



ACQUISITION SOLUTIONS, INC.

NO. 303 3948 DAKTON, 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))

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	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
	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	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	8:55	8:58	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
CG1	AM	8:25	8:28	8:40	8:45
CG2	AM	8:30	8:33	8:45	8:50
CG3	AM	8:35	8:38	8:50	8:55
CG4	AM	8:40	8:43	8:55	9:00
CG5	AM	8:45	8:48	9:00	9:05
CG1	AM	8:55	8:58	9:10	9:15
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	3:40	3:43	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	4:10	4:13	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	4:40	4:43	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	5:10	5:13	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	5:40	5:43	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	6:10	6:13	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

Turner, Shirley

From: notifier@eps.gov
Sent: Saturday, July 30, 2005 7:09 AM
To: Turner, Shirley
Subject: FBO posting update

The following postings have been made on FBO:

DHS-DR
Office of the Chief Procurement Officer
Office of Procurement Operations
V -- SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Solicitation 01
<http://www.fbo.gov/spg/DHS%2DDR/OCPO/DHS%2DOCPO/HSQDC%2D05%2DR%2D00004/listing.html>

Please do not respond to this message. This is a post-only mailing. To unsubscribe from this notification service, go to the following URL and then follow the instructions for unsubscribing:
<http://www2.eps.gov/unsubscription.html>

Turner, Shirley

From: notifier@eps.gov
Sent: Thursday, August 11, 2005 7:37 AM
To: Turner, Shirley
Subject: FBO posting update

The following postings have been made on FBO:

DHS-DR
Office of the Chief Procurement Officer
Office of Procurement Operations
V -- SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Amendment 01
<http://www.fbo.gov/spg/DHS%2DDR/OCPO/DHS%2DOCP0/HSQDC%2D05%2DR%2D00004/listing.html>

Please do not respond to this message. This is a post-only mailing. To unsubscribe from this notification service, go to the following URL and then follow the instructions for unsubscribing:
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Search Results

Matching Documents Grouped by Organization and Posted Date

(Links may not be active for 1-2 hours after they first appear)

Active Postings: 1/116644

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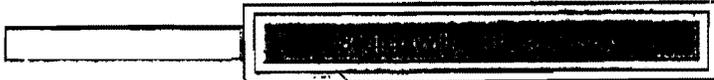
Agency: DHS - Direct Reports
Office: Office of the Chief Procurement Officer
Location: Office of Procurement Operations

➡ Posted: July 29, 2005

Type: Solicitation 01

Title: V - SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT

SOL: HSHQDC-05-R-00004



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DELETE STATS PROFILE LOGOUT

Document Indexing

DHS - Direct Reports

Type of upload: Solicitation
Synopsis title: SHUTTLE SERVICES AND EXECUTIVE
TRANSPORTATION SUPPORT
Synopsis file: HSHQDC-05-R-00004
Point(s) of contact: Shirley Turner
Response due date:
**How many files do you
want to index:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (16 CFR 106)	RATING	PAGE OF PAGES 1 38	
2. CONTRACT NO.	3. SOLICITATION NUMBER HERQDC-05-R-00004	4. SOLICITATION TYPE <input type="checkbox"/> SEALED BID (FBI) <input checked="" type="checkbox"/> NEGOTIATED BID (RFP)	5. DATE ISSUED 07/29/2005	6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY DHS Department of Homeland Security Office of Procurement Operations 245 Murray Drive Bldg. 410 Washington DC 20528		8. ADDRESS OFFER TO (If other than Item 7)			

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

SOLICITATION			
9. Sealed offers in original and _____ 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 Secretary located in _____ until 1400 ES local time 08/19/2005			
(Fiber) (Date)			
CAUTION: LATE Submissions, Modifications and Withdrawals: See Section I, Provision No. 82.214-7 or 82.215-1. All offers are subject to all terms and conditions contained in this solicitation.			
16. 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

CO	SEC.	DESCRIPTION	PAGES	CO	SEC.	DESCRIPTION	PAGES
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	1	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	18
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICE/COST	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPEC/WORK STATEMENT	5	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	25
<input type="checkbox"/>	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	13	<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	25
<input type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	13	<input type="checkbox"/>	L	INSTR., CONDS. AND NOTICES TO OFFERORS	29
<input type="checkbox"/>	G	CONTRACT ADMINISTRATION DATA	14	<input type="checkbox"/>	M	EVALUATION FACTORS FOR AWARD	34
<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	15				

NOTE: Item 18 does not apply if the solicitation involves the purchase of 82.214-14, otherwise see Acquisition Point.

12. In compliance with the rules, the contractor agrees, if his offer is accepted within _____ calendar days (or calendar days unless a different period is inserted by the agency) from the date for receipt of offers specified above, to furnish any or all items upon which papers are offered at the place set opposite each item, delivered at the designated point, within the time specified in the schedule.				
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 82-228-6)	16 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	36 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments by the SOLICITATION for offers and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	6. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	15C. CHECK IF RESIDENCE ADDRESS <input type="checkbox"/> IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE

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: <input type="checkbox"/> 16 U.S.C. 2304 (a) () <input type="checkbox"/> 41 U.S.C. 253 (a) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (If copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY
26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA	28. AWARD DATE

IMPORTANT - Awards will be made on this form, or on Standard Form 29, or on other authorized official written orders.

AUTHORIZED FOR LOCAL REPRODUCTION
Previous editions are obsolete

STANDARD FORM 33 (Rev. 6-97)
Prescribed by GSA - FPMR (41 CFR) 101-11.6

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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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		11
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		11
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

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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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

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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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	

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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

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	8:55	8:58	8:10	8:18
CG2	AM	8:00	8:03	8:18	8:26
CG3	AM	8:05	8:08	8:20	8:28
CG4	AM	8:10	8:13	8:25	8:30
CG5	AM	8:15	8:18	8:30	8:35
CG1	AM	8:25	8:28	8:40	8:48
CG2	AM	8:30	8:33	8:45	8:50
CG3	AM	8:35	8:38	8:50	8:55
CG4	AM	8:40	8:43	8:55	9:00
CG5	AM	8:45	8:48	9:00	9:05
CG1	AM	8:55	8:58	9:10	9:15
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	3:40	3:43	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	4:10	4:13	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	4:40	4:43	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	5:10	5:13	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	5:40	5:43	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	6:10	6:13	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 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.

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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

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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

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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 52.216-24 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)

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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-

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(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)

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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.

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- (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

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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.

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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).

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(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)

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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.

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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.

ARCH 1

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.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

MEMORANDUM OF FINDINGS

Subj: INCLUSION OF OPTIONS IN SOLICITATION HSHQDC-05-R-0004
DHS Shuttle Services and Executive Transportation Support

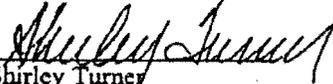
Ref: (a) FAR 17.2 - Options
(b) HSAR 3017.2 - Options
(c) FAR 52.217-5 - Evaluation of Options

1. Pursuant to Refs (a) and (b) this memo documents the term of the options and seeks approval to include options in the subject solicitation. The solicitation will result in a combination Firm Fixed Price/Indefinite Quantity contract for Shuttle Services and Executive Transportation Support for Department of Homeland Security official business activities throughout the Washington DC metropolitan area. The Government Estimate for the Basic Work and four option years is \$19,078,418. Rationale for us of options is as follows:

- a) There is an anticipated need for the service beyond the first contract period.
- b) Provisions of the Service Contract Act minimize undue pricing risks to the Contractor in the event of labor increases.
- c) Having four option years priced separately will improve the opportunity for award on schedule, and within budget.
- d) Competition for the option is impracticable once the initial contract is awarded.
- e) Options will avoid the potential cost of disrupted support in view of the fact that the Government has an imperative need for continuity of operations.

2. Ref (c) will be included in the solicitation. The options will be exercised only after the Contracting Officer determines that (1) funds are available; (2) the requirement identified in the option fulfills an existing Government need; (3) exercise of the options is the most advantageous method of fulfilling the Government's needs, price and other factors considered.

3. Based on the above and pursuant to Ref (a), the inclusion of options in the subject solicitation is hereby approved.


Shirley Turner
Contracting Officer

6/20/05
Date

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

Place of Performance

Address: Washington Metropolitan Area
Country: USA



Government-wide Numbered Notes

You may return to Business Opportunities at:

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Turner, Shirley

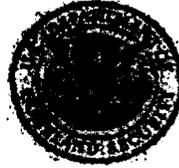
From: notifier@eps.gov
Sent: Friday, July 01, 2005 7:47 AM
To: Turner, Shirley
Subject: FBO posting update

The following postings have been made on FBO:

DHS-DR
Office of the Chief Procurement Officer
Office of Procurement Operations
V -- SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT Synopsis
<http://www.eps.gov/spg/DHS%2DDR/OCPO/DHS%2DOCPO/ESHQDC%2D05%2DR%2D00004/listing.html>

Please do not respond to this message. This is a post-only mailing. To unsubscribe from this notification service, go to the following URL and then follow the instructions for unsubscribing:
<http://www2.eps.gov/unsubscription.html>

The Department of Homeland Security has a requirement for transportation services to operate an employee shuttle bus service between DHS facilities in the Downtown Washington area. This requirement also entails the operation of an executive motor pool sedan service including dispatch service to provide sedan transportation to senior DHS managers. This action is set-aside for HUBZone vendors only. The Standard Industrial Code (SIC) code is 4119 and the NAICS Code is 485410. The vendor will need to have a Washington Metropolitan Area Transit Commission Certificate of Authority to transport passengers within the Washington Area Transit District. All interested parties who believe that they are able to perform these services and who possess the necessary certificate may submit a technical and business proposal along with a copy of the certificate. The point of contact for this requirement is Joseph McHugh at 202-357-8314. See numbered note 27*****



April 14, 2004

All Offerors

The Department of Homeland Security (DHS) has a requirement for shuttle bus and executive motor pool services. This requirement is a total HUBZONE Set Aside. The SIC Code is 4119 and the NAICS Code is 485410. All Proposals are due by 2:00 PM April 19, 2004. All proposals shall be electronically sent to Joseph McHugh at joseph.mchugh@dhs.gov

Sincerely

Carolyn A. Smith
Contracting Officer

Proposal Instructions

In responding to this Request for Proposal (RFP), you shall submit a Technical and Price Proposal. The following information shall be contained in your proposal:

Technical Proposal

MANAGEMENT PLAN – Provide an overview of your organizational structure including a description of your dispatch service, the shuttle and the executive sedans. Provide a discussion of, and information on, the background and qualifications of the drivers proposed. In the discussion, please demonstrate how the drivers meet the qualifications for drivers stated in the attached statement of work. Provide a *description of the proposed vehicles to be used under the contract. As a minimum* requirement, vehicles used under the resultant contract shall be new vehicles or vehicles not more than one year old.

ACCIDENT MANAGEMENT PLAN – Provide an overview of your organization's plan to handle accidents that may occur while providing shuttle service or driving the executive vehicles. Provide a detailed description of all steps that will be taken in the event of an accident. In the event of loss of vehicle use, please discuss your company's remedies to ensure no break in service.

Price Proposal

The offeror shall prepare a price proposal in accordance with the format shown in Section B of this RFP. In order to be considered for award, the price proposal shall include the following additional documentation.

1. Provide a completed original of the Representations and Certifications.
2. Provide past performance information identifying current or previous clients for whom you provided this type of service within the past 5 years.
3. Provide evidence of Vehicular and General Public Liability Insurance with the stated amounts. Based on a review of your insurance the Government reserves the right to require higher insurance protection.
4. Provide evidence of current Washington Metropolitan Area Transportation Authority (WMATA) registration of shuttle services.

Please note that The Service Contract Act of 1965 applies to this contract. The contractor shall pay all employees no less than the applicable wage rate and benefits

shown in the attached Department of Labor Wage Determination 1994-2103, REV 30, dated 6/30/2003.

Evaluation Criteria

DHS intends to award a fixed price contract as a result of this RFP. DHS will determine the proposal that is most advantageous to government by assessing each offeror's technical capability, past performance, and price quotations. Proposal received in response to this RFP will be evaluated against the following criteria. These criteria are in descending order of importance.

- Technical Capability
- Past Performance
- Price Quotation

Technical capability is considered most important. All evaluation factors, when combined, are significantly more important than price.

DHS reserves the right to award to other than the lowest priced offer by making a best value determination.

Technical capability. This factor shall assess the following:

Demonstrated ability to conduct and manage shuttle, van and sedan driver service at a high level (timeliness, courteousness, responsiveness to customers, clean, new vehicles etc.)

Demonstrated ability to provide high level drivers on a consistent basis.

Past Performance. The offerors shall provide the names of current or previous customers to whom they provided these or similar services. The list of customers shall contain a point of contact and a phone number. The Government may contact some of each offeror's customers to ask whether or not they believe: (1) that the offeror was capable, efficient and effective; (2) that the offeror's performance conformed to the terms and conditions of its contract; (3) that the offeror was reasonable and cooperative during performance; (4) that the offeror was committed to customer satisfaction; and (5) if given a chance would they select the same or a different contractor. The Government may consider past performance information obtained from sources other than those identified by the offeror, including Federal, state and local government agencies, better business bureaus, published media and electronic data bases.

Price. The Government shall award this contract on the basis of best value. While price will be a consideration, it is not as important as technical capability and quality.

Section B Pricing

The Contractor shall provide transportation services as shown in the Statement of Work at the following prices:

Base Contract Period: (April 27, 2005 through April 26, 2006)

<u>1. Labor Category</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Bus Driver(s) *			
Sedan Drivers			
Straight time			
Overtime			
Dispatcher			
Straight Time			
Overtime			

* Time is based from the time the driver picks up the shuttle bus to begin his/her route

<u>2. Vehicles</u>	<u>Quantity</u>	<u>Rate</u>	<u># Days</u>	<u>Total</u>
Passenger Mini Bus				

Total Base Year: \$ _____

Option Period 1 (April 27, 2006 through April 26, 2007)

<u>1. Labor Category</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Bus Driver(s) *			
Sedan Drivers			
Straight time			
Overtime			
Dispatcher			

Straight Time
Overtime

* Time is based from the time the driver picks up the shuttle bus to begin his/her route

<u>2. Vehicles</u>	<u>Quantity</u>	<u>Rate</u>	<u># Days</u>	<u>Total</u>
Passenger Mini Bus				

Total Option Year: \$ _____

Option Period 2 (April 27, 2007 through April 26, 2008)

<u>1. Labor Category</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
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Bus Driver(s) *

Sedan Drivers
Straight time
Overtime

Dispatcher
Straight Time
Overtime

* Time is based from the time the driver picks up the shuttle bus to begin his/her route

<u>2. Vehicles</u>	<u>Quantity</u>	<u>Rate</u>	<u># Days</u>	<u>Total</u>
Passenger Mini Bus				

Total Option Year: \$ _____

Option Period 3 (April 27, 2008 through April 26, 2009)

<u>1. Labor Category</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
--------------------------	--------------	-------------	--------------

Bus Driver(s) *

Sedan Drivers
Straight time
Overtime

Dispatcher
Straight Time
Overtime

* Time is based from the time the driver picks up the shuttle bus to begin his/her route

2. Vehicles Quantity Rate # Days Total

Passenger Mini Bus

Total Option Year: \$ _____

Option Period 4 (April 27, 2009 through April 26, 2010)

1. Labor Category Hours Rate Total

Bus Driver(s) *

Sedan Drivers
Straight time
Overtime

Dispatcher
Straight Time
Overtime

* Time is based from the time the driver picks up the shuttle bus to begin his/her route

2. Vehicles Quantity Rate # Days Total

Passenger Mini Bus

Total Option Year: \$ _____

Section C Statement of Work:

1. **Background:** The Department of Homeland Security (DHS) 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. Scope of Work:

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 specified herein, and shall provide personnel and supervision for the operation of the executive motor pool, including dispatch service.

1. Shuttle Operation:

The contractor shall furnish all equipment, personnel, supervision, maintenance, and operating supplies necessary to provide regularly scheduled shuttle services and ad-hoc shuttle or bus service between the locations and during the times shown below.

While shuttle vehicles using alternative fuels such as Compressed Natural Gas (CNG) or bio-diesel blends (B-20) are preferred, they are not mandatory.

Service shall be provided on the following routes between 7:30 a.m. and 7:00 p.m. or as noted on the schedules agreed upon between DHS and the contractor. Service and timing may be modified by mutual consent as a no-cost modification if neither additional vehicles nor increased hours of operation are required as a result.

Service shall be provided on the following routes and schedules as shown below:

TENLEYTOWN ROUTE			
	Tenleytown	NAC	7th & 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	6

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 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

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

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					
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				

NAC – Nebraska Avenue Complex, Nebraska and Massachusetts Avenues, NW.
Tenleytown – Tenleytown Metro Station on the Metro Rail Red Line
7th & D – GSA Regional Office Building, 7th & D Sts. SW
1120 VT – 1120 Vermont Avenue NW
RRB – Ronald Reagan Building, 14th and Pennsylvania Avenues, NW
1201 NY – 1201 New York Avenue, NW
FBI – Hoover FBI Building, 10th & Pennsylvania Avenue, NW

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	8:00	8:05
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

USCG – Coast Guard Headquarters, 2100 2nd Street, SW
Half St. – 1900 Half Street, SW
4th & I – 4th & I streets, SW
DOT – Department of Transportation Headquarters, 7th & D Sts. SW

Shuttle services will be provided Monday through Friday, excluding Federal holidays.
 Service outside these hours may be required upon advance notification.

2. Operation of Executive Motor Pool Sedan Service:

The contractor shall provide personnel and supervision for the operation of the executive motor pool sedan service including dispatch service. Using the Government provided executive sedans, the Contractor will be required to 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 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 with advance notification.

Section D Period of Performance

This contract shall be for a one year period from April 27, 2005 through April 26, 2006, and four option years. Option Year 1 from April 27, 2006 through April 26, 2007, Option Year 2 from April 27, 2007 through April 26, 2008, Option Year 3 from April 27, 2008 through April 26, 2009, and Option Year 4 from April 27, 2009 through April 26, 2010.

Section E Special Contract Requirements:

1. Driver Qualifications -- During the performance of this contract all drivers shall meet the following requirements:

- a. **Driver Qualifications:** Drivers must be able to pass a suitability screening prior to working under this contract.
- b. 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.
- c. Personnel must speak and understand English at a business and technical level.
- d. Personnel must present and conduct themselves in a professional manner at all times. Contractor shall provide its plans for appropriate dress and behavior.
- 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.

