locations, and be able to read and understand road maps.
- f. Personnel must speak and understand English at a business and technical level.
- g. Personnel must present and conduct themselves in a professional manner at all times. Contractor shall provide its plans for appropriate dress and behavior.
- h. Drivers shall have an appropriate and valid license for the type of vehicle being operated, including a Commercial Driver's License (CDL) if required.
- i. The contractor shall provide an accident management plan, including:
 - Making any necessary telephone calls;

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- Directing the Driver's next steps;
 - Notifying all key parties including the liability insurance carrier and the Contracting Officer's Technical Representative (COTR); and
 - Provision of a replacement or loaner vehicle as appropriate.
- j. Shuttle vehicles shall be provided at the beginning of this contract and shall be replaced at 3 years or 36,000 miles, whichever comes first.
- k. Contractor shall be responsible for Washington Metropolitan Area Transportation Authority (WMATA) registration of shuttle service.

III. Service Requirements

- a. The contractor shall furnish all equipment personnel, supervision, maintenance, fuel and operating supplies necessary to provide regularly scheduled shuttle services and ad-hoc shuttle or bus service between the locations specifies herein, and shall provide personnel and supervision for the operation of the executive motor pool, including dispatch service.
- b. While shuttle vehicles using alternative fuels such as Compressed Natural Gas (CNG) or bio-diesel blends (B-20) are preferred, they are not mandatory.
- c. The Government reserves the right to add additional shuttle service buses or routes, and to modify schedules on this contract. The Contracting Officer (CO) designated under this contract shall coordinate with the contractor for any additional buses or routes.
- d. Shuttle service shall be provided between the following locations as shown on the following schedules:

North Route: GSA Regional Office Building, 7th & D Streets SW; Nebraska Avenue Complex, Massachusetts and Nebraska Avenues. NW; and the Tenleytown Metrorail Station on the Metro Red Line.

	North Route													
	NAC		TNLY		NAC		7th & D		TNLY		NAC		TNLY	
	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	D
AM	7:00	7:00	7:10	7:11	7:22	7:23			7:33	7:34	7:44	7:45	7:55	7
AM	8:05	8:07	8:17	8:18	8:28	8:30	8:50	8:52			9:12	9:14	9:24	9
AM	9:45	9:47					10:07	10:08			10:28	10:30	10:40	10
AM	10:52	10:54					11:15	11:17			11:37	11:39	11:49	11
PM	12:00	12:01					12:21	12:23			12:43	12:45	12:55	12

PM	1:07	1:09					1:29	1:31			1:51	1:53	2:04	2
PM	2:15	2:16					2:36	2:38			2:58	3:00	3:10	3
PM	3:21	3:22					3:42	3:44			4:04	4:06	4:18	4
PM	4:30	4:31	4:41	4:42	4:54	4:56	NA	NA	5:08	5:09	5:21	5:23	5:35	5
PM	5:49	5:51	6:02	6:03	6:15	6:17	NA	NA	6:29	6:30	6:42	6:44	6:54	N

NAC - Nebraska Avenue Complex
 TNLV - Tealeytown Metro
 7th & D - 7th and D Street, SW

South Route: GSA Regional Office Building, 7th & D Streets SW; Ronald Reagan Building, 13th & Pennsylvania, NW; 1120 Vermont Avenue, NW;

SOUTH ROUTE

	7th & D		RRB		1120 VT		NAC		1120 VT		RRB		7th & D	
	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep
AM		7:45					8:15	8:31	9:00	9:01	9:08	9:09	9:16	9:17
AM		9:17	9:24	9:25	9:32	9:33	10:02	10:03	10:32	10:33	10:40	10:41	10:48	10:49
AM		10:49	10:56	10:57	11:04	11:05	11:34	11:35	12:04	12:05	12:12	12:13	12:20	12:21
PM		12:21	12:28	12:29	12:36	12:37	1:06	1:07	1:14	1:15	1:22	1:23	1:30	1:31
PM		1:31	1:38	1:39	1:46	1:47	2:16	2:17	2:46	2:47	2:54	2:55	3:02	3:03
PM		3:03	3:10	3:11	3:18	3:19	3:48	3:49	4:18	4:19	4:26	4:27	4:34	4:35
PM		4:35	4:42	4:43	4:50	4:51	5:20	5:21	5:50	5:51	5:58	5:59	6:06	6:07
PM		6:07	6:14	6:15	6:22	6:23	6:52							