2. Vehicle Replacement

During the performance of this contract the contractor shall replace shuttle vehicles every 3rd year or 36,000 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.

3. Changes to Routes and schedules;

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.

4. Government Furnished Vehicles

The Government shall provide the contractor with up to nine sedans for use in providing executive motor pool services.

5. LEGAL HOLIDAYS

The following are legal holidays for Government employees. Contractors will be required and able to provide sedan service on these holidays 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.

6. Prohibitions on the use of the Government Furnished Vehicles:

Service is not to be provided to or from an employee's residence with the exception of being taken to or from the airport.

7. Vehicle Requirements

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, but are not limited to National Bus Sales and Leasing Model GC1#0853, El Dorado Model 220, and Thomas Built Model 124. The Government reserves the right to approve or disapprove the use of the vehicles proposed to be used under this contract. Capacity to provide ad-hoc transportation for groups of employees is required. Alternative fuel capability is preferred but not mandatory. Vehicles used for ad-hoc transportation may be a mini bus or a 15 passenger van.

SECTION F CONTRACT ADMINISTRATION

F.1 Contract Administration Office

This task order will be administered by the following office:

Department of Homeland Security
Office of Chief Procurement Officer
245 Murray Drive, Bldg 410
Washington, DC 20528
Attn: Mr. Joseph McHugh
Phone: 202-205-8827
Email: joseph.mchugh@dhs.gov

F.2 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to issue amendments/modifications to the delivery order/contract, approve changes in any of the requirements under solicitation, or obligate funds. Notwithstanding any clause/provision contained elsewhere in this delivery order, the authority to amend/modify the delivery order/contract, remains solely with the Contracting Officer. If the Contractor makes any delivery order/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 delivery order/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 delivery order/contract in accordance with its terms and conditions.

F.3 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

(a) The designated Contracting Officer's Technical Representative for this contract is:

Mr. Steven Sosson

(b) The COTR will be responsible for the technical administration of this delivery order/contract. The responsibilities of the COTR include but are not limited to:

- o Developing the technical requirements.
- o Evaluating contractor submitted reports for technical sufficiency.
- o Providing the technical direction during the performance of this contract.
- o Monitoring the contractor's performance under the delivery order/contract.
- o Inspecting and accepting all deliverables.
- o Conducting periodic reviews of construction work to ensure compliance with the contract terms and conditions.
- o Advising the Contracting Officer of any factors which may cause delay in performance of the work.
- o Authorizing overtime requests for transportation services.

(c) The COTR shall provide no supervisory or instructional assistance to the Contractor's personnel.

F.3 Payments:

The DHS shall pay the Contractor upon the submission of proper invoices or vouchers, not more often than monthly, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if:

- a. The amount due on the deliveries warrants it; or
- b. The contractor requests it and the amount due is at least \$1,000 or 50% of the total contract price.

The Contractor's invoice must include the following information:

- a. contract number
- b. modification number if any
- c. DUNS number
- d. TIN number
- e. Contract line item for each billed item

The contractor shall submit the invoice to the following address:

Department of Homeland Security
Management Directorate Administrative Services
Washington DC 20528
Attn: Ms. Kathy Hill

F.4. Accounting Data Clause

The amount of \$ _____ is available under the following accounting data:

(To be completed at time of award)

F.5 Overtime Pay

In the event that the sedan driver and or dispatcher is required to work overtime, the COTR shall be notified prior to the commencement of such work in order to obtain the necessary approval. Overtime shall not be performed without the approval of the COTR or Contracting Officer.

F.6 Clauses incorporated by reference (FAR 52.252-2)

The contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause is available electronically at the following address:

www.acqnet.gov

The clause is incorporated by reference into the contract:

Service Contract Act of 1965 – FAR Clause 52.222-41.
Option to Extend Services – FAR Clause 52.217-8
Option to Extend the Term of the Contract – FAR 52.217-9

F.5 Security Requirements

I. GENERAL

DHS has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to sensitive DHS information, and that the Contractor will adhere to the following.

II. SUITABILITY DETERMINATION

DHS shall have and exercise full control over granting, denying, withholding or terminating unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination

shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Security Office. Contract employees assigned to the contract not needing access to sensitive DHS information or recurring access to DHS' facilities will not be subject to security suitability screening.

Contract employees awaiting an EOD decision may begin work on the contract provided they do not access sensitive Government information. Limited access to Government buildings is allowable prior to the EOD decision if the contractor is escorted by a Government employee. This limited access is to allow contractors to attend briefings, non-recurring meetings and begin transition work.

III. BACKGROUND INVESTIGATIONS

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing 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 Security Office. Prospective Contractor employees shall submit the following completed forms to the Security Office through the COTR no less than 30 days before the starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. FD Form 258, "Fingerprint Card" (2 copies)
3. Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement
4. 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 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 IT system. 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.

IV. CONTINUED ELIGIBILITY

If a prospective employee is found to be ineligible for access to Government facilities or information, the COTR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

The Security Office may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

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

The Security Office must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired DHS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card.

V. EMPLOYMENT ELIGIBILITY

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees.

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

VI. SECURITY MANAGEMENT

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office through the COTR on all security

matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COTR and the Security Office shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

The following computer security requirements apply to both Department of Homeland Security (DHS) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.

VII. INFORMATION TECHNOLOGY SECURITY CLEARANCE

When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in *DHS IT Security Program Publication DHS MD 4300.Pub.* Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

VIII. INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT

All contractor employees using Department automated systems or processing Department sensitive data will be required to receive Security Awareness Training. This training will be provided by the appropriate component agency of DHS.

Contractors who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO)

F.6 Contract Terms and Conditions Required to Implement Statutes or Executive Orders
– Commercial Items (Mar 2004)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clause, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (Aug 1996)(31 U.S.C 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer shall check as appropriate.]

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Jul 1995), with Alternate I (Oct 1995)(41 U.S.C. 253g and 10 U.S.C. 2402).

(2) 52.219-3, Notice of Total HUBZone Set-Aside (Jan 1999)(15 U.S.C. 657a).

(3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).

(4) (i) 52.219-5, Very Small Business Set-Aside (June 2003)(Pub. L. 103-483, section 304, Small Business Reauthorization and Amendments Act of 1994).

(ii) Alternate I (Mar 1999) of 52.219-5.

(iii) Alternate II (June 2003) of 52.219-5.

(5) (i) 52.219-6, Notice of Total Small Business Aside (June 2003) (15 U.S.C. 644).

(ii) Alternate I (Oct 1995) of 52.219-6.

(iii) Alternate II (Mar 2004) of 52.219-6.

(6) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003)(15 U.S.C. 644).

 (ii) Alternate I (Oct 1995) of 52.219-7.

 (iii) Alternate II (Mar 2004) of 52.219-7.

 (7) 52.219-8, Utilization of Small Business Concerns (Oct 2000) (15 U.S.C. 637(d)(2) and (3)).

 (8) (i) 52.219-9, Small Business Subcontracting Plan (Jan 2002)(15 U.S.C. 637 (d)(4)).

 (ii) Alternate I (Oct 2001) of 52.219-9.

 (iii) Alternate II (Oct 2001) of 52.219-9.

 X (9) 52.219-14, Limitations on Subcontracting (Dec 1996)(15 U.S.C. 637(a)(14)).

 (10) (i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (June 2003)(Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

 (ii) Alternate I (June 2003) of 52.219-23.

 X (11) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Oct 1999)(Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

 (12) 52.219-26, Small Disadvantaged Business Participation Program—Incentive Subcontracting (Oct 2000)(Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

 X (13) 52.222-3, Convict Labor (June 2003)(E.O. 11755).

 (14) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2004) (E.O. 13126).

 X (15) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

 X (16) 52.222-26, Equal Opportunity (Apr 2002)(E.O. 11246).

X (17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001)(38 U.S.C. 4212).

X (18) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998)(29 U.S.C. 793).

X (19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001)(38 U.S.C. 4212).

___ (20) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Aug 2000)(42 U.S.C. 6962(c)(3)(A)(ii)).

~~(i)~~ Alternate I (Aug 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

___ (21) 52.225-1, Buy American Act--Supplies (June 2003)(41 U.S.C. 10a-10d).

___ (22) (i) 52.225-3, Buy American Act --Free Trade Agreement -- Israeli Trade Act (Jan 2004)(41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77,108-78).

___ (ii) Alternate I (Jan 2004) of 52.225-3.

___ (iii) Alternate II (Jan 2004) of 52.225-3.

___ (23) 52.225-5, Trade Agreements (Jan 2004)(19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

___ (24) 52.225-13, Restrictions on Certain Foreign Purchases (Oct 2003) (E.o.s, proclamations, and statutes administered by the Office of

Foreign Assets Control of the Department of the Treasury).

___ (25) 52.225-15, Sanctioned European Union Country End Products (Feb 2000)(E.O. 12849).

___ (26) 52.225-16, Sanctioned European Union Country Services (Feb 2000)(E.O. 12849).

___ (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002)(41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (28) 52.232-30, Installment Payments for Commercial Items (Oct 1995)(41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (29) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct. 2003)(31 U.S.C. 3332).

___ (30) 52.232-34, Payment by Electronic Funds Transfer—Other Than Central Contractor Registration (May 1999)(31 U.S.C. 3332).

___ (31) 52.232-36, Payment by Third Party (May 1999)(31 U.S.C. 3332).

___ (32) 52.239-1, Privacy or Security Safeguards (Aug 1996)(5 U.S.C. 552a).

___ (33) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Apr 2003)(46 U.S.C. 1241 and 10 U.S.C. 2631).

___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X (1) 52.222-41, Service Contract Act of 1965, as Amended (May 1989)(41 U.S.C. 351, *et seq.*).

___ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989)(29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Multiple Year and Option Contracts) (May 1989)(29 U.S.C.206 and 41 U.S.C. 351, *et seq.*).

___ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Feb 2002)(29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

(5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989)(41 U.S.C. 351, *et seq.*).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (Oct 2000)(15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except

subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (Apr 2002)(E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001)(38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998)(29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, *et seq.*)

(vi) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Apr 2003)(46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

F.7 Contract Terms and Conditions – Commercial Items (Oct. 2003)

(a) *Inspection/Acceptance.* The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights --

(1) Within a reasonable time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) *Assignment.* The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C.3727). However, when a third party makes payment

(e.g., use of the Government-wide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) *Changes.* Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) *Disputes.* This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) *Definitions.* The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) *Excusable delays.* The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) *Invoice.*

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include --

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer—Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) *Patent indemnity.* The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) *Payment.*

(1) *Items accepted.* Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) *Prompt Payment.* The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR Part 1315.

(3) *Electronic Funds Transfer (EFT).* If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) *Discount.* In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) *Overpayments.* If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(j) *Risk of loss.* Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) *Taxes.* The contract price includes all applicable Federal, State, and local taxes and duties.

(l) *Termination for the Government's convenience.* The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting

~~standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.~~

(m) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) *Title.* Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) *Limitation of liability.* Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) *Other compliances.* The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) *Compliance with laws unique to Government contracts.* The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, *et seq.*, Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) *Order of precedence.* Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order:

(1) The schedule of supplies/services.

(2) The Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause.

(3) The clause at 52.212-5.

(4) Addenda to this solicitation or contract, including any license agreements for computer software.

(5) Solicitation provisions if this is a solicitation.

(6) Other paragraphs of this clause.

(7) The Standard Form 1449.

(8) Other documents, exhibits, and attachments.

(9) The specification.

(t) Central Contractor Registration (CCR).

(1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract 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.

(2)

(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;

(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 (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(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.

(6) ~~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.

(7) 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)

Section G. Attachments

The following documents are attached to this contract:

1. Department of Labor Wage Determination 1994-2103, REV 30 dated 6/03/2003

RESTRICTED TO operations conducted according to the applicable tariff on file with the Commission; and

RESTRICTED AGAINST (1) transportation solely within the Commonwealth of Virginia and (2) any passenger transportation for hire on an individual fare paying basis in competition with any existing, scheduled, regular-route, passenger transportation service performed by, or under a contract with, the Federal Government, a signatory to the Compact, a political subdivision of a signatory, or the Washington Metropolitan Area Transit Authority.

THIS CERTIFICATE OF AUTHORITY DOES NOT AUTHORIZE ANY TRANSPORTATION BY ANY PERSON OTHER THAN THE CARRIER NAMED HEREON.

THIS CERTIFICATE OF AUTHORITY IS NOT VALID UNLESS THE CARRIER NAMED HEREON IS IN COMPLIANCE WITH THE INSURANCE REQUIREMENTS OF THE COMMISSION.

IT IS A FURTHER CONDITION of this certificate of authority that the carrier named hereon shall (a) provide safe and adequate transportation service, equipment, and facilities and (b) observe and enforce Commission regulations.

BY DIRECTION OF THE COMMISSION; COMMISSIONERS YATES, LIGON, AND MILLER:



William H. McGilvery
William H. McGilvery
Executive Director

Issued July 18, 2002

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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
NAICS Code: 485410
Set Aside: N/A

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

**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>at the 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	7:10	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 - Tenleytown 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	De
AM		7:45					8:15	8:31	9:00	9:01	9:08	9:09	9:16	9:1
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	10:4
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	12:2
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	1:3
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	3:0
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	4:3
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	6:0
PM		6:07	6:14	6:15	6:22	6:23	6:52							N

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.

GFM

IV. Vehicle Requirements

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

I

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.

Employee Shuttle Bus and Sedan Motorpool Management

General Information

Document Type: P = Presolicitation Notice
Solicitation Number: HSSCHQ04Q00586
Posted Date: Apr 14, 2004
Response Date: APR 19, 2004
Archive Date: MAY 04, 2004
Classification Code: V - Transportation, travel, & relocation services NAICS Code: 485410
Set Aside: Total HUB-Zone

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

The Department of Homeland Security has a requirement for transportation services to operate a employee shuttle bus service between DHS facilities in the Downtown Washington area. This requirement also entails the operation of an executive motor pool sedan service including dispatch service to provide sedan transportation to senior DHS managers. This action is set-aside for HUBZone vendors only. The Standard Industrial Code (SIC) code is 4119 and the NAICS Code is 485410. The vendor will need to have a Washington Metropolitan Area Transit Commission Certificate of Authority to transport passengers within the Washington Area Transit District. All interested parties who believe that they are able to perform these services and who possess the necessary certificate may submit a technical and business proposal along with a copy of the certificate. The point of contact for this requirement is Joseph McHugh at 202-205-8827. See numbered note 27***

Point of Contact

Carolyn Smith, Contracting Officer, Phone 2022054515; Fax 2027729729, Email carolyn.smith@dhs.gov

Place of Contract Performance

Washington Metropolitan Area

Are you sure you want to post this notice ?

**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;

- 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	7:10	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	

NAC - Nebraska Avenue Complex
 TNLY - Tenleytown Metro
 7th & D - 7th and D Street, SW

South Route: GSA Regional Office Building, 7th & D Streets SW; Ronal 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	9:1
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	10:4
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	12:2
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	1:3
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	3:0
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	4:3
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	6:0
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								

- c. 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.

IV. Vehicle Requirements

- 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.

kw

DOCUMENT DISTRIBUTION FORM

MAR 08 2005

ORDER NUMBER M.D. 4 KSSCA/Q-04C-00688	REQUISITION NUMBER RUAS-05-00043
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Original Order Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
	file 3/18	afajst 3/18		Requesting Office stana Soggin 17400 KCB Case Manager	174 D CFU R.M. 3624	
	File 4/19/05	Done Pick up		Requesting Office stana CSO KCB Management	Fafed 4/19	
	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other

M.D. 5

KW

DOCUMENT DISTRIBUTION FORM

JAN 04 2009

ORDER NUMBER MODIFICATION 3 HSSCHQ-04-C-00688	REQUISITION NUMBER RIBO-05-00031
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Original Order Distributed To: Kimberly Williams Date:	File	Vendor <input checked="" type="checkbox"/>	Ice Finance	Requesting Office John M. ... (IA-15) Steve ... Susan ... US M ... Office of Asset Management	Invoice Point Nancy ... Catto ...	Other Michelle ... Armstrong NAC Bldg 19 Basement
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other



Homeland Security

CONTRACT SPECIALIST: *J. McHUGH*
CONTRACTOR'S NAME: *Shurlington Lina Lema*
SOLICITATION NO.:
AMENDMENT NO.: *P0005*

COMMENTS, REVIEW QUESTIONS AND REQUESTED REVISIONS:

Documentation: *☺*

Doc is being converted w/ Proim, i.e. the offline copy

CONTRACT/TASK ORDER:

C= CORRECT
R= RESOLVE WITH REVIEWER
D= CONTRACT SPECIALIST'S DISCRETION

SIGNATURE OF REVIEWER

DATE

Norma C. Conley
Norma C. Conley
Contracting Officer

4/19/05

Carolyn A. Smith
Carolyn A. Smith
Contracting Officer

4/19/05

July 25, 2005

Subj: CONTRACT AWARD MEMORANDUM
MOD P00006, HSSCHQ-04-C-00688

Ref: (1) FAR 52.217-8 Option to Extend Services
(1) Modification P00005
(1) Requisition RUAS-05-00237, 6/21/05

To allow sufficient time for resolicitation using best value source selection procedures and in accordance with Ref (3) option clause, this bilateral modification will extend the expiration of the current option period by three months, from 26 July 2005 to 26 October 2005.

The amount of the extension is consistent with the contract expenditure rate and the same as the previous three month extension by Ref (2) modification P00005. The increased amount is considered fair and reasonable and in the best interests of the Government.

Pursuant to Ref (3) Requisition, adequate funding is available to obligate the additional amount of \$915,000. The total contract price is hereby increased from \$3,104,226 to \$4,019,226. All other terms and conditions of the contract remain unchanged.

Prepared By: Shirley Turner
SHIRLEY TURNER
Contract Specialist

Approved By: Bridget Gauer
Bridget Gauer
Contracting Officer

Dated: July 25, 2005

Dated: July 25, 2005



April 1, 2005

Shirlington Limousine and Transportation Inc.
425 Eighth Street, NW, Suite 227
Washington, DC 20004
Attn: Ms. Lucretia A. Pearce

Subject: Contract: HSSCHQ04C00688

Dear Ms. Pearce

The Department of Homeland Security has determined that it is in their best interests to extend the current period of performance for an additional ninety days. Under the terms the referenced Federal Acquisition Clause 52.217-8, referenced in clause F.6 of the contract, the Government is hereby extending the services for an additional ninety days from April 27, 2005 through July 26, 2005. The services shall be extended at the rates specified in the contract unless the rates have changed due to a revision to the prevailing labor rates set by the Department of Labor.

If you have any questions, please call Mr. Joseph McHugh at 202-357-8314.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lori Lawson".

Ms. Lori Lawson
Contracting Officer

2/11/05 Joe McLaughlin

RUAS-05-00084

4/11/05 - 83. Ross Pruitt

Department of Homeland Security

Fiscal Year 2005 Procurement Request

Name/phone of contact person: Steven Sosson

Originating Office/Routing Symbol: Office of Asset Management

Date of Request: 03/15/05 Date Required: 04/6/05 Account: AFC 6 Program Element:

Requesting Official name: William Oller

Requesting Official signature: *[Signature]* Date: 4-4-05

Account Manager name: Janet Dobbs *[Signature]*

Account Manager signature: *[Signature]* Date: 4-5-05

Funds Certification Official name: Dawn [Signature]

Funds Certification Official signature: *[Signature]* Date: 4-5-05

Type of Request:

XX New Request

Change to Pending Order or Contract; Order/Contract Number

Government Furnished Property: XX Yes (Sedan. Only) XX No -

Item No.	Description of Item or Service	Quantity	Unit (1, Doz, etc.)	Unit Cost	Cost
	90 Day Extension of contract HSSCHQ-04-100688 for Shuttle and Executive Transportation Support between April 27, 2005 and July 26, 2005.				
	Glebe Road Route (IAIP)	[(b)(4)]			\$60,000
	Coas: Guard Route	[(b)(4)]			\$300,000
	Admin Services (North, South, Vermont, Teuley)	[(b)(4)]			\$465,000
	Additional funds for April 2005	((b)(4))			\$150,000
	Total				\$975,000

Attach additional pages as needed.

NONEDD-000-MH-20-40-00-000-20-09-0100-0000-50-00-GE-DE-22-02-000000

From the list of DHS Cost Centers, which five digit
cost center(s) is benefited by this purchase: _____

From the list of DHS Object Classifications, which
four digit object classification best describes this purchase: _____

Document Number: 03-P _____

Mmorandum

From: Contract Specialist 

To: File

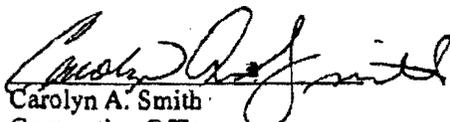
Subject: Modification 4 to Contract HSSCHQ-04-C-00688

Background: In April 2004, the DHS awarded a competitive contract to Shirlington Limosine Service to provide shuttle bus service between many of the DHS facilities in the Washington area. Recently, the US Coast Guard, a component of the DHS, lost its shuttle bus contractor through default. DOT awarded an emergency 30 day contract to allow DHS to take on provision of shuttle support. Based on this need, the DHS requested a proposal from Shirlington Limosine Service to provide shuttle bus service between Coast Guard locations in downtown Washington.

Proposal: based the DHS request, the contractor submitted a proposal in the amount of \$187,540. This amount is based on rates that are below the rates that are currently in the task order. Therefore they are considered to be fair and reasonable.

Award Recommendation: This modification is for a two month period through April 26th. April 26th is the end of the base period of the contract. At that time the DHS will compete the rest of the contract including the new requirement of the Coast Guard. The award is a sole source award to Shirlington. A JOTFOC is filed under tab# 4. Based on this information, it is recommended that modification 4 be issued to the contracotr in the amount of \$187,540.

Approved:


Carolyn A. Smith
Contracting Officer

Date: 3/4/05

Justification for Other than Full and Open Competition

1. Nature and Description of Action:

This proposed action is a sole source award to Shirlington Limousine and Transportation Inc. for shuttle bus transportation support between US Coast Guard Headquarters at 2100 M Street SW and the Department of Homeland Security (DHS) headquarters and Department of Transportation (DOT) headquarters buildings at 7th & D Streets SW in Washington, DC. Transportation support is essential for travel between US Coast Guard headquarters and DHS headquarters as well as between US Coast Guard Components in their headquarters and the DOT headquarters building.

Prior to the establishment of DHS, US Coast Guard was part of DOT and obtained shuttle services through a DOT contract. In late January, the firm providing this support under contract to DOT lost their insurance and defaulted. DOT awarded an emergency 30 day contract to allow DHS to take on provision of shuttle support. Since the US Coast Guard is now an organizational component of the DHS, DOT, does not wish to continue providing this service.

2. Statutory Authority Permitting Other Than Full and Open Competition: Exception to full and open competition is authorized by 41 U.S.C. 253 (c)(1), and implemented by FAR 6.302-1. Only one responsible source and no other supplies or services will satisfy agency requirements. This authority may be used when there is a reasonable basis to conclude that the agency's minimum needs can only be satisfied by "(1) Unique supplies or services available from only one source or only one supplier with unique capabilities".

3. Demonstration of the Proposed Contractor's Unique Qualifications: Since April 2004 Shirlington Limousine has been providing shuttle bus services between DHS facilities on 5 routes in Washington, DC and Arlington, VA, in addition to currently providing shuttle services for USCG personnel under the DOT contract. As the incumbent, their resources and experience in supporting DHS makes them the only viable choice for assuming an additional route in a very short time frame. The selection of a new contractor to support the new routes would result in delays in initiating this critical service. A new contractor would immediately need to provide new vehicles of a specific type and drivers with the knowledge of the route. The use of the same contractor, would allow the flexibility necessary to reassign resources between any of the routes to deal with contingencies that may arise, such as those caused by staffing issues, equipment problems, traffic situations, and other emergent or unanticipated needs. It is critical to the mission of the DHS that shuttle service not be interrupted as its personnel must attend briefing and conduct other types of DHS business at locations within the District of Columbia.

03/07/2005 10:43 2023570016

DHS

PAGE 03

03/04/2005 17:01 2023570016

PROC OPS

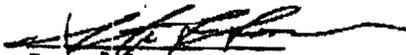
PAGE 03

4. Determination of Fair and Reasonable Cost: Pricing is considered to be reasonable based on a price analysis with the prices for the initial award. The initial award was made in April of 2004. The prices in the proposed work is comparable with the initial prices allowing for inflation. *all*

5. Future Actions to Foster Competition:

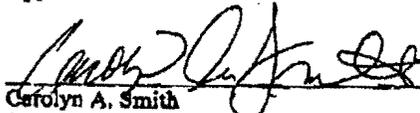
This work being performed without competition is a temporary, 3 month requirement. It is the intent of the DHS to compete this requirement after this three month period as part of the entire shuttle service requirement.

I certify that the above information is accurate and true


Steven L. Sosson
Fleet and Transportation Program Manager

Date: 3/2/05

Approved:


Carolyn A. Smith
Contracting Officer

Date: 3/7/05

McHugh, Joseph <CTR>

From: McHugh, Joseph <CTR>
Sent: Monday, January 03, 2005 11:22 AM
To: Sosson, Steven
Cc: Meekhof, John <CTR>; Armstrong, Michelle
Subject: Award Notice for IAIP Shuttle Run

Tracking:

Recipient	Read
Sosson, Steven	Read: 1/3/2005 11:22 AM
Meekhof, John <CTR>	
Armstrong, Michelle	

I am providing the attached notice of the award of modification 3 to Shirlington Limousine Transportation INC for additional shuttle bus service for the staff of the IAIP office located on Glebe Road. While these services are contractually effective immediately please speak with the COTR, Mr. Steve Sosson regarding the commencement date of the shuttle services.

Thanks

Joe McHugh
Contract Specialist

Office of Procurement Operations
Office of the Chief Procurement Officer
U.S. Department of Homeland Security
Washington, DC 20528



Homeland
Security

January 3, 2005

To: Steve Sosson/Michelle Armstrong/John Meekhof

Subject: Modification 3 Award, Procurement Request #RIBO-05-00031

Modification 3 to Contract HSSCHQ04C00688 in the amount of \$172,224 was awarded to Shirlington Limo and Transportation Inc on 12/27/2004 for additional shuttle bus service for the IAIP personnel located at Glebe Road in Arlington Virginia.

The period of performance is from 12/27/2004 through 9/30/2005. This period assumes that the option will be exercised for Year 1 starting on April 27, 2005.

You will receive a copy of the modification within five business days.

Administration will be handled by Ms La Shonda Keith, Contract Specialist at (b)(2) b(6) under the direction of the Contracting Officer Ms Lori Lawson at 202-357-8313.

Please call me on if you have any questions, or if you require an advanced copy of the award document.

Joe McHugh
Contract Specialist
(b)(2) b(6)

Please note, if another specialist handles administration, please cc on the client notification.

CONTRACT SPECIALIST

: Joe McHugh

CONTRACTOR'S NAME

Shelington Lumsden Service

PROCUREMENT DOCUMENT NO. :

MODIFICATION NO.

: 3

COMMENTS, REVIEW QUESTIONS AND REQUESTED REVISIONS:

Documentation: 1

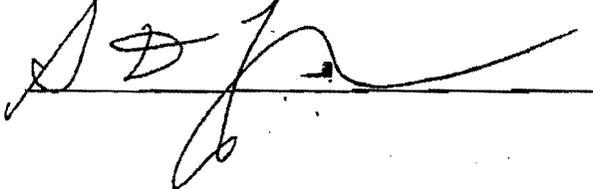
CONTRACT/TASK ORDER:

C= CORRECT

R= RESOLVE WITH REVIEWER

D= CONTRACT SPECIALIST'S DISCRETION

SIGNATURE OF REVIEWER



DATE

12/27/2007

Taylor, Alycia

From: Taylor, Alycia
Sent: Wednesday, December 29, 2004 10:00 AM
To: Meekhof, John <CTR>
Cc: Attorn, Paul; Armstrong, Michelle; McHugh, Joseph <CTR>; Dobbs, Janet
Subject: RE: RIBO-05-00031 Shuttle for Glebe Rd - Shirlington Transportation \$172K
Importance: High

Modification Number P0003 to Contract HSSCHQ-04-C-0688 to add funding for the IAIP shuttle has been issued on December 27, 2004. It extends service through September 30, 2005.

Alycia Dougans Taylor
Contracting Officer
Department of Homeland Security
Office of the Chief Procurement Officer
Phone - (202)357-8332
Fax- (202)357-0016

[(b)(5)]

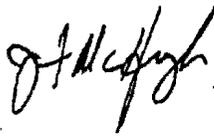
[(b)(5)]

[(b)(5)]

[(b)(5)]

Memorandum:

From: Contract Specialist



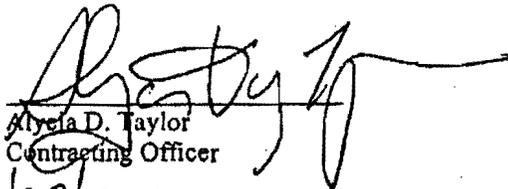
To: File

Subject: Modification 3 to Task Order (TO) HSSCHQ04C00688

The DHS awarded TO HSSCHQ04C00688 to Shirlington Limosine Service in April of 2004 to provide shuttle bus services to DHS employees located in the Washington Metropolitan area. The initial award is in the amount of \$1,632,708 for the funding of the base year from 4/27/2004 to 4/26/2005. The TO was modified twice to add an additional route and to provide funding for ad hoc trips. As of modification 2, the total amount of the TO is \$1,829,460.

Modification 3 is being issued to provide additional funding for the contractor to provide shuttle bus service to the employees of the Information Analysis and Infrastructure Protection (IAIP). This new route will begin at the IAAP office in Arlington and continue to the NAC and the FBI Building in Washington. The IAIP office submitted PR RIBO-05-00031 in the amount of \$172,224. These funds provide these services through September 30, 2005 in the event that the option is exercised on April 27, 2005. The file contains the contractor's proposal in this amount.

Approved:



Alycia D. Taylor
Contracting Officer

Date:

12/27/2004

KW
SEP 17 2004

DOCUMENT DISTRIBUTION FORM

ORDER NUMBER	REQUISITION NUMBER RUAS-04-00153 RUAS-04-00129 RUAS-04-00150
--------------	---

Original Order Distributed To: Kimberly Williams Date:	File ✓	Vendor <i>Shirlington Limosine</i>	Ice Finance ✓	Requesting Office <i>ASSET mgmt Steele 50250 n</i>	Invoice Point <i>Nancy O.</i>	Other
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other
Modification Distributed To: Kimberly Williams Date:	File	Vendor	Ice Finance	Requesting Office	Invoice Point	Other

From the list of DHS Cost Centers, which five digit
cost center(s) is benefited by this purchase: _____

From the list of DHS Object Classifications, which
four digit object classification best describes this purchase: _ _ _ _

Document Number: 03-P _ _ _ _

9/25/04
C. Smith

RUAS-04-153

Department of Homeland Security

AUG 24 2004

Fiscal Year 2004 Procurement Request

Name/phone of contact person: Janet Dobbs
 Originating Office/Routing Symbol: Office of Asset Management / ADMIN SVCS
 Date of Request: 8/20/04 Date Required: 08/20/04 Account: AFC 6 Program Element
 Requesting Official name: Janet Dobbs
 Requesting Official signature: [Signature] Date: 8/23/04
 Account Manager name: Karl Johnson
 Account Manager signature: [Signature] Date: 9/23/04
 Funds Certification Official name: [Signature]
 Funds Certification Official signature: [Signature] Date: 9/27/04

Type of Request:
 New Request
 Change to Pending Order or Contract; Order/Contract Number

Government Furnished Property: Yes No

Item No.	Description of Item or Service	Quantity	Unit (1, Doz, etc.)	Unit Cost	Cost
1.	Shuttle Service Changes Add the Vermont Avenue Route per the attached schedule				
	Shuttle Bus	[b(4)]			\$133,056 ✓
	Labor (Driver)				\$53,460 ✓
	Total				\$186,516
2.	No Cost Modification to the existing 'South Route' per the attached schedule				
	Source: Shirlington Limousine Contract # HSSCHQ04C00688				

Attach additional pages as needed.

VERMONT AVE ROUTE		
	NAC	1120 VT
AM/PM	Departs	Departs
	7:00	7:30
AM	8:00	8:30
AM	9:00	9:30
AM	10:00	10:30
AM	11:00	11:30
AM	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

New Route

SOUTH ROUTE				
	NAC	1201 NY	7th & D	RRB
AM/PM	Departs	Departs	Departs	Departs
AM	7:00	7:30	7:45	8:00
AM	8:30	9:00	9:15	9:30
AM	10:00	10:30	10:45	11:00
AM/PM	11:30	12:00	12:15	12:30
PM	1:00	1:30	1:45	2:00
PM	2:30	3:00	3:15	3:30
PM	4:00	4:30	4:45	5:00
PM	5:30	6:00	6:15	6:30

No Cost Modification

READ INSTRUCTIONS ON NEXT PAGE

Shirley

QUL 01 2005

Smiley
Page 1 of 2

REQUISITION					PROCUREMENT REQUEST NO. RUAS-05-00237			
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT STEVE BOSSON/202 692 4226					REQUISITION DATE 06/21/2005			
2. ORIGINATING OFFICE DATA CAO Asset Management					3. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST			
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)					B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____			
					C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____			
5. APPROVALS					6. CONSIGNEE AND DESTINATION			
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING		Department of Homeland Security 245 Murray Lane Bldg. 410 Washington DC 20528			
(1) AUTHORIZED REQUISITIONER			INITIALS (D)	ROUTING SYMBOL (E)				
Steven Bosson	UAS	06/30/2005						
(2) Donald Bathurst	DHS	06/30/2005						
(3) Bill Cortesio	DHS	06/30/2005			7. DATE(S) REQUIRED 07/27/2005			
(4)					8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "Yes" see per 8 of instructions on next page.)			
9. DESCRIPTION OF ITEMS OR SERVICES								
ITEM NO. (A)	ITEM OR SERVICE (include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST				
				UNIT (E)	AMOUNT (F)			
0006	FOB: Destination Period of Performance: 07/27/2005 to 10/26/2005 Extension of HSSCHQ-04-C-00688 for the period from 07/27/2005 through 10/26/2005 Extension of existing contract HSSCHQ-04-C-00688 for 90 days.	1	LO	1,000,000.00	1,000,000.00			
				TOTAL ESTIMATED COST \$1,000,000.00				
10. ACCOUNTING DATA Accounting Info : NONZ-000-000- MA-20-40-00-000-20-08-0100-00-00-00-00-GE-OE-22-02-000000								

OCT 27 2005 *gmc2 in OPO log*
 Page 1 of 2

READ INSTRUCTIONS ON NEXT PAGE

<h1 style="margin: 0;">REQUISITION</h1>					PROCUREMENT REQUEST NO. KUAS-06-00017		
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT STEVE SOSSON/202 692 4226					REQUISITION DATE 10/25/2005		
3. ORIGINATING OFFICE DATA CAO Asset Management					2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____		
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) SHIRLINGTON LIMOUSINE AND TRANSPORATION INC							
5. APPROVALS					6. CONSIGNEE AND DESTINATION Department of Homeland Security 245 Murray Lane Bldg. 410 Washington DC 20528		
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING				
			INITIALS (D)	ROUTING SYMBOL (E)			
(1) AUTHORIZED REQUISITIONER							
Steven Sosson	UAS	10/27/2005					
(2)							
Donald Bathurst	DHS	10/27/2005					
(3)							
Bill Cortesio	DHS	10/26/2005					
(4)							
					7. DATE(S) REQUIRED 10/27/2005		
					8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see par. 8 of instructions on next page.)		
9. DESCRIPTION OF ITEMS OR SERVICES							
ITEM NO. (A)	ITEM OR SERVICE (include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST			
				UNIT (E)	AMOUNT (F)		
0001	POB: Destination Period of Performance: 10/27/2005 to 10/26/2006 Shuttle and executive transportation support for DHS staff travelling between locations in the NCR while on official business Base 2 month period for Shuttle and executive transportation support for DHS Headquarters staff		(b) (4)		665,000.00		
				TOTAL ESTIMATED COST \$665,000.00			
10. ACCOUNTING DATA Accounting Info : NONE-000-MA-20-40-00-000-20-08-0100-00-00-00-00-GE-OE-22-02-000000							



12/29/2004 16:48

=== COVER PAGE ===

TO:

(b(2), b(6))

TEL: (b(2), b(6))

Globe Road Route

	Globe	VAC
AM/PM	Depart	Arrive
AM	7:00	
PM	Return from Globe	
	7:00	
PM	Drop off only	

Globe Road Route

	Globe	VAC	
AM/PM	Depart	Arrive	
AM	7:00		
AM	7:30		
AM	8:00		
AM/PM	11:30		
PM	11:45		
PM	3:00		
PM	4:45		
	6:00		
PM	Fast run to VAC		
	7:30		
PM	Drop off only		

Turner, Shirley

From: Turner, Shirley
Sent: Friday, April 21, 2006 5:03 PM
To: (b(6))
Cc: Armstrong, Sue; Sosson, Steven; Cortesio, Bill; (b(2),b(6))
Subject: MOD P00003 TO CHANGE ACCT DATA - HSHQDC-05-C-00036 SHUTTLE SERVICES & EXEC TRANS SUPPORT
Attachments: P00003 executed.pdf

Ms. Pearce,

Attached is subject administrative modification to change partial funding from CAO Asset Management to Office of Preparedness Facilities. Shirlington is not required to sign.