West Route: GSA Regional Office Building, 7th & D Streets SW; Chester Arthur Building, 425 I Street NW; Techworld Building, 800 K Street NW; Union Labor Life Building, 111 Massachusetts Ave. NW; 800 North Capitol Avenue NW; 20 Massachusetts Avenue NW;

WEST ROUTE

	7th & D		800 K St.		425 I Street		20 Mass Ave.		800 N Capitol		111 Mass Ave		7th & D	
	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep
AM	7:09	7:00	7:12	7:13	7:19	7:20	7:26	7:27	7:31	7:32	7:36	7:37	7:49	7:50
AM	7:49	7:50	8:02	8:03	8:09	8:10	8:16	8:17	8:21	8:22	8:26	8:27	8:39	8:40
AM	8:39	8:40	8:52	8:53	8:59	9:00	9:06	9:07	9:11	9:12	9:16	9:17	9:29	9:30
AM	9:29	9:30	9:42	9:43	9:49	9:50	9:56	9:57	10:01	10:02	10:06	10:07	10:19	10:20
AM	10:19	10:20	10:32	10:33	10:39	10:40	10:46	10:47	10:51	10:52	10:56	10:57	11:09	11:10
AM	11:09	11:10	11:22	11:23	11:29	11:30	11:36	11:37	11:41	11:42	11:46	11:47	11:59	12:00
PM	11:59	12:00	12:12	12:13	12:19	12:20	12:26	12:27	12:31	12:32	12:36	12:37	12:49	12:50
PM	12:49	12:50	1:02	1:03	1:09	1:10	1:16	1:17	1:21	1:22	1:26	1:27	1:39	1:40
PM	1:39	1:40	1:52	1:53	1:59	2:00	2:06	2:07	2:11	2:12	2:16	2:17	2:29	2:30
PM	2:29	2:30	2:42	2:43	2:49	2:50	2:56	2:57	3:01	3:02	3:06	3:07	3:19	3:20
PM	3:19	3:20	3:32	3:33	3:39	3:40	3:46	3:47	3:51	3:52	3:56	3:57	4:09	4:10
PM	4:09	4:10	4:22	4:23	4:29	4:30	4:36	4:37	4:41	4:42	4:46	4:47	4:59	5:00
PM	4:59	5:00	5:12	5:13	5:19	5:20	5:26	5:27	5:31	5:32	5:36	5:37	5:49	5:50
PM	5:49	5:50	6:02	6:03	6:09	6:10	6:16	6:17	6:21	6:22	6:26	6:27	6:39	6:40
PM	6:39	6:40	6:52	6:53	6:59	7:00								

- e. Shuttle services will be provided Monday through Friday, excluding Federal holidays. Service outside these hours may be required upon advance notification.
- f. **Motor Pool Sedan Service.** Using the Government provided executive sedans, transport authorized staff between various locations in the Washington, DC metropolitan area including service to and from Baltimore Washington, Washington Dulles and Washington Ronald Reagan National airports. Service is not to be provided to or from an employee's residence with the exception of being taken to or from the airport. Shuttle service shall be provided between the hours of 7:00 am and 7:00 pm, with at least one vehicle being available at 6:00 am. Service is to be provided Monday through Friday, including Federal holidays and other situations where the Government may be closed. The exact level of service in those situations will be determined between the contractor and COTR. Service after hours or on weekends may be required on advance notification.

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IV. Vehicle Requirements

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- a. Shuttle vehicles in sufficient number are required to operate between the specified locations on the frequencies desired. Vehicles shall be mini

buses of a type intended for such use and are to be capable of carrying a minimum of 21 and maximum of 27 passengers. Examples of such buses include those by National Bus Sales and Leasing Model GC1#0853, El Dorado Model 220, and Thomas Built Model 124.

- b. Capacity to provide ad-hoc transportation for groups of employees is required. Alternative fuel capability is preferred but not mandatory. Vehicles used for this purpose may be a mini bus or a 15 passenger van.