Please contact me if you have questions or require more information.

Vr,

SHIRLEY TURNER

Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-772-9996
Shirley.Turner@dhs.gov

4/21/2006

(b(6))

From: Cortesio, Bill
 Sent: Tuesday, March 28, 2006 7:53 AM
 To: (b(6)) Armstrong, Sue
 Cc: (b(6)), McDermott, Edwin (Ed); Turner, Shirley; Sosson, Steven
 Subject: RE: RPF0-06-00003 for Glebe Rd Shuttle Service

We have our determination. We need to go ahead with the PR from Preparedness.

Please let me know if you have any questions.

Bill Cortesio, CMA, CPA, MBA
 (202) 205-1519 work
 (202) 772-9640 fax
 (b(6)) cell

From: (b(6))
 Sent: Thursday, March 23, 2006 10:58 AM
 To: Armstrong, Sue
 Cc: (b(6)), b(2)) Turner, Shirley; Sosson, Steven; Cortesio, Bill
 Subject: RE: RPF0-06-00003 for Glebe Rd Shuttle Service

Sue,

Following are current status for above subject PR:

1. As Shirley informed us in her earlier email, the contract is fully funded that she cannot put PREP's funding unless a portion of original funding is de-obligated. Shirley would need a direction from the Fleet and Resource management before she can process our PR.
2. According to Bill Cortesio, Resource Manager, they are waiting on the final determination of the WCF for the shuttle services. If a WCF for the shuttle service is authorized, they will initiate the internal transfer of the funds. However, if it is not authorized, they will give direction to Shirley to process our PR. Bill will let us know when he finds out the outcome of the WCF which he said may take several weeks.

Thank you,

(b(6))

Dept. of Homeland Security
 Preparedness Directorate
 Business Operations/Acquisitions
 (b(2), b(6))
 (b(2), b(6))
 (b(6))

From: Armstrong, Sue
 Sent: Wednesday, March 22, 2006 5:58 PM
 To: Turner, Shirley; Sosson, Steven; (b(6))
 Cc: (b(6)), b(2)

Subject: RE: RPFC-06-00003 for Glebe Rd Shuttle Service

I have been out of the office, are we square on this?

Sue Armstrong
Office of Infrastructure Protection
desk: 202-282-8143
cell: (b(2), b(6))
pager: (b(2), b(6))
sue.e.armstrong@dhs.gov

From: Turner, Shirley
Sent: Thursday, March 09, 2006 1:57 PM
To: Sosson, Steven; Armstrong, Sue; (b(6))
Cc: (b(2), b(6))
Subject: RE: RPFC-06-00003 for Glebe Rd Shuttle Service

Steve,
I understand — but as mentioned previously, the contract is already fully funded.
V/r,

SHIRLEY TURNER
Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-205-3204
Shirley.Turner@dhs.gov

From: Sosson, Steven
Sent: Thursday, March 09, 2006 1:37 PM
To: Armstrong, Sue; Turner, Shirley; (b(6))
Cc: (b(2), b(6))
Subject: RE: RPFC-06-00003 for Glebe Rd Shuttle Service

Shirley;

We put up money so we could award the contract. However, we are only paying for ours and USCG as they gave us a MIPR. IP has been directly paying their portion from their appropriation and submitted the req. to fully fund their portion (Glebe Road) for the balance of the current option year. This is not a new requirement.

Steve

Steven L Sosson
Department of Homeland Security
Fleet and Transportation Program Manager
Washington, DC 20528
202 692-4226
202 358-1465 fax

From: Armstrong, Sue
Sent: Thursday, March 09, 2006 12:55 PM
To: Turner, Shirley; (b(6)) Sosson, Steven
Cc: (b(2), b(6))
Subject: RE: RPFC-06-00003 for Glebe Rd Shuttle Service

We were told by Steve Sosson that the Glebe part was ours to pay for. If it's paid for let us know. I just heard

4/3/2006

that the Senate denied the WCF, so we still want to keep our part going.

Sue Armstrong
Office of Infrastructure Protection
desk: 202-282-8143
cell: (b(2), b(6))
pager: (b(2), b(6))
sue.e.armstrong@dhs.gov

From: Turner, Shirley
Sent: Thursday, March 09, 2006 12:53 PM
To: (b(6)); Sosson, Steven
Cc: (b(2), b(6)) Armstrong, Sue; (b(2), b(6))
Subject: RE: RPFC-06-00003 for Glebe Rd Shuttle Service

Dustin/Steve,
What am I supposed to do with this PR? The contract is fully funded through the period ending October 28, 2006. Is this additional work or a new requirement?
V/r,

SHIRLEY TURNER
Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9588
Fax: 202-205-3204
Shirley.Turner@dhs.gov

From: (b(6))
Sent: Thursday, March 09, 2006 10:25 AM
To: Turner, Shirley; Sosson, Steven
Cc: (b(2), b(6)) Armstrong, Sue; (b(2), b(6))
Subject: RPFC-06-00003 for Glebe Rd Shuttle Service

Shirley and Steve,

Above subject PR for the Glebe Rd shuttle service was released to the OPO yesterday. Please let us know if you have any questions.

Thank you.

(b(6))

Dept. of Homeland Security
Preparedness Directorate
Business Operations/Acquisitions
(b(2), b(6))
(b(2), b(6))
(b(2), b(6))

Turner, Shirley

From: Turner, Shirley
Sent: Friday, April 21, 2006 3:03 PM
To: (b(2), b(6))
Cc: Sosson, Steven; Cortesio, Bill; (b(2), b(6))
Subject: DISTRIBUTION OF MOD P00002 FOR ADD'L DRIVER SERVICES - HSHQDC-05-C-00036
SHUTTLE SERVICES & EXEC TRANS SUPPORT

Attachments: P00002 executed.pdf

Tracking:	Recipient	Delivery
	(b(2), b(6))	Delivered: 4/21/2006 3:03 PM
		Delivered: 4/21/2006 3:03 PM
		Delivered: 4/21/2006 3:03 PM

SHIRLEY TURNER

Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-772-9996
Shirley.Turner@dhs.gov

4/21/2006

Subj: **CONTRACT AWARD MEMORANDUM**
 HSHQDC-05-C-00036, P00002
 SHUTTLE SERVICES AND EXECUTIVE TRANSPORTATION SUPPORT

References:

- (1) Requisition RUAS-06-00045 (see file Tab 1)
- (2) Shirlington Limousine Proposals (see file Tab 2)
- (3) Technical Evaluation of Proposal (see file Tab 3)

1. INTRODUCTION

The purpose of this modification is to:

- a) Incorporate additional Sedan Driver Services for Executive Transportation Support. The CAO program office requires a driver to be dedicated to the Gulf Coast Reconstruction Office on a 12 hours/day, 5 days/week basis.
- b) Revise the Statement of Work to reflect increased driver support and incorporate solicitation Amendment-00001 SOW changes that were inadvertently omitted from the award document. Those changes clarified hours and days of operation for shuttle routes and executive motor pool sedan service in response to requests for information from potential offerors.

2. EVALUATION / NEGOTIATION

a) GE: The estimated amount of the change is based on Reference (1) Requisition containing a Government Estimate of labor to accomplish the expanded effort for the Base period only. The total amount committed is \$70,308 for the remaining Base contract period ending October 26, 2006. There was no GE provided for the option years.

c) Evaluation: The variance in proposed prices and GE for the base period is attributed to OT not considered in the GE and a proposed earlier start-up than required. To maintain consistency with the basic award, the Government position did not accept the OT charge since it was waived by Shirlington as a discount in the basic competitive award. Steve Sosson, CAO COTR, provided Reference (3) Technical Evaluation which concurs with the Shirlington proposal for the option periods, indicating that the labor hours are appropriate for the additional effort to operate the vehicle as required. Price analysis verified proposed rates to be consistent with the competitively awarded basic contract.

CLINS	GOVT EST	NEGOTIATED
BASE PERIOD	\$70,308.00	\$70,308.00
OPTION PERIODS	\$467,555.40	\$467,555.40
TOTAL	\$537,863.40	\$537,863.00

d) Settlement: A Government counter-offer proposed \$70,308 for the Base period and acceptance of the contractor's proposed option year amounts. In consideration of the basic contract waiver of sedan driver OT and the reduction to the performance period calculation, Shirlington agreed to the counter-offer for the total amount of \$537,863. A detailed spreadsheet of the Section B Pricing Schedule that depicts the impact to all CLINs is attached to the modification.

5. AWARD

In view of a favorable technical evaluation and appropriate application of established contract labor rates, the total modification price of \$537,863 is considered fair and reasonable and in the best interests of the Government. The total overall price of the contract is increased by \$537,863, from \$21,231,360 to a new total estimated amount of \$21,769,223. This mod is effective February 1, 2006, the date the Contracting Officer officially requested Shirlington to implement the additional support which was subject to finalization of the pricing arrangement. Completion for the Base contract period of performance remains unchanged at October 26, 2006.

Prepared By:

Shirley Turner

SHIRLEY TURNER
Contracting Officer

Dated:

April 14, 2006

TECH EVAL

Turner, Shirley

From: (b(2), b(6))
Sent: Friday, April 14, 2006 2:57 PM
To: Turner, Shirley
Subject: RE: REQUEST WRITTEN COMMENT - HSHQDC-05-C-00036/P00002 - ADD'L DRIVER SUPPORT
Importance: High

Shirley;

This constitutes my written concurrence with the Shirlington proposal. The number of hours is consistent with those necessary to operate the vehicle 12 hours per day and the hourly cost is the same as the current contract cost.

(b(2), b(6))

(b(2), b(6))

From: Turner, Shirley
Sent: Friday, April 14, 2006 2:55 PM
To: (b(2), b(6))
Subject: REQUEST WRITTEN COMMENT - HSHQDC-05-C-00036/P00002 - ADD'L DRIVER SUPPORT
Importance: High

(b(2), b(6))

SECOND REQUEST

I need your written technical evaluation/concurrence to Shirlington's Proposal. As you probably know, I am not authorized to create requirements — there was no Government Estimate or mention of the option years in your requisition.

Thanks,

SHIRLEY TURNER
Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-772-9996
Shirley.Turner@dhs.gov

From: Turner, Shirley
Sent: Tuesday, April 11, 2006 10:56 AM
To: (b(2), b(6))
Subject: REQUEST WRITTEN COMMENT - HSHQDC-05-C-00036/P00002 - ADD'L DRIVER SUPPORT

(b(2), b(6))

Request your evaluation/concurrence to Shirlington proposal for additional driver services. I believe you gave me a verbal, but I need written documentation for the file.

Thanks,



One Hundred Ninth Congress
U.S. House of Representatives
Committee on Homeland Security
Washington, DC 20515
May 10, 2006

Via Facsimile and U.S. Mail

Ms. Elaine C. Duke
Chief Procurement Officer
Department of Homeland Security
Washington, DC 20528

Dear Ms. Duke:

Thank you for taking the time to meet with me yesterday to discuss the Department of Homeland Security's (DHS) contract with Shirlington Limousine and Transportation Inc., for shuttle bus and sedan services. I appreciate your responsiveness to my previous requests for information and for a copy of the contract you provided. To confirm what we discussed in our meeting, I understand that you will provide the following information:

- 1) How did DHS determine that the first contract held by Shirlington Limousine and Transportation Inc., should be competed as a HUBzone set-aside?
- 2) Which DHS officials were responsible for this decision? Were officials of other Federal agencies also involved in this decision? If so, who?
- 3) How was the contract bid? What criteria were advertised?
- 4) What process does DHS use to determine which contracts will be designated as set-asides and how are the various set-asides determined (HUBzone, Section 8(a), etc.)?
- 5) A list of current DHS contracts that involve private security firms.

I also look forward to receiving your recommendations and a legislative proposal regarding what Congress can do to remove policies, regulations, or other obstacles that prevent you from rejecting bidders based on felony convictions or non-US citizenship, as you would deem appropriate in certain circumstances. Given the Department's counterterrorism mission, it should have the ability to thoroughly screen the owners and employees of companies that provide services to the Department, particularly when those services could place the safety of DHS employees and facilities at risk.

Ms. Elaine C. Dake
Page 2

I would appreciate receiving the information outlined on the previous page by May 15, 2006, and the proposal discussed above as soon as feasible. Thank you for your prompt and personal attention to this matter.

Sincerely,



Mike Rogers
Chairman
Subcommittee on Management,
Integration, and Oversight

Cc: The Honorable Kendrick B. Meek
Ranking Member
Subcommittee on Management,
Integration, and Oversight



**One Hundred Ninety Congress
U.S. House of Representatives
Committee on Homeland Security
Washington, DC 20515
May 15, 2006**

Via Facsimile and U.S. Mail

**Ms. Elaine C. Duke
Chief Procurement Officer
Department of Homeland Security
Washington, DC 20528**

Dear Ms. Duke:

We are writing regarding the Department of Homeland Security's (DHS) contract with Shirlington Limousine and Transportation Inc., for shuttle bus and sedan services. This request follows Chairman Mike Rogers' meeting with you earlier this week and his subsequent correspondence regarding materials discussed during their meeting.

In order to more fully examine the process and procedures DHS followed to compete both the initial contract won by Shirlington Limousine and Transportation, Inc., and its current contract, pursuant to Rules X and XI of the House of Representatives, we request you provide the following information:

1. Documents within DHS and its component agencies relating to the review and selection of Shirlington Limousine and Transportation, Inc. of Arlington, Virginia, for contract awards on April 26, 2004, and October 27, 2005. Please include information pertaining to the decision to set the contracts aside for HUBzone companies, including a discussion of why the Department did not re-bid the first contract when three of the four bidders were deemed ineligible for a HUBzone set-aside based on their small business status. Please also include any guidance, correspondence, or other information provided to DHS by the Small Business Administration regarding these contracts and the companies involved.
2. Documents within DHS and its component agencies relating to any other contract action, purchase order, or other payments to Shirlington Limousine and Transportation, Inc.
3. Documents within DHS and its component agencies relating to any contacts with Mr. Christopher Baker, President of Shirlington Limousine and Transportation, Inc., or individuals who advocated on behalf of Mr. Baker and/or his company.

Ms. Elaine C. Duke
Page 2

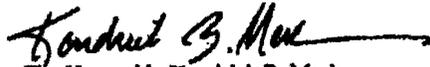
4. A list of all other contracts for shuttle and transportation services of the type provided by Shirlington Limousine and Transportation, Inc., which have been entered into with other vendors by DHS component agencies since March 2003. Please include the company name, owner of the company, value of the contract, length of contract, scope of competition, and designated type of contract.

Please provide this information to the Committee by May 24, 2006. Thank you for your prompt and personal attention to this matter.

Sincerely,



The Honorable Mike Rogers
Chairman
Subcommittee on Management,
Integration, and Oversight



The Honorable Kendrick B. Meek
Ranking Member
Subcommittee on Management,
Integration, and Oversight



**Homeland
Security**

MAY 15 2006

Chairman Mike Rogers
House Homeland Security Committee
Subcommittee on Management, Integration, and Oversight
514 Cannon House Office Building
Washington, DC 20515

Dear Chairman Rogers:

It was a pleasure to meet with you last week and discuss the Department of Homeland Security's acquisition programs.

As requested in your letter of May 10, 2006, the Department's Office of the Chief Procurement Officer is providing answers to your questions below. As discussed in the meeting we will continue to work with your office on procurement issues at the Department and explore future policy initiatives as part of the Committee's oversight role over the coming weeks and months ahead.

- 1) How did DHS determine that the first contract held by Shirlington Limousine and Transportation Inc. should be competed as a HUBzone set-aside?

The decision to set the procurement aside for a HUBzone award was based on market research. The market research consisted of a review of the Federal Central Contractor Registration (CCR) database, and a search for previous contracts for similar services. From this market research, it was determined that there was a reasonable expectation that offers would be received. Once determining that it was likely to have two or more HUBzone firms participate, the contracting officer set the procurement aside for HUBzone firms only as required by the Federal Acquisition Regulation Part 19.1305.

- 2) Which DHS officials were responsible for this decision? Were the officials of other Federal agencies also involved in this decision? If so, who?

The DHS Management Directive 0720.1, Small Business Acquisition Program, establishes the DHS policy for set-aside decisions. A copy is attached for your reference. The Small Business Administration is the other Federal agency involved in this decision.

- 3) How was the contract bid? What criteria were advertised?

The contract was competitively bid among HUBzone contractors. The criteria in the solicitation were: Technical Capability (ability to plan, manage and perform the required work), Capability of Shuttle Bus and Sedan Drivers, Past Performance, and Price. The contractor was selected based on "best value" with award going to the contractor that submitted the best proposal, technical, price, and other factors considered.

4) What process does DHS use to determine which contracts will be designated set-asides and how are the various set-asides determined (HUBzone, Section 8(a), etc)?

DHS follows the procedures of the Federal Acquisition Regulation Part 19, Small Business Programs, in determining if a contract is to be set-aside for a small business program, and if so, which one. The contracting officer, with input from the program manager and the small business specialist, makes the recommendation. DHS Management Directive 0720.1 outlines the policy for the implementing the Federal Acquisition Regulation within DHS.

5) A list of current DHS contracts that involve private security firms.

A list of current DHS contracts providing private security is attached. Please note the contract with Shirlington Limousine was not classified as a security contract, as its purpose is to provide transportation, not security, services.

Sincerely,


Elaine C. Duke
Chief Procurement Officer

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.

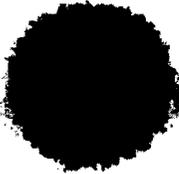
B. **Procedures:** In support of this policy, the OSDBU will:

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

05/08/2006 09:20 FAX

001



Senator Mark Dayton

United States Senate
Washington, D.C. 20510
Phone: (202) 224-3244
Fax: (202) 228-2186

(b(2))

FACSIMILE TRANSMITTAL SHEET

TO: <i>Sec. Chertoff</i>	FROM: <i>Sen. Mark Dayton</i>
COMPANY: <i>DHS</i>	DATE: <i>May 8, 2006</i>
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER: <i>2</i>
PHONE NUMBER: <i>202-224-3294</i>	

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS

Attached is a letter from U.S. Senator Mark Dayton to Secretary Chertoff.

SENATOR MARK DAYTON
UNITED STATES SENATE
WASHINGTON, D.C. 20510



United States Senate
WASHINGTON, D. C.

MARK DAYTON
MINNESOTA

May 8, 2006

The Honorable Michael Chertoff
Secretary
U.S. Department of Homeland Security
Nebraska Avenue Center, NW
Washington, D.C. 20528

Dear Mr. Secretary:

I respectfully request that you provide me with copies of all contracts between the U.S. Department of Homeland Security and Shirlington Limousine and Transportation, a company reportedly contracted to provide transportation services to DHS employees. I also request all documents regarding the bidding process that led to the contracts' awards, and all other related materials. I ask to receive this requested information by no later than C.O.B., May 12, 2006.

Thank you for your attention to my request.

Sincerely,

A handwritten signature in cursive script that reads "Mark Dayton".

Mark Dayton
United States Senator



Homeland
Security

Privacy Officer DHS-03

May 10, 2006

The Honorable Mark Dayton
United States Senate
Washington, D.C. 20515-4802

Re: DHS/OS/PO 06-583-Dynton

Dear Senator Dayton:

This letter is an interim response to the above referenced Freedom of Information Act (FOIA) request addressed to the Department of Homeland Security (DHS). You requested copies of contracts between Shirlington Limousine and Transportation, Inc. and DHS for transportation services. You also requested all documents regarding the bidding process that led to the contractor's awards and all other related materials.

This interim response is to provide you with copies of the 2004 and 2005 contracts and modifications. The FOIA precludes the release of the information being withheld pursuant to Exemptions 4 of the FOIA, 5 U.S.C. §§552 (b)(4) and section 5.8 of the DHS Interim FOIA Regulations, 6 C.F.R. Part 5. Exemption 4 is intended to protect commercial or financial information obtained from a person that is privileged or confidential.

Also withheld, at this time, are 3 pages of the 2004 contract. In accordance with Executive Order 12,600, we must conduct pre-disclosure notification with the contractor before making a final release determination regarding those three pages.

Because a search is still ongoing, upon a final release you will be afforded appeal rights. However, if you consider the delay in providing you the additional documents you requested a denial of your request, you have the right to seek an administrative appeal of this denial within sixty (60) days of the date of this letter. You should write to the following address: Office of the General Counsel, Department of Homeland Security, Washington, D.C. 20528. Your envelope and letter should be marked "Freedom of Information Act Appeal." We are processing your request as expeditiously as possible and appreciate your patience.

In you need additional information, please refer to DHS/OS/PO 06-583. All costs associated with this request have been waived. Please contact me if there are any questions. I may be reached directly at (571) 227-4135.

Sincerely,

Catherine M. Papoi
Deputy Director, Departmental Disclosure & FOIA

Enclosure:

Contract Action Information

Document Status: Draft

This action passes the validations.



Contract Number HSHQDC05C00038	Order Number 00000000000000	Mod Number 0000
1A. Procurement Instrument Identifier (PIID) HSHQDC05C00038	1B. Modification Number 0000	
1C. Referenced PIID 00000000000000	1D. Transaction Number 0	
1E. Solicitation Identifier	<input type="text" value="HSHQDC05R00004"/>	
1F. Agency Identifier	<input type="text" value="7001 Office of Procurement Operations"/>	
1G. Referenced IDV Modification Number	<input type="text"/>	
1H. Referenced IDV Agency Identifier	<input type="text" value="7001 Office of Procurement Operations"/>	
2A. Date Signed (YYYYMMDD)	2B. Effective Date (YYYYMMDD) *	
<input type="text" value="20051027"/>	<input type="text" value="20051102"/>	
2C. Current Completion Date (YYYYMMDD)	2D. Ultimate Completion Date (YYYYMMDD)	
<input type="text" value="20051226"/>	<input type="text" value="20101026"/>	
2E. Indefinite Delivery Vehicle Last Date To Order (YYYYMMDD)	<input type="text" value="20101026"/>	
3A. Ultimate Contract Value	Total Ultimate Contract Value	
\$ <input type="text" value="21,231,360"/>	\$ <input type="text" value="21,231,360"/>	
3B. Current Contract Value	Total Current Contract Value	
\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	
3C. Dollars Obligated	Total Dollars Obligated	
\$ <input type="text" value="653,724"/>	\$ <input type="text" value="653,724"/>	
4A. Contracting Agency Code *	<input type="text" value="7001 HSOPO"/>	
4B. Contracting Office Code *	<input type="text" value="SC001 Office of Procurement Operations"/>	
4C. Program/Funding Agency - Code	<input type="text"/>	
4D. Program/Funding Office - Code	<input type="text"/>	
4E. Reason for Purchase	4F. Contract Full/Partially Funded by Foreign Government or International Organization	
<input type="text"/>	<input type="text"/>	
5A. Web Site URL	<input type="text"/>	

5B. Who Can Use

5C. Maximum Order Limit \$

5D. Fee for Use of Service

5E. Fixed Fee Value

5F. Fee Range Lower Value

5G. Fee Range Upper Value

5H. Ordering Procedure

5J. Fee Paid for Use of IDV \$

6A. Type of Contract

6B. Letter Contract

6C. Multiyear Contract

6D. Type of IDC

6E. Multiple or Single Award IDC

6F. Performance Based Service Acquisition

6G. Major Program

6L. Cost Accounting Standards Clause

6M. Description of Requirement

6N. Purchase Card as Payment Method

6P. Program Acronym

6Q. Number Of Actions

7A. Clinger-Cohen Act Planning Compliance

7B. Walsh-Healey Act

7C. Service Contract Act

7D. Davis-Bacon Act

7E. Economy Act

7F. Other Statutory Authority

8A. Product or Service Code

8F. DoD Claimant Program Code

8G. NAICS

8H. Information Technology Commercial Item Category

8J. GFE/GFP

8K. EPA-Designated Product(s)

8L. Recovered Material Clauses

8N. Contract Bundling

8P. Consolidated Contract D Not a bundled requirement

9A. DUNS Number 79628742300

9B. Contractor Name From Contract SHIRLINGTON LIMOUSINE AND TRA

9C. Principal Place of Performance
 State City Country

9E. Country of Origin

9F. Congressional District - Contractor

9G. Congressional District - Place of Performance

9J. CCR Exception

9K. Zip Code - Place of Performance 20002-5772 ZIP+4(ddddd-dddd) [USPS ZIP Code Lookup](#)

10A. Extent Competed D Full and Open Competition after exclusion of sources

10C. Reason Not Competed

10D. Number of Offers Received 3

10E. Pre-Award Synopsis Requirement Y-

10F. Synopsis Waiver Exception

10G. Alternative Advertising

10H. Commercial Item Acquisition N - No

10J. Commercial Item Test Program

Procedures

10K. Small Business Competitiveness Demonstration Program

10L. A-76 (Fair Act) Action

10M. Solicitation Procedures NP Negotiated Proposal

10N. Type Set Aside HZC HUBZone Set-Aside

10P. Evaluated Preference NONE No Preference Used

10Q. Research

10R. Statutory Exceptions to Fair Opportunity

11A. Contracting Officer's Determination of Business Size S Small Business

11B. Subcontracting Plan B Plan not Required

11C. Price Evaluation Adjustment/Preference Percent Difference 00

12A. IDV Type B IDC

12B. Award Type

12C. Reason for Modification

12D. Record Type * I IDV

13A. Contractor's TIN	(b(4))	13B. Number of Employees	0
13C. Annual Revenue	0	13D. Registration Date	
13E. Renewal Date	20060908	13F. Organizational Type	2L
13G. Country of Incorporation		13H. Parent's DUNS Number	
13I. Local Government	N - No	13J. State Government	N -
13K. Federal Government	N - No	13L. Tribal Government	N -
13M. Emerging Small Business	N - No	13N. 8(a) Program Participant	N -
13O. Historically Underutilized Business Zone (HUBZone) Firm	Y - Yes	13P. Small Disadvantaged Business	N -
13Q. Sheltered Workshop (JWOD Provider)	N - No	13R. Historically Black College or University	N -
13S. Minority Institution	N - No	13T. Educational Institution	N -
13U. Woman Owned Business	N - No	13V. Veteran Owned Business	Y -
13W. Service-Related Disabled Veteran Owned Business	N - No	13X. Minority Owned Business	Y -
13Y. American Indian Owned Business	N - No	13Z. Asian-Pacific American Owned Business	N -
13AA. Black American Owned Business	Y - Yes	13BB. Hispanic American Owned Business	N -
13CC. Native American Owned Business	N - No	13DD. Subcontinent Asian (Asian-Indian) American Owned Business	N -
13EE. Nonprofit Organization	N - No	13FF. Very Small Business	N -
13GG. Vendor Name	SHIRLINGTON LIMOUSINE AND	13HH. Vendor Doing As Business Name	AMBASSADOR
13JJ. Vendor Address 1	WASHINGTON NATIONAL AIRP	13KK. Vendor Address 2	425 8TH STREET
13LL. Vendor Address 3		13MM. Vendor Address City	WASHINGTON
13NN. Vendor Address State	DC DISTRICT OF COLUMBIA	13PP. Vendor Zip Code	200042200
13QQ. Vendor Country Code	USA UNITED STATES	13RR. Vendor Phone Number	
13TT. Vendor Number of Employees	40	13SS. Voice Fax Number	
13UU. Vendor Annual Revenue	1,800,000		
13VV. Hospital Flag			
18A. Contact Title		18B. Contact First or Given Name	
18C. Contact Middle Initial Name		18D. Contact Last or Family Name	
18E. Organization Legal Name	SHIRLINGTON LIMOUSINE AND TRANSPORTATION INC		
18F. Doing Business		18G. Division Name	

As Name

18H. Division Number / Office Code

18J. Address Line 2

18L. City

18N. Postal or Zip Code

18O. Country Code

18P. Voice Phone Number

18R. Email Address

18I. Street Address

18K. Address Line 3

18M. State or Province

18Q. Fax Phone Number

Departmental Data

22. Government Project Officer (Last Name, First Name)

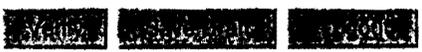
23. Government Contract Specialist (Last Name, First Name)

27. Contract Status Code

30. Classified

31. Cost Savings

32. Branch Code



Contract Action Information

This action passes the validations.

Contract Number
HSSCHQ04C00688

Order Number
00000000000000

Mod Number
P00005

1A. Procurement Instrument Identifier (PIID)
HSSCHQ04C00688

1B. Modification Number
P00005

1C. Referenced PIID
00000000000000

1D. Transaction Number
0

1E. Solicitation Identifier

1F. Agency Identifier

7001 Office of Procurement Operations

1G. Referenced IDV Modification Number

1H. Referenced IDV Agency Identifier

2A. Date Signed (YYYYMMDD)

2B. Effective Date (YYYYMMDD) *

2C. Current Completion Date (YYYYMMDD)

2D. Ultimate Completion Date (YYYYMMDD)

2E. Indefinite Delivery Vehicle Last Date To Order (YYYYMMDD)

3A. Ultimate Contract Value \$ 915,000

Total Ultimate Contract Value \$ 2,907,474

3B. Current Contract Value \$ 0

Total Current Contract Value \$ 3,265,416

3C. Dollars Obligated \$ 915,000

Total Dollars Obligated \$ 2,907,474

4A. Contracting Agency Code * 7001 HSOPO

4B. Contracting Office Code * SC001 Office of Procurement Operations

4C. Program/Funding Agency - Code

4D. Program/Funding Office - Code

4E. Reason for Purchase

4F. Contract Full/Partially Funded by Foreign Government or International Organization | N - No

5A. Web Site URL

5B. Who Can Use Only My Agency Only the agency awarding the contract may place orders.

5C. Maximum \$ 0

5D. Fee for Use of Service

Order Limit

5E. Fixed Fee Value 0

5F. Fee Range Lower Value 0

5G. Fee Range Upper Value 0

5H. Ordering Procedure

5J. Fee Paid for Use of IDV \$ 0

6A. Type of Contract J Firm Fixed-Price

6B. Letter Contract

6C. Multiyear Contract

6D. Type of IDC B Indefinite Delivery / Indefinite Quantity

6E. Multiple or Single Award IDC S Single Award

6F. Performance Based Service Acquisition

6G. Major Program

6L. Cost Accounting Standards Clause

6M. Description of Requirement MOTOR POOL

6N. Purchase Card as Payment Method N - No

6P. Program Acronym LIMO

6Q. Number Of Actions 0

7A. Clinger-Cohen Act Planning Compliance

7B. Walsh-Healey Act N - No

7C. Service Contract Act Y - Yes

7D. Davis-Bacon Act N - No

7E. Economy Act Y - Yes

7F. Other Statutory Authority

8A. Product or Service Code R799

8F. DoD Claimant Program Code

8C. NAICS > 485999

8H. Information Technology Commercial Item Category

8J. GFE/GFP N - No

8K. EPA-Designated Product(s) E No EPA-designated product(s) were required.

8L. Recovered Material Clauses C No Clauses Included

8N. Contract Bundling D Not a bundled requirement

8P. Consolidated Contract

9A. DUNS Number > 796287423000

9B. Contractor Name From Contract > SHIRLINGTON LIMOUSINE AND TR

13K. Federal Government	N - No <input checked="" type="checkbox"/>	13L. Tribal Government	N - <input type="checkbox"/>
13M. Emerging Small Business	N - No <input checked="" type="checkbox"/>	13N. 8(a) Program Participant	N - <input type="checkbox"/>
13O. Historically Underutilized Business Zone (HUBZone) Firm	Y - Yes <input checked="" type="checkbox"/>	13P. Small Disadvantaged Business	N - <input type="checkbox"/>
13Q. Sheltered Workshop (JWOD Provider)	N - No <input checked="" type="checkbox"/>	13R. Historically Black College or University	N - <input type="checkbox"/>
13S. Minority Institution	N - No <input checked="" type="checkbox"/>	13T. Educational Institution	N - <input type="checkbox"/>
13U. Woman Owned Business	N - No <input checked="" type="checkbox"/>	13V. Veteran Owned Business	Y - <input checked="" type="checkbox"/>
13W. Service-Related Disabled Veteran Owned Business	N - No <input checked="" type="checkbox"/>	13X. Minority Owned Business	Y - <input checked="" type="checkbox"/>
13Y. American Indian Owned Business	N - No <input checked="" type="checkbox"/>	13Z. Asian-Pacific American Owned Business	N - <input type="checkbox"/>
13AA. Black American Owned Business	Y - Yes <input checked="" type="checkbox"/>	13BB. Hispanic American Owned Business	N - <input type="checkbox"/>
13CC. Native American Owned Business	N - No <input checked="" type="checkbox"/>	13DD. Subcontinent Asian (Asian-Indian) American Owned Business	N - <input type="checkbox"/>
13EE. Nonprofit Organization	N - No <input checked="" type="checkbox"/>	13FF. Very Small Business	N - <input type="checkbox"/>
13GG. Vendor Name	SHIRLINGTON LIMOUSINE ANI		13HH. Vendor Doing As Business Name
13JJ. Vendor Address 1	425 8TH STREET, NW		13KK. Vendor Address 2
13LL. Vendor Address 3			13MM. Vendor Address City
13NN. Vendor Address State	DC DISTRICT OF COLUMBIA <input checked="" type="checkbox"/>		13PP. Vendor Zip Code
13QQ. Vendor Country Code	USA UNITED STATES <input checked="" type="checkbox"/>		200042200
13RR. Vendor Phone Number			13SS. Voice Fax Number
13TT. Vendor Number of Employees	20		
13UU. Vendor Annual Revenue	18,000,000		
13VV. Hospital Flag			
18A. Contact Title			18B. Contact First or Given Name
18C. Contact Middle Initial Name			18D. Contact Last or Family Name
18E. Organization Legal Name	SHIRLINGTON LIMOUSINE AND TRANSPORATION, INC		
18F. Doing Business As Name			18G. Division Name
18H. Division Number / Office Code			18I. Street Address
18J. Address Line 2			18K. Address Line 3
18L. City			18M. State or Province
18N. Postal or Zip Code			
18O. Country Code			

18P. Voice Phone Number

18Q. Fax Phone Number

18R. Email Address

Departmental Data

22. Government Project Officer (Last Name, First Name)



23. Government Contract Specialist (Last Name, First Name)



27. Contract Status Code

A Active

30. Classified



31. Cost Savings

0

32. Branch Code



Contract Action Information

This action passes the validations.



Contract Number HSSCHQ04C00688	Order Number 00000000000000	Mod Number POOOO4
1A. Procurement Instrument Identifier (PIID) HSSCHQ04C00688	1B. Modification Number POOOO4	
1C. Referenced PIID 00000000000000	1D. Transaction Number 0	
1E. Solicitation Identifier		
1F. Agency Identifier	7001 Office of Procurement Operations	
1G. Referenced IDV Modification Number		
1H. Referenced IDV Agency Identifier		
2A. Date Signed (YYYYMMDD) <input checked="" type="checkbox"/> 20050301	2B. Effective Date (YYYYMMDD) * <input checked="" type="checkbox"/> 20050301	
2C. Current Completion Date (YYYYMMDD) <input type="checkbox"/>	2D. Ultimate Completion Date (YYYYMMDD) <input type="checkbox"/>	
2E. Indefinite Delivery Vehicle Last Date To Order (YYYYMMDD) <input checked="" type="checkbox"/> 20050426		
3A. Ultimate Contract Value \$ 187,542	3B. Current Contract Value \$ 0	
3C. Dollars Obligated \$ 187,542		
4A. Contracting Agency Code * 7001 HSOPO		
4B. Contracting Office Code * SC001 Office of Procurement Operations		
4C. Program/Funding Agency - Code		
4D. Program/Funding Office - Code		
4E. Reason for Purchase	<input checked="" type="checkbox"/> 4F. Contract Full/Partially Funded by Foreign Government or International Organization	<input type="checkbox"/> N - No
5A. Web Site URL		
5B. Who Can Use	Only My Agency Only the agency awarding the contract may place orders. <input checked="" type="checkbox"/>	
5C. Maximum Order Limit \$ 0	5D. Fee for Use of Service	
5E. Fixed Fee 0	5F. Fee Range Lower 0	

Value		Value	
5G. Fee Range Upper Value	0		
5H. Ordering Procedure			
J. Fee Paid for Use of IDV	\$ 0		
6A. Type of Contract	J Firm Fixed-Price	6B. Letter Contract	<input type="checkbox"/>
6C. Multiyear Contract	<input type="checkbox"/>		
6D. Type of IDC	B Indefinite Delivery / Indefinite Quantity <input type="checkbox"/>		
6E. Multiple or Single Award IDC	S Single Award <input type="checkbox"/>	6F. Performance-Based Service Contract	Yes <input type="checkbox"/>
6G. Major Program			
6L. Cost Accounting Standards Clause	<input type="checkbox"/>		
6M. Description of Requirement	MOTOR POOL		
6N. Purchase Card as Payment Method	N - No <input type="checkbox"/>	6P. Program Acronym	LIMO
6Q. Number Of Actions	0		
7A. Clinger-Cohen Act Planning Compliance	<input type="checkbox"/>	7B. Walsh-Healey Act	N - No <input type="checkbox"/>
7C. Service Contract Act	Y - Yes <input type="checkbox"/>	7D. Davis-Bacon Act	N - No <input type="checkbox"/>
7E. Economy Act	Y - Yes <input type="checkbox"/>		
7F. Other Statutory Authority			
8A. Product or Service Code	R799	8F. DoD Claimant Program Code	
8G. NAICS	485999		
8H. Information Technology Commercial Item Category			
8J. GFE/GFP	N - No <input type="checkbox"/>		
8K. EPA-Designated Product(s)	E No EPA-designated product(s) were required. <input type="checkbox"/>		
8L. Recovered Material Clauses	C No Clauses Included <input type="checkbox"/>		
8N. Contract Bundling	D Not a bundled requirement <input type="checkbox"/>		
8P. Consolidated Contract	<input type="checkbox"/>		
9A. DUNS Number	796287423000		
9B. Contractor Name From Contract	SHIRLINGTON LIMOUSINE AND TR		
9C. Principal Place of Performance	State	City	Country

11

50000

- 9E. Country of Origin
- 9F. Congressional District - Contractor
- 9G. Congressional District - Place of Performance
- 9J. CCR Exception

9K. Zip Code - Place of Performance ZIP+4(ddddd-dddd) USPS ZIP Code Lookup

10A. Extent Competed A Full and Open Competition

10C. Reason Not Competed

10D. Number of Offers Received 0

10E. Pre-Award Synopsis Requirement

10F. Synopsis Waiver Exception

10G. Alternative Advertising

10H. Commercial Item Acquisition Procedures N - No

10J. Commercial Item Test Program

10K. Small Business Competitiveness Demonstration Program

10L. A-76 (Fair Act) Action

10M. Solicitation Procedures

10N. Type Set Aside

10P. Evaluated Preference NONE No Preference used

10Q. Research

10R. Statutory Exceptions to Fair Opportunity

11A. Contracting Officer's Determination of Business Size S Small Business

11B. Subcontracting Plan B Plan not Required

11C. Price Evaluation Adjustment/Preference Percent Difference 00

12A. IDV Type B IDC 12B. Award Type

12C. Reason for Modification H Definitize Letter Contract

12D. Record Type * M Modification

13A. Contractor's TIN (b)(4)

13B. Number of Employees 0

13C. Annual Revenue 0

13D. Registration Date >

13E. Renewal Date > 20060118

13F. Organizational Type 2L

13G. Country of Incorporation

13H. Parent's DUNS Number

13I. Local Government N - No

13J. State Government N - I

13K. Federal Government N - No

13L. Tribal Government N - I

13M. Emerging Small Business	N - No <input type="checkbox"/>	13N. 8(a) Program Participant	N - I	
13O. Historically Underutilized Business Zone (HUBZone) Firm	Y - Yes <input type="checkbox"/>	13P. Small Disadvantaged Business	N - I	
13Q. Sheltered Workshop (JWOD Provider)	N - No <input type="checkbox"/>	13R. Historically Black College or University	N - I	
13S. Minority Institution	N - No <input type="checkbox"/>	13T. Educational Institution	N - I	
13U. Woman Owned Business	N - No <input type="checkbox"/>	13V. Veteran Owned Business	Y - <input type="checkbox"/>	
13W. Service-Related Disabled Veteran Owned Business	N - No <input type="checkbox"/>	13X. Minority Owned Business	Y - <input type="checkbox"/>	
13Y. American Indian Owned Business	N - No <input type="checkbox"/>	13Z. Asian-Pacific American Owned Business	N - I	
13AA. Black American Owned Business	Y - Yes <input type="checkbox"/>	13BB. Hispanic American Owned Business	N - I	
13CC. Native American Owned Business	N - No <input type="checkbox"/>	13DD. Subcontinent Asian (Asian-Indian) American Owned Business	N - I	
13EE. Nonprofit Organization	N - No <input type="checkbox"/>	13FF. Very Small Business	N - I	
13GG. Vendor Name	SHIRLINGTON LIMOUSINE ANI		13HH. Vendor Doing As Business Name	
13JJ. Vendor Address 1	425 8TH STREET, NW		13KK. Vendor Address 2	
13LL. Vendor Address 3			13MM. Vendor Address City	WASHINGTON
13NN. Vendor Address State	DC DISTRICT OF COLUMBIA <input type="checkbox"/>		13PP. Vendor Zip Code	200042200
13QQ. Vendor Country Code	USA UNITED STATES		13SS. Voice Fax Number	
13RR. Vendor Phone Number				
13TT. Vendor Number of Employees	20			
13UU. Vendor Annual Revenue	18,000,000			
13VV. Hospital Flag				
18A. Contact Title			18B. Contact First or Given Name	
18C. Contact Middle Initial Name			18D. Contact Last or Family Name	
18E. Organization Legal Name	SHIRLINGTON LIMOUSINE AND TRANSPORATION, INC			
18F. Doing Business As Name			18G. Division Name	
18H. Division Number / Office Code			18L. Street Address	
18J. Address Line 2			18K. Address Line 3	
18L. City			18M. State or Province	
18N. Postal or Zip Code				
18O. Country Code				
18P. Voice Phone			18Q. Fax Phone	

Number		Number	
18R. Email Address			

Departmental Data

22. Government Project Officer
(Last Name, First Name)

23. Government Contract Specialist
(Last Name, First Name)

27. Contract Status Code A Active

30. Classified

31. Cost Savings

32. Branch Code

Contract Action Information

This action passes the validations.

Verify Save Draft Logout

Contract Number HSSCHQ04C00688

Order Number 00000000000000

Mod Number P00003

1A. Procurement Instrument Identifier (PID) HSSCHQ04C00688

1B. Modification Number P00003

1C. Referenced PIID 00000000000000

1D. Transaction Number 0

1E. Solicitation Identifier

1F. Agency Identifier

7001 Office of Procurement

1G. Referenced IDV Modification Number

1H. Referenced IDV Agency Identifier

2A. Date Signed (YYYYMMDD) 20041227

2B. Effective Date (YYYYMMDD) 20041227

2C. Current Completion Date (YYYYMMDD)

2D. Ultimate Completion Date (YYYYMMDD)

2E. Indefinite Delivery Vehicle Last Date To Order (YYYYMMDD) 20050426

3A. Ultimate Contract Value \$ 0

3B. Current Contract Value \$ 0

3C. Dollars Obligated \$ 0

4A. Contracting Agency Code * 7001 HSOPO

4B. Contracting Office Code SC001 Office of Procurement Operations

4C. Program/Funding Agency - Code

4D. Program/Funding Office - Code

4E. Reason for Purchase

4F. Contract Full/Partially Funded by Foreign Government or International Organization N - No

5A. Web Site URL

5B. Who Can Use Only My Agency Only the agency awarding the contract may place orders.

5C. Maximum Order Limit \$ 0

5D. Fee for Use of Service

5E. Fixed Fee Value 0

5F. Fee Range Lower Value 0

5G. Fee Range Upper Value

5H. Ordering Procedure

5J. Fee Paid for Use of IDV \$

6A. Type of Contract J Firm Fixed-Price 6B. Letter Contract

6C. Multyear Contract

6D. Type of IDC B Indefinite Delivery / Indefinite Quantity

6E. Multiple or Single Award IDC S Single Award 6F. Performance-Based Service Contract

6G. Major Program

6L. Cost Accounting Standards Clause

6M. Description of Requirement

6N. Purchase Card as Payment Method N - No 6P. Program Acronym

6Q. Number Of Actions

7A. Clinger-Cohen Act Planning Compliance

7B. Walsh-Healey Act N - No

7C. Service Contract Act Y - Yes 7D. Davis-Bacon Act N - No

7E. Economy Act Y - Yes

7F. Other Statutory Authority

8A. Product or Service Code R799 8F. DoD Claimant Program Code

8G. NAICS 485999

8H. Information Technology Commercial Item Category

8J. GFE/GFP No

8K. EPA-Designated Product(s).
E No EPA-designated product(s) were required.

8L. Recovered Material Clauses C No Clauses Included

8N. Contract Bundling D Not a bundled requirement

8P. Consolidated Contract

9A. DUNS Number 796287423000

9B. Contractor Name From Contract SHRLINGTON LIMOUSINE AND TR

9C. Principal Place of Performance

State	City	Country
<input checked="" type="checkbox"/> 11	50000	

9E. Country of Origin

9F. Congressional District - Contractor

9G. Congressional District - Place of Performance

9J. CCR Exception

9K. Zip Code - Place of Performance

10A. Extent Competed

A Full and Open Competition

10C. Reason Not Competed

10D. Number of Offers Received

0

10E. Pre-Award Synopsis Requirement

10F. Synopsis Waiver Exception

10G. Alternative Advertising

10H. Commercial Item Acquisition Procedures

N - No

10J. Commercial Item Test Program

10K. Small Business Competitiveness Demonstration Program

10L. A-76 (Fair Act) Action

10M. Solicitation Procedures

10N. Type Set Aside

10P. Evaluated Preference

NONE No Preference used

10Q. Research

10R. Statutory Exceptions to Fair Opportunity

11A. Contracting Officer's Determination of Business Size

S Small Business

11B. Subcontracting Plan

B Plan not Required

11C. Price Evaluation Adjustment/Preference Percent Difference

00

12A. IDV Type

B IDC

12B. Award Type

12C. Reason for Modification

B Supplemental Agreement for work within scope

12D. Record Type *

M Modification

13A. Contractor's TIN

(b)(4)

13B. Number of Employees

0

13C. Annual Revenue

0

13D. Registration Date

> 2

13E. Renewal Date

20050210

13F. Organizational Type

2L

13G. Country of Incorporation

13H. Parent's DUNS Number

13I. Local Government

N - No

13J. State Government

N - N

13K. Federal Government

N - No

13L. Tribal Government

N - N

13M. Emerging Small Business

N - No

13N. 8(a) Program Participant

N - N

13O. Historically Underutilized Business Zone (HUBZone) Firm

Y - Yes

13P. Small Disadvantaged Business

N - N

13Q. Sheltered Workshop (JWOD)

13R. Historically Black

Provider)	N - No <input type="checkbox"/>	College or University	N - N <input type="checkbox"/>
13S. Minority Institution	N - No <input type="checkbox"/>	13T. Educational Institution	N - N <input type="checkbox"/>
13U. Woman Owned Business	N - No <input type="checkbox"/>	13V. Veteran Owned Business	Y - Y <input type="checkbox"/>
13W. Service-Related Disabled Veteran Owned Business	N - No <input type="checkbox"/>	13X. Minority Owned Business	Y - Y <input type="checkbox"/>
13Y. American Indian Owned Business	N - No <input type="checkbox"/>	13Z. Asian-Pacific American Owned Business	N - N <input type="checkbox"/>
13AA. Black American Owned Business	Y - Yes <input type="checkbox"/>	13BB. Hispanic American Owned Business	N - N <input type="checkbox"/>
13CC. Native American Owned Business	N - No <input type="checkbox"/>	13DD. Subcontinent Asian (Asian-Indian) American Owned Business	N - N <input type="checkbox"/>
13EE. Nonprofit Organization	N - No <input type="checkbox"/>	13FF. Very Small Business	N - N <input type="checkbox"/>
13GG. Vendor Name	SHIRLINGTON LIMOUSINE ANI	13HH. Vendor Doing As Business Name	
13JJ. Vendor Address 1	425 8TH STREET, NW	13KK. Vendor Address 2	
13LL. Vendor Address 3		13MM. Vendor Address City	WASHINGTON
13NN. Vendor Address State	DC DISTRICT OF COLUMBIA	13PP. Vendor Zip Code	200042200
13QQ. Vendor Country Code	USA UNITED STATES		
13RR. Vendor Phone Number		13SS. Voice Fax Number	
13TT. Vendor Number of Employees	20		
13UU. Vendor Annual Revenue	1,200,000		
13VV. Hospital Flag			
18A. Contact Title		18B. Contact First or Given Name	
18C. Contact Middle Initial Name		18D. Contact Last or Family Name	
18E. Organization Legal Name	SHIRLINGTON LIMOUSINE AND TRANSPORATION, INC		
18F. Doing Business As Name		18G. Division Name	
18H. Division Number / Office Code		18I. Street Address	
18J. Address Line 2		18K. Address Line 3	
18L. City		18M. State or Province	
18N. Postal or Zip Code			
18O. Country Code			
18P. Voice Phone Number		18Q. Fax Phone Number	
18R. Email Address			

Departmental Data

22. Government Project Officer

Contract Information

(Last Name, First Name)



23. Government Contract Specialist
(Last Name, First Name)



27. Contract Status Code

A Active

30. Classified



31. Cost Savings

0

32. Branch Code



Verify

Save Draft

Logout

Description: Motor Pool
(Does not print on Form)

Header Text: The purpose of this modification is to modify Sect provide additional funds and to modify Section C t the current South Route. The amount of the contrac increased by \$196,752 from \$1,632,708 to \$1,829,46

Footer Text:

Notes:

Contract Action Information

Document Status: Draft

This action passes the validations.



Contract Number
HSHQDC05C00036

Order Number
00000000000000

Mod Number
P00002

1A. Procurement Instrument Identifier (PIID)
HSHQDC05C00036

1B. Modification Number
P00002

1C. Referenced PIID
00000000000000

1D. Transaction Number
0

1E. Solicitation Identifier

HSHQDC05R00004

1F. Agency Identifier

7001 Office of Procurement Operations

1G. Referenced IDV Modification Number

1H. Referenced IDV Agency Identifier

7001 Office of Procurement Operations

2A. Date Signed (YYYYMMDD)

20060407

2B. Effective Date (YYYYMMDD) *

20060407

2C. Current Completion Date (YYYYMMDD)

2D. Ultimate Completion Date (YYYYMMDD)

2E. Indefinite Delivery Vehicle Last Date To Order (YYYYMMDD)

20061026

3A. Ultimate Contract Value \$ -2,730,756

Total Ultimate Contract Value \$ 21,780,014

3B. Current Contract Value \$ 0

Total Current Contract Value \$ 0

3C. Dollars Obligated \$ 70,308

Total Dollars Obligated \$ 3,992,652

4A. Contracting Agency Code * 7001 HSOPO

4B. Contracting Office Code * SC001 Office of Procurement Operations

4C. Program/Funding Agency - Code

4D. Program/Funding Office - Code

4E. Reason for Purchase

4F. Contract Full/Partially Funded by Foreign Government or International Organization

5A. Web Site URL

5B. Who Can Use

5C. Maximum Order Limit \$

5D. Fee for Use of Service

5E. Fixed Fee Value

5F. Fee Range Lower Value

5G. Fee Range Upper Value

5H. Ordering Procedure

5J. Fee Paid for Use of IDV \$

6A. Type of Contract

6B. Letter Contract

6C. Multyear Contract

6D. Type of IDC

6E. Multiple or Single Award IDC

6F. Performance Based Service Acquisition

6G. Major Program

6L. Cost Accounting Standards Clause

6M. Description of Requirement

6N. Purchase Card as Payment Method

6P. Program Acronym

6Q. Number Of Actions

7A. Clinger-Cohen Act Planning Compliance

7B. Walsh-Healey Act

7C. Service Contract Act

7D. Davis-Bacon Act

7E. Economy Act

7F. Other Statutory Authority

8A. Product or Service Code

8F. DoD Claimant Program Code

8G. NAICS

8H. Information Technology Commercial Item Category

8J. GFE/GFP

8K. EPA-Designated Product(s)

8L. Recovered Material Clauses

8N. Contract Bundling

	<input type="checkbox"/> Not a bundled requirement		
8P. Consolidated Contract	<input type="checkbox"/>		
9A. DUNS Number	<input type="text" value="79628742300"/>		
9B. Contractor Name From Contract	<input type="text" value="SHIRLINGTON LIMOUSINE AND TR"/>		
9C. Principal Place of Performance	State	City	Country
	<input type="text"/>	<input type="text"/>	<input type="text"/>
9E. Country of Origin	<input type="text"/>		
9F. Congressional District - Contractor	<input type="text"/>		
9G. Congressional District - Place of Performance	<input type="text"/>		
9J. CCR Exception	<input type="text"/>		
9K. Zip Code - Place of Performance	<input type="text" value="20002-5772"/>	ZIP+4(ddddd-dddd)	USPS ZIP Code Lookup
10A. Extent Competed	<input type="checkbox"/> Full and Open Competition after exclusion of sources		
10C. Reason Not Competed	<input type="text"/>		
10D. Number of Offers Received	<input type="text" value="0"/>	10E. Pre-Award Synopsis Requirement	<input type="checkbox"/> Y -
10F. Synopsis Waiver Exception	<input type="text"/>	10G. Alternative Advertising	<input type="checkbox"/>
10H. Commercial Item Acquisition	<input type="text" value="N - No"/>	10J. Commercial Item Test Program	<input type="checkbox"/>
Procedures		10L. A-76 (Fair Act) Action	<input type="checkbox"/>
10K. Small Business Competitiveness Demonstration Program	<input type="text"/>		
10M. Solicitation Procedures	<input type="text" value="NP Negotiated Proposal"/>		
10N. Type Set Aside	<input type="text" value="HZC HUBZone Set-Aside"/>		
10P. Evaluated Preference	<input type="text" value="NONE No Preference used"/>		
10Q. Research	<input type="text"/>		
10R. Statutory Exceptions to Fair Opportunity	<input type="text"/>		
11A. Contracting Officer's Determination of Business Size	<input type="text" value="S Small Business"/>		
11B. Subcontracting Plan	<input type="text" value="B Plan not Required"/>		
11C. Price Evaluation Adjustment/Preference Percent Difference	<input type="text" value="00"/>		
12A. IDV Type	<input type="text" value="B IDC"/>	12B. Award Type	<input type="text"/>
12C. Reason for Modification	<input type="text" value="Supplemental Agreement for work within scope"/>		
12D. Record Type *	<input type="text" value="M Modification"/>		

13A. Contractor's TIN	(b(4))	13B. Number of Employees	0
13C. Annual Revenue	0	13D. Registration Date	Y
13E. Renewal Date	20070303	13F. Organizational Type	2L
13G. Country of Incorporation		13H. Parent's DUNS Number	
13I. Local Government	N - No	13J. State Government	N -
13K. Federal Government	N - No	13L. Tribal Government	N -
13M. Emerging Small Business	N - No	13N. 8(a) Program Participant	N -
13O. Historically Underutilized Business Zone (HUBZone) Firm	Y - Yes	13P. Small Disadvantaged Business	N -
13Q. Sheltered Workshop (JWOD Provider)	N - No	13R. Historically Black College or University	N -
13S. Minority Institution	N - No	13T. Educational Institution	N -
13U. Woman Owned Business	N - No	13V. Veteran Owned Business	Y -
13W. Service-Related Disabled Veteran Owned Business	N - No	13X. Minority Owned Business	Y -
13Y. American Indian Owned Business	N - No	13Z. Asian-Pacific American Owned Business	N -
13AA. Black American Owned Business	Y - Yes	13BB. Hispanic American Owned Business	N -
13CC. Native American Owned Business	N - No	13DD. Subcontinent Asian (Asian-Indian) American Owned Business	N -
13EE. Nonprofit Organization	N - No	13FF. Very Small Business	N -
13GG. Vendor Name	SHIRLINGTON LIMOUSINE AND	13HH. Vendor Doing As Business Name	AMBASSADOR
13JJ. Vendor Address 1	425 8TH STREET, NW	13KK. Vendor Address 2	SUITE 227
13LL. Vendor Address 3		13MM. Vendor Address City	WASHINGTON
13NN. Vendor Address State	DC DISTRICT OF COLUMBIA	13PP. Vendor Zip Code	200042111
13QQ. Vendor Country Code	USA UNITED STATES		
13RR. Vendor Phone Number		13SS. Voice Fax Number	
13TT. Vendor Number of Employees	40		
13UU. Vendor Annual Revenue	11,000,000		
13VV. Hospital Flag			
18A. Contact Title		18B. Contact First or Given Name	
18C. Contact Middle Initial Name		18D. Contact Last or Family Name	
18E. Organization Legal Name	SHIRLINGTON LIMOUSINE AND TRANSPORTATION INC		
18F. Doing Business		18G. Division Name	

As Name		18I. Street Address	
18H. Division Number / Office Code		18K. Address Line 3	
18J. Address Line 2		18M. State or Province	
18L. City			
18N. Postal or Zip Code			
18O. Country Code			
18P. Voice Phone Number		18Q. Fax Phone Number	
18R. Email Address			

Departmental Data

22. Government Project Officer (Last Name, First Name)	<input type="text"/>	<input type="text"/>
23. Government Contract Specialist (Last Name, First Name)	<input type="text"/>	<input type="text"/>
27. Contract Status Code	A Active	
30. Classified	<input type="text"/>	31. Cost Savings <input type="text" value="0"/>
32. Branch Code	<input type="text"/>	



Turner, Shirley

From: Turner, Shirley
Sent: Monday, November 14, 2005 4:19 PM
To: (b(2), b(6))
Subject: RE: Followup Questions for the Shirlington Limousine Protest

SHIRLEY TURNER
Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-205-3204
Shirley.Turner@dhs.gov

From: (b(2), b(6))
Sent: Monday, November 14, 2005 3:43 PM
To: Turner, Shirley
Subject: Followup Questions for the Shirlington Limousine Protest

Contract #: HSHQDC-05-C-000036

This is to confirm receipt of the HUBZone protest of Shirlington Limousine and Transportation, Inc by (b(4)) for the subject solicitation/contract. Before we can begin the review of the protest we must have the following information:

1. What type of HUBZone contract (HUBZone set aside, HUBZone sole source, full and open with HUBZone PEP) is at issue?
Full and open with HUBZone PEP
2. If it was full and open competition with a HUBZone PEP, is the protestor's opportunity for award affected by the PEP (e.g., was the protestor in the competitive range)?
Protestor was in the competitive range
3. If it was a HUBZone set-aside, did the protestor submit an offer?
Yes, protestor submitted a price and technical proposal
4. Is the protested concern the apparent successful offeror?
Yes, protested concern, Shirlington Limousine and Transportation, is the successful offeror
5. Was it a sealed bid or negotiated procurement?
Negotiated Best Value procurement
6. Date offers or bids (Solicitation Closing Date) were due to the procuring activity. If date was extended, indicate the amendment number and extension date.

11/14/2005

Initial proposal submittal was 2:00 PM EST, August 19, 2005 subsequently extended by Amendment 00001 to 2:00 PM EST, August 22, 2005.

7. Date protested firm submitted its bid or offer to the contracting activity?

August 22, 2005

8. What was the bid opening or letter of intent to award date?

Proposal opening August 22, 2005

9. When was the protestor notified of the apparent successful offeror?

November 1, 2005

10. When was the protest submitted to the CO?

November 8, 2005

11. Has a contract been awarded?

Yes

12. What is the solicitation and, if applicable, contract number?

HSHQDC-05-R-00004, Contract HSHQDC-05-C-00036

13. Provide the name of the contracting officer, phone and fax numbers.

Shirley Turner, 202-772-9586, 202-205-3204

14. The name of the procuring agency and contracting activity, if not the same organization.

Same

If you have any questions regarding the above, call or e-mail me at (b(2), b(6)) or (b(2), b(6))

Thank you.

(b(2), b(6))

—Original Message—

From: Turner, Shirley [mailto:Shirley.Turner@dhs.gov]

Sent: Monday, November 14, 2005 2:48 PM

To: (b(2), b(6))

Subject: FW: NOTIFICATION FOR RECEIPT OF PROTEST - CONTRACT HSHQDC-05-C-000036 DHS SHUTTLE & TRANSPORTATION SERVICES

(b(2), b(6))

The attached is submitted for your review and response. I initially attempted to file the protest with (b(2), b(6)) of the local SBA Office, but was informed that she is not the appropriate person. If you are not, please direct me to the right individual.

Thank you,

SHIRLEY TURNER

11/14/2005

Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-205-3204
Shirley.Turner@dhs.gov

From: Turner, Shirley
Sent: Wednesday, November 09, 2005 5:27 PM
To: (b(2), b(6))
Cc: (b(2), b(6))
Subject: NOTIFICATION FOR RECEIPT OF PROTEST - CONTRACT HSHQDC-05-C-000036 DHS SHUTTLE & TRANSPORTATION SERVICES

Pursuant to FAR 19.302 "Protesting a small business representation," the attached protest from an unsuccessful offeror is forwarded for your review and determination.

- RFP # HSHQDC-05-R-00004
- SUCCESSFUL OFFEROR: SHIRLINGTON LIMOUSINE AND TRANSPORTATION, 425 8th St, NW #227, Washington, D.C. 20004-2200
- Timeline:
 - 1 Nov 05 - Award Notification to unsuccessful contractor, B&B/ETS
 - 3 Nov 05 - Written Debrief Provided to B&B/ETS
 - 8 Nov 05 - Protest Received from B&B/ETS

Please contact me if you have questions or require more information.
V/r,

SHIRLEY TURNER
Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-205-3204
Shirley.Turner@dhs.gov

11/14/2005

Turner, Shirley

From: (b)(6); (b)(2), (b)(6)
Sent: Monday, November 14, 2005 12:45 PM
To: Turner, Shirley
Subject: RE: CONTRACT AWARD STATUS - HSHQDC-05-R-00004

SHIRLEY TURNER

Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-205-3204
Shirley.Turner@dhs.gov

Ms. Turner:

I want to touch base and give update you on the information I received.

I spoke with (b)(2), (b)(6) Analyst HUBzone Office (b)(2), (b)(6) (b)(2), (b)(6), regarding the HUBzone protest that we filed. (b)(2), (b)(6) states that she is not in receipt of the protest, and she is the intake person for the protest.

(b)(2), (b)(6) noted that we may not have filed the protest in a timely fashion. However, I informed (b)(2), (b)(6) of our understanding. (b)(4) will withdraw the GAO Protest, if DHS follow thru on the SBA Hubzone protest. (b)(2), (b)(6) did concur that the Contracting Officer's filing is not required to be timely. It is my hope that you work with us on this, considering the GAO information.

(b)(6)

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this email by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. When addressed to our clients any opinions or advice contained in this email are subject to the terms and conditions expressed in the engagement letter.

11/14/2005

Turner, Shirley

From: (b)(6)) (b)(6))
Sent: Thursday, November 10, 2005 9:48 AM
To: Turner, Shirley
Cc: (b(6))
Subject: RE: CONTRACT AWARD STATUS - HSHQDC-05-R-00004
Attachments: Letter-1 - DSHQ.pdf

Ms. Turner:

We respectfully withdrew our complaint to the GAO. A copy has been faxed to you. Also, please review the attached.

Thank you again for your consideration.

(b(6))

11/17/2005

Turner, Shirley

From: Turner, Shirley
Sent: Wednesday, November 09, 2005 5:27 PM
To: (b(2), b(6))
Cc: (b(2), b(6))
Subject: NOTIFICATION FOR RECEIPT OF PROTEST - CONTRACT HSHQDC-05-C-000036 DHS SHUTTLE & TRANSPORTATION SERVICES
Attachments: SBA Protest.pdf

Pursuant to FAR 19.302 "Protesting a small business representation," the attached protest from an unsuccessful offeror is forwarded for your review and determination.

- RFP # HSHQDC-05-R-00004
- SUCCESSFUL OFFEROR: SHIRLINGTON LIMOUSINE AND TRANSPORTATION, 425 8th St, NW #227, Washington, D.C. 20004-2200
- Timeline:
 - 1 Nov 05 – Award Notification to unsuccessful contractor. (b(4))
 - 3 Nov 05 – Written Debrief Provided to B&B/ETS
 - 8 Nov 05 – Protest Received from B&B/ETS

Please contact me if you have questions or require more information.

V/r,

SHIRLEY TURNER

Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-205-3204
Shirley.Turner@dhs.gov

11/9/2005

Turner, Shirley

From: (b)(2), (b)(6))
Sent: Wednesday, November 09, 2005 12:38 PM
To: Turner, Shirley
Subject: RE: CONTRACT AWARD PROTEST - HSHQDC-05-C-00036 DHS SHUTTLE & TRANSPORTATION SERVICES

Hi Shirley,

This is the first of two e-mails. This one is general regulatory information for you to analyze. The second e-mail is the SBA Firm Profile for Shirlington as well as info on their address

The FAR cite regarding protesting of small business status is 19.302. In particular, see 19.302(d)(1): By close of business on the 5th day after contracting officer special notification of who the apparently successful offeror is.

The protestee also references several Code of Federal Regulation (CFR) cites. Each need to be reviewed separately and the electronic version of the CFR is <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tp=%2Findex.tpl>. I suggest contacting the awardees SBA office and ask them the specifics about how the awardee meets the CFR issues as addressed in the protest.

(b)(2), (b)(6))
DHS HQ Small Business Specialist

From: Turner, Shirley
Sent: Tuesday, November 08, 2005 3:25 PM
To: (b)(2), (b)(6))
Subject: CONTRACT AWARD PROTEST - HSHQDC-05-C-00036 DHS SHUTTLE & TRANSPORTATION SERVICES

(b)(2), (b)(6))
Here is the Protest document we discussed. Unfortunately, both protests were scanned together — the first one (5 pages) relates to Shirlington's status as a HUBZone contractor.

Proposal Address:
Shirlington Limousine & Transportation, Inc.
425 8th Street, NW, Suite 227
Washington, DC 20004

Contract Address:
PO Box 8773
Arlington, VA 22206-0773

V/r,

SHIRLEY TURNER

Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-9586
Fax: 202-205-3204
Shirley.Turner@dhs.gov

Turner, Shirley

From: (b)(2), (b)(6)
Sent: Tuesday, November 08, 2005 4:36 PM
To: (b)(2), (b)(6)
Cc: (b)(2), (b)(6) Turner, Shirley
Subject: CICA Override

(b)(7), (b)(6) We received a post-award protest on the Shuttle and Executive Transportation Support contract, HSHQDC-05-C-00036. Elaine Duke, in her capacity as the HCA, is overriding the Competition in Contracting Act stay on the contract award, pursuant to FAR 33.104 (c) (2). DHS is required to "Immediately suspend performance" when the GAO notifies the Department of a protest, unless DHS proceeds to override the stay. FAR 33.104 (c). DHS may not authorize contract performance via override, unless it first notifies the GAO of its intent to do so. FAR 33.104 (c) (3). There is no indication now that GAO has notified us of the protest. I expect that the GAO will officially notify us by tomorrow; thus, in order to proceed tomorrow via the override, we will need to notify the GAO about the override tomorrow.

Thank you.

(b)(2), (b)(6)

Turner, Shirley

From: Turner, Shirley
Sent: Tuesday, November 08, 2005 4:36 PM
To: (b(2), b(6))
Subject: RE: (Protest) CICA Override

Tracking: Recipient Delivery
(b)(2), b(6)) Delivered: 11/8/2005 4:36 PM
(b)(2), b(6)) Delivered: 11/8/2005 4:36 PM

SUBJECT: CONTRACT HSHQDC-05-C-00036 DHS SHUTTLE AND TRANSPORTATION SERVICES

(b(2), b(6))
(b(2), b(6)) and I spoke with Elaine Duke, Deputy Chief Procurement Officer (HCA) regarding the protest received today from (b(4))

It has been determined to authorize continued contract performance of Shirlington Limousine and Transportation, Inc. under subject contract pursuant to FAR 33.104(c)(2)(ii), "urgent and compelling circumstances that significantly affect the interests of the United States and will not permit waiting for the GAO's decision."

Criticality of Requirement: This acquisition serves the entire DHS community and provides transportation services for employees to travel between DHS sites on official business within the Washington Metropolitan Area. In addition, this responsibility extends to senior Department officials who are authorized the use of chaffered motor pool vehicles to and from official business activities in the areas requiring the appearance of senior Departmental officials. Suspension would severely impact operational activities and the DHS organizational elements' ability to carry out its mission.

Formal documented written findings will be provided by COB November 9, 2005.

SHIRLEY TURNER
Contracting Officer, Departmental Operations
Office of Procurement Operations
Department of Homeland Security
Washington, DC 20528
Phone: 202-772-8588
Fax: 202-205-3204
Shirley.Turner@dhs.gov

From: (b(2), b(6))
Sent: Tuesday, November 08, 2005 2:33 PM
To: (b(2), b(6))
Cc: Turner, Shirley
Subject: FW: (Protest) CICA Override
Importance: High

(b)(2), b(6)
Hello. I am giving you a heads up on a possible CICA override. We just got a protest on the transportation services contract that provides our shuttle services between DHS locations and executive transportation services. If DHS is not going to cut off these services we should notify GAO before COB today. Please contact Shirley. I recommend that we work this issue immediately.

Thank you.

Smith, Carolyn

From: Sosson, Steven
Sent: Tuesday, June 01, 2004 8:55 AM
To: 'Shirlmo@aol.com'
Cc: Dobbs, Janet; Smith, Carolyn
Subject: Shuttle Operations on June 1
Importance: High

Mr. Baker & Ms. Pearce;

I just went downstairs to look at the buses on the North and South routes. By 8:47, neither the 8:30 North Route or the 8:45 South Route had shown up. As I have not been advised of any delays I need to know the following:

1. What is the problem on those routes this morning?
2. Do we have new buses?
3. How soon will we be back on schedule?
4. Is the Tenleytown Route running on schedule?

Your immediate response to these questions is required.

V/R

Steve

Steven L Sosson, CPPM
Department of Homeland Security
Fleet and Transportation Programs
Washington, DC 20528

[(b) (6)]

6/1/2004

(b2), (b6)

From: (b2), (b6)

Sent: Thursday, November 03, 2004 10:58 AM

To: (b2), (b6)

Cc: (b2), (b6)

Subject: [REDACTED]

(b2), (b6)

The schedule that has mid-day stops at FBI until the move to Bldg 20 is our preference.

(b2), (b6)

From: (b2), (b6)

Sent: Wednesday, November 03, 2004 6:35 PM

To: (b2), (b6)

Cc: (b2), (b6)

Subject: [REDACTED]

(b2), (b6)

(b2), (b6)

(b2), (b6)

(b2), (b6)

(b2), (b6)

Shirlington Limousine



Transportation Inc.

Memorandum

To: Steven Sosson
Department of Homeland Security

From: Chris Baker

Date: March 18, 2004

Subject: Eligibility to Operate

The following information is being provided as completion of the requirements for the Statement of Work issued in January of 2004.

This is also to inform you that Shirlington Limousine & Transportation, Inc. is in full compliance with transportation regulations in the Washington, DC metropolitan area. Anyone failing to hold a certificate of authority from WMATC is not legally authorized to operate in Washington, DC.

Sosson, Steven

From: Dobbs, Janet
Sent: Friday, April 23, 2004 2:32 PM
To: Bathurst, Donald; Sosson, Steven
Subject: Shuttle Contract has been awarded
Importance: High

To Shirlington Limo.

Steve we have a meeting with Mr. Baker at 8:00 Monday morning to put the schedules in place/assign drivers.

Jan

2 AMENDMENT/MODIFICATION NO P00006	3 EFFECTIVE DATE 07/27/2007	4 REQUISITION/PURCHASE REQ NO RUAS-07-00100	5 PROJECT NO (if applicable)
6 ISSUED BY	CODE DHS/OPO/DEPT. OPS	7 ADMINISTERED BY (if other than item 6)	CODE DHS/OPO/DEPT. OPS

U.S. Dept. of Homeland Security
Office of Procurement Operations
Dept. Operations Acquisition Div.
245 Murray Lane, SW, Mail Stop 500
Attn: T. Remhof (202) 447-(b)(2) low
Washington DC 20528

U.S. Dept. of Homeland Security
Office of Procurement Operations
Dept. Operations Acquisition Div.
245 Murray Lane, SW, Mail Stop 500
Attn: T. Remhof (202) 447-(b)(2) low
Washington DC 20528

8 NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)

SHIRLINGTON LIMOUSINE AND TRANSPORTATION INC
PO BOX 6773
ARLINGTON VA 222060773

9A AMENDMENT OF SOLICITATION NO
 (X)

9B DATED (SEE ITEM 11)

10A MODIFICATION OF CONTRACT/ORDER NO
HSHQDC-05-C-00036

10B DATED (SEE ITEM 11)
10/27/2005

CODE 7962874230000 FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and the amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (if required)
(b)(2) low Net Increase: \$1,046,038.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
X	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)(3) Contract Modification - Mutual Agreement of Both Parties
	D OTHER (Specify type of modification and authority)

E. REPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office

14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)
Tax ID Number: 54-1596907
DUNS Number: 796287423
SHUTTLE BUS AND EXECUTIVE TRANSPORTATION SUPPORT
The purpose of this modification is to exercise Option 1B of Option Year 1. Accordingly, Option 1B is exercised for the period July 27, 2007 through October 26, 2007 in accordance with Option Year 1 prices established by the basic award. Finally, the amount of \$1,046,038.00 is hereby obligated to fully fund Option 1B Firm Fixed Price Item 0011.
LIST OF CHANGES:

Buyer changed from (b)(2) low
Contracting Officer changed from Shirley Turner to Brenda Peterson
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A as heretofore changed, remains unchanged and in full force and effect.

15A NAME AND TITLE OF SIGNER (Type or print) Lucretia A Pearce COO	16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Brenda Peterson
15B CONTRACTOR/OFFEROR <i>Lucretia A Pearce</i> (Signature of person authorized to sign)	15C DATE SIGNED 7/20/07
16B UNITED STATES OF AMERICA <i>Brenda Peterson</i> (Signature of Contracting Officer)	16C DATE SIGNED 7/24/07

CONTINUATION SHEET

REFERENCE OF DOCUMENT BEING CONTINUED
 HSHQDC-03-C-0003E/P00006

PAGE OF
 2 3

NAME OF OFFEROR OR CONTRACTOR
 SHIRLINGTON LIMOUSINE AND TRANSPORTATION INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0011	<p>New Issuing Address: U.S. Dept. of Homeland Security Office of Procurement Operations Dept. Operations Acquisition Div. 245 Murray Lane, SW, Mail Stop 500 Attn: T. Remhof (202) 447-(b)(2) low Washington DC 20528</p> <p>New Administration Address: U.S. Dept. of Homeland Security Office of Procurement Operations Dept. Operations Acquisition Div. 245 Murray Lane, SW, Mail Stop 500 Attn: T. Remhof (202) 447-(b)(2) low Washington DC 20528</p> <p>CHANGES FOR LINE ITEM NUMBER: 0011 Obligated Amount for this modification: \$1,046,038.00 Exercised option</p> <p>CHANGES FOR LINE ITEM NUMBER: 11A Exercised option</p> <p>CHANGES FOR LINE ITEM NUMBER: 11B Exercised option</p> <p>CHANGES FOR LINE ITEM NUMBER: 11C Exercised option</p> <p>CHANGES FOR LINE ITEM NUMBER: 11D Exercised option</p> <p>Discount Terms: Net 30</p> <p>FOB: Destination</p> <p>Change Item 0011 to read as follows (amount shown is the obligated amount):</p> <p>OPTION PERIOD 1B - FIRM FIXED PRICE ITEM July 27, 2007 through October 26, 2007</p> <p>SHUTTLE BUS 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. Option period is three (3) months at approximately \$348,679.25/month. Obligated Amount: \$1,046,038.00 Continued ...</p>				1,046,038.00

NAME OF OFFEROR OR CONTRACTOR
SHIRLINGTON LIMOUSINE AND TRANSPORTATION INC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0011A	<p>Change Item 0011A to read as follows (amount shown is the obligated amount):</p> <p>OPTION PERIOD 1B - INDEFINITE QUANTITY ITEM July 27, 2007 through October 26, 2007</p> <p>UNSCHEDULED SHUTTLE BUS SERVICES Estimated quantity and unit price for unscheduled passenger minibus and driver during three (3) month Option Period 1B.</p>	25	HR	67.00	0.00
0011B	<p>Change Item 0011B to read as follows (amount shown is the obligated amount):</p> <p>OPTION PERIOD 1B - INDEFINITE QUANTITY ITEM July 27, 2007 through October 26, 2007</p> <p>UNSCHEDULED VAN SERVICES Estimated quantity and unit price for 15-passenger van and driver during three (3) month Option Period 1B.</p>	25	HR	67.00	0.00
0011C	<p>Change Item 0011C to read as follows (amount shown is the obligated amount):</p> <p>OPTION PERIOD 1B - INDEFINITE QUANTITY ITEM July 27, 2007 through October 26, 2007</p> <p>OVERTIME FOR SEDAN DRIVER Overtime expense for Driver during three (3) month Option Period 1B. (Not Separately Priced)</p>	50	HR		0.00
0011D	<p>Change Item 0011D to read as follows (amount shown is the obligated amount):</p> <p>OPTION PERIOD 1B - INDEFINITE QUANTITY ITEM July 27, 2007 through October 26, 2007</p> <p>OVERTIME FOR DISPATCHER Overtime expense for Dispatcher(s) during three (3) month Option Period 1B. (Not Separately Priced)</p> <p>OBLIGATED AMOUNT: As a result of the option exercise, the total amount obligated to date is increased by \$1,046,038.00, from \$7,130,765.00 to \$8,176,803.00.</p> <p>All other terms and conditions remain unchanged.</p>	50	HR		0.00

Short, Victoria

From: Short, Victoria
Sent: Tuesday, October 16, 2007 1:19 AM
To: shirlimo@aol.com
Cc: (b)(6), (b)(2) low
Subject: RE: Contract Communication

Hello Ms. Pearce,

Please expect an e-mail within the next day or two scheduling a meeting with you, the COTR and my office to begin the transition process. Thanking you in advance for your cooperation throughout the upcoming transition process.

From: shirlimo@aol.com [mailto:shirlimo@aol.com]
Sent: Mon 10/15/2007 12:11 PM
To: Short, Victoria
Subject: Contract Communication

Good Afternoon Ms. Short,

Since there are two weeks until the completion of Option Year One on the Shirlington Contract, please advise of any communication from your office on the transitional process moving forward.

Lucretia Pearce
202-437-3142

Email and AIM finally together. You've gotta check out free AOL Mail!

(b)(2) low

(b) (6)

From: (b) (6)
Sent: Wednesday, April 05, 2006 9:48 AM
To: (b) (6)
Cc: (b) (6)
Subject: RE: Shuttle Bus #14.

Good Morning (b) (6)

I will investigate this matter. The description of the driver and time of this incident appears to be (b) (6) driver. The scheduled shuttle driver for bus#14 is a female. I apologize for any trauma these employees experienced.

Thanks

(b) (6)

Operations Manager
DHS Executive Motor Pool and Shuttle Service

(b)(2) low

From: (b) (6)
Sent: Wednesday, April 05, 2006 9:30 AM
To: (b) (6)
Cc: (b) (6)
Subject: RE: Shuttle Bus #14.

(b) (6) thanks so much for bring this to our attention. I've included (b) (6) and (b) (6) on this email as well. (b) (6) currently oversees the shuttle contract.

From: (b) (6) (b)(2) low
Sent: Wednesday, April 05, 2006 7:48 AM
To: (b) (6)
Cc: (b) (6)
Subject: Shuttle Bus #14.

It was brought to my attention this morning that Shuttle Bus #14 the driver was speeding on the NAC and just missed hitting a DHS employee's vehicle twice. The DHS employee had to slam on the breaks to avoid being hit both times – this shuttle bus driver has run the stop sign twice. If the rules are for all NAC employees to obey traffic signs and speed signs at the NAC than the shuttle bus drivers should too.

The "stop" sign is printed on the ground in white – but I feel if we had an actual "stop" sign put up that this may help avoid any future situations.

I did say something to the back guards this morning of this shuttle bus driver unsafe driving. The bus was driven by a male driver. The times of both cases were any where from 5:30 – 6:00 a.m.

If you need further information on both of these shuttle bus cases – please contact (b) (6) (b) (6) at (b)(2) low

Thanks.

(b) (6)

U.S. Department of Homeland Security
Intelligence & Analysis (I&A)

(b)(2) low

"Securing our Homeland"

(b) (6)

From: (b) (6)
Sent: Monday, April 24, 2006 10:08 AM
To: (b) (6)
Subject: FW: Friday incident
Attachments: Friday 21 April 2006.doc

Hi (b) (6)

Attached is a write-up regarding an incident that took place on Friday 4/21

From: (b) (6)
Sent: Monday, April 24, 2006 9:28 AM
To: (b) (6)
Cc: (b) (6)
<C (b) (6)>
Subject: FW: Friday Incident

(b) (6)

Please read the attached document from an I&A employee. He definitely addresses a valid concern. Thanks much.

(b) (6)

From: (b) (6)
Sent: Monday, April 24, 2006 8:59 AM
To: (b) (6)
Subject: Friday incident

(b) (6)

Good morning. I have attached a document outlining and event/incident that occurred on the shuttle bus last Friday. Just wanted you to be aware, and let you pass it on to those that might want to address this issue.

V/r

(b) (6)
OI&A(b)(2) low
(b)(2) low

(b)(2) low
(Office)
(Cell)
(Pager)
(fax)

Colleagues,

Friday morning I was at the 7th and D SW building waiting for the DHS shuttle. While having a conversation with a co-worker the shuttle pulled up. After several minutes I approached the shuttle, just as the driver was getting off. I showed my ID and got on. I acknowledged the passenger on the rear of the bus and we exchanged greetings. Less than a minute later the gentleman got off the bus and began walking up the street. I thought maybe he had seen someone he knew and was walking to greet them; however he just continued to walk up the sidewalk until he was about a block away and entered a building. I thought this was odd and looked toward the rear of the shuttle and noted a black backpack sitting on the seat. Having retired from the Metropolitan Police Department's Bomb Squad, and having taught classes on bomb threat management, improvised explosive devices (IED's) and homicide bombers, I became a little concerned and exited the bus. I walked over to my co-worker, who was talking to another gentleman and explained to him what had just occurred. He advised me that people sometimes leave their items on the shuttle and then go for coffee or a "to-go" breakfast.

Not wanting to over react I waited for the shuttle driver to return and explained the situation to her. She said, "Oh that's (sic) he's ok.

A few minutes later, I along with several passengers entered the bus and assumed our seats, the owner of the backpack returned. As he entered the bus I stated "Having been with the bomb squad here in DC I was a little concerned after I noticed you got off the shuttle and left your backpack.

What occurred next was alarming. The gentleman making lite of my comment placed his ear next to his backpack and said "I don't hear anything ticking" he then takes out a McDonald's bag and places his ear next to it and makes the same comment. There were chuckles thought out the bus. I made the comment, "It's all fun and games till someone gets hurt".

My point, complacency in this day and age is not an option, and we in the intelligence community don't have that luxury of levity. Imagine the impact of, headlines in the Washington Post, "Department of Homeland Security shuttle bus, blown up by homicide bomber outside DHS Nebraska Avenue Complex.

Maybe a policy should be put into place that says, "Never leave your personal items unattended on the shuttle".

"Not a sermon, just a thought"

(b) (6)

From: (b) (6) (b)(2) low
Sent: Wednesday, June 27, 2007 12:14 PM
To: (b) (6)
Cc: (b) (6)
Subject: FW: Shuttle Bus Service

Attachments: Shuttle Bus NOTICE.doc



Shuttle Bus
NOTICE.doc

(b) (6)

Unfortunately, I don't have which bus(es) are affected, but below are the e-mails referencing AC problems. Also, attached is the notice we are posting throughout our spaces.

V/r,

(b) (6) USCG

CGHQ (b)(2) low
Phone/fax: (b)(2) low
E-mail: (b)(2) low

-----Original Message-----

From: (b) (6)
Sent: Wednesday, June 27, 2007 9:57 AM
To: (b) (6)
Cc: (b) (6)
Subject: FW: Shuttle Bus Service

(b) (6)

FYI.

V/R (b) (6)

-----Original Message-----

From: (b) (6)
Sent: Wednesday, June 27, 2007 9:44 AM
To: (b) (6)
Cc: (b) (6)
Subject: FW: Shuttle Bus Service

(b) (6)

It's been slightly more than 3 weeks since I first brought up the issue of warm temperatures on the

shuttle busses (see email chain). I was almost ready to send you an email stating that it appears the situation has been resolved. However, yesterday afternoon (1545) and again this morning the A/C's were not operating and I was told they were broken. Fortunately both of these recent incidents occurred on busses that had windows that could be opened, providing some relief. Yesterday afternoon open windows provided minimal relief with 90 degrees and humid conditions.

Thanks again for your concern & attention.

(b) (6)

-----Original Message-----

From: (b) (6)
Sent: Monday, June 04, 2007 8:55 AM
To: (b) (6)
Subject: RE: Shuttle Bus Service

I will address with the shuttle bus contractor.
r/XO

Sent from my GoodLink synchronized handheld (www.good.com)

-----Original Message-----

From: (b) (6)
Sent: Monday, June 04, 2007 08:40 AM Eastern Standard Time
To: (b) (6)
Cc:
Subject: Shuttle Bus Service

(b) (6)

I'm wondering if something can be done about the temperature on the shuttle busses? There have been numerous instances in the past (as well as today) when the shuttle bus is extremely uncomfortable....i.e. too hot!
65 degrees and rainy makes the shuttle like a sauna. I'd open a window or two but the style of windows do not permit opening them.

I realize that for every person, such as myself, that believes the busses are too hot, there might be a person that thinks if the air conditioner were turned on it would be too cold. At the very least a fan should be turned on to produce air movement.

On the occasions when I've asked to have the air turned on I was told it wasn't working. The last

time I asked to have the air turned on the outside temp was 85 degrees and this was the shuttle with windows that could not be opened. The driver told me the a/c wasn't working. It was extremely uncomfortable. I'm hoping the contractor isn't trying to save \$\$/fuel by not using the air conditioner.

If it's warm outside (75 degrees?), humid and the bus has windows that do not open and the a/c isn't working, then I'd say the contractor should remove the bus from service and provide another one.

The comfort of the passengers should be the first priority regarding the temperature. Drivers should consider those sitting in the very back of the bus. It's difficult to breathe with no fan, air conditioning or open windows.

Thanks for listening.

(b) (6)

Ph: (b)(2) low

(b) (6)

From: (b) (6)
Sent: Friday, July 20, 2007 7:56 AM
To: (b) (6)
Subject: RE: Complaint

Thanks (b) (6) Have a great weekend. (b) (6)

(b) (6)
Director of Administration
Office of the Executive Secretary
Office of the Secretary

(b)(2) low (O)
(C)
(F)

(b)(2) low

From: (b) (6)
Sent: Friday, July 20, 2007 7:55 AM
To: (b) (6)
Subject: FW: Complaint

(b) (6)

I apologize for the delay We'll keep on them.

(b) (6)
Assistant Director (Personal Property)
Asset Management
Department of Homeland Security
Room (b)(2) low
(b)(2) low (Office)
(Mobile)
(Fax)

From: (b) (6)
Sent: Friday, July 20, 2007 7:54 AM
To: (b) (6)
Cc: (b) (6)
Subject: Complaint

(b) (6)

We've received a complaint about the shuttle bus at Tenleytown. The customer advised that the bus left at 7:10, as opposed to 7:00, creating a condition that results in this employee potentially missing tasks associated with the Executive Support position. I am advised that when asked why the bus was late, the driver replied that the clock was wrong.

Please discuss this issue with the driver. As I know you are aware, a delay in a bus arrival or departure could influence schedule accuracy and continuity throughout the day. With our limited capacity on that route, it is critical that it remain on schedule throughout the day.

(b)(2) low

(b) (6)

Assistant Director (Personal Property)

Asset Management

Department of Homeland Security

Room (b)(2) low

(b)(2) low (Office)

(Mobile)

(Fax)

(b)(2) low

(b) (6)

From: (b) (6)
Sent: Friday, September 28, 2007 1:34 PM
To: (b) (6)
Subject: RE: Deficient Service

(b) (6) :

Thank you for the reply.

(b) (6)

-----Original Message-----

From: (b) (6) (b)(2) low
Sent: Friday, September 28, 2007 1:07 PM
To: (b) (6)
Cc: (b) (6)
Subject: RE: Deficient Service
Importance: High

(b) (6)

Be assured that I will personally work this until we get a resolution. There has been no change in the schedule and I will be meeting with the operations manager in the next 30 minutes to identify the cause of this missed service.

Whether the shuttle service is a privilege or not, there is a contractual requirement between DHS and the shuttle company to provide this service and a contractual agreement between this office and the USCG to make sure the service is on time.

I apologize for this morning's problems and will work toward a prompt solution.

(b) (6)

Assistant Director (Personal Property, Mobile Assets)

Asset and Logistics Management

Department of Homeland Security

Room (b)(2) low

(b)(2) low (Office)

(Mobile)

(Fax)

-----Original Message-----

From: Shuttlebus

Sent: Friday, September 28, 2007 1:01 PM

To: (b) (6)

Subject: FW: Deficient Service

-----Original Message-----

From: (b) (6) (b)(2) low

Sent: Thursday, September 27, 2007 4:51 PM

To: Shuttlebus

Cc: (b) (6)

Subject: Deficient Service

This morning, September 27, 2007, there was no 9:15, 9:45, or 10:15 service at L'Enfant Plaza.

Yesterday morning, September 26, 2007, there was no 10:15 service or else it left more than five minutes early. I was at the stop at 10:10 and no bus came until 10:45.

Yesterday evening, September 26, 2007, there was a long delay at CGHQ between 5:30 and 6:15. We were told by the next driver that someone had gotten a flat tire and had missed a pickup. Several people waiting on the line were not able to board because all seats were taken. However, there were four buses parked along Second St.

Are 5 buses actually operating continually until 6:10PM, as the schedule states, or has there been a change? I've had many 30 minute waits at Jemal Building between 5:30 and 6:15.

I've been told several times that we should consider the shuttle service a privilege and not something that should be depended on for a schedule. What's the point of spending that much money for such haphazard and unreliable service? Where is the accountability?

V/R

(b) (6)

U. S. Coast Guard (b)(2) low