

STATEMENT OF WORK
Expeditionary Support to Coastal Riverine Squadron FOUR Company Operating in Panama

DEFINITIONS AND/OR ACRONYMS:

COR - Contracting Officer Representative
CONTRACTING OFFICER - Representative of the Government authorized to execute Contracts.
BILINGUAL: English, verbal and/or written
ESC - The Expeditionary Services Contractor
HN – Host Nation
CRS 4 COM – Coastal Riverine Squadron FOUR Company

C.1 OBJECTIVE:

The primary objective of this contract is to obtain Expeditionary Logistics and Life Support Services for CRS 4 COM personnel, operating ashore and ports in Panama. It is essential that all required services be coordinated with the Contracting Officer Representative (COR) and delivered and operating prior to arrival in country unless otherwise specified by COR.

C.2 SCOPE:

The Expeditionary Service Contractor (ESC) shall provide logistics and life support to Coastal Riverine Squadron FOUR Company (CRS 4 COM) operating in Panama. This ashore and seaward security presence is part of a larger U.S. Southern Command (SOUTHCOM) directed mission: Approximately 35 CRS 4 personnel (to include ammunition) will require small boat launch and recovery services, vehicles, cellular phones, international phone cards, internet air cards, bottled water, personnel and equipment between operating sites for duration of mission. Specific requirements detailed herein.

C.3 BACKGROUND CHECKS: The ESC shall conduct security background checks on employees and subcontractor employees with local or national police departments or other government organizations. The ESC shall not use employees if the results of their background investigation indicate they may be a security risk to the site and US Military personnel. The ESC shall issue photo identification badges to its personnel and ensure all subcontractor personnel have photo identification badges. Badges shall be standardized and have a passport type photo, name of the company, individuals name, identification number, and date of birth. Personnel will wear the badge so that it is visible at all times. The ESC shall ensure that their employees and subcontractor employees wear appropriate uniform items to identify them as Contractor personnel. Examples would be similar T-shirts, trousers, or coveralls with company names printed on the clothing.

C.4 ACCESS LISTS: The ESC shall develop a daily list of authorized personnel, vehicles and vessels that may have access to site location and provide a copy to the COR, Panamanian SENAN and/or other government representative as required. For individuals, the list will include individual full name, identification number, company name, time and duration of visit, and purpose of their visit. For vehicles, the list will include a description of the vehicle, license plate number, driver's name, time and duration of visit, and purpose of their visit.

C.5 LANGUAGE REQUIREMENTS: The ESC shall provide a designated **English speaking** representative(s) for all coordination. This individual or group of individuals must be available by phone/email and will meet (preferred) or speak with the designated government representative daily to coordinate support for the force assigned.

C.6 LICENSES AND PERMITS: The ESC shall obtain any necessary insurance, licenses and permits, and comply with any applicable laws, codes, and regulations, in connection with the performance of the work at no additional cost to the U.S. Government. The ESC shall ensure that proper safety and health precautions are taken to protect personnel, the general public, and property of others, during the performance of this contract. The ESC shall ensure that any and all subcontractors comply with these requirements.

C.7 GOVERNMENT POINT OF CONTACT: The point of contact for all logistics and life support services is **(Will be provided prior to contract award)** and is designated as the Contracting Officer's Representative

(COR)/SPS-12 N4 and is the CONUS POC under this contract and can be reached at (**Will be provided prior to contract award**) .

C.8 QUALITY: The ECS shall provide the timely delivery of goods and services to CRS 4 Company operating ashore and in port facilities as applicable. Quality of all services or supplies provided shall conform at least to commercial standards in the relevant profession, trade, or field of endeavor. All services shall be performed by individuals fully qualified and licensed in their relevant area.

C.9 LOCATION OF WORK:

C.9.1 LOCAL OPERATING SITE IN THE VICINITY:

Location 1 – Corozal Army Post, (Coordinates will be provided on Request For Quote)

C.10 PERIOD OF PERFORMANCE FOR CRS 4 DET SECURITY MISSION IS:

18 Mar 2015 – 05 Apr 2015 (Approximately)

C.10.1 OPERATION SITE(S):

Corozal Army Post, Panama Canal (18 Mar 2015 – 05 Apr 2015)

C.11 TRANSPORTATION REQUIREMENTS

C.11.1 PROVIDE 15 PASSENGER VANS AND FUEL :

Provide four (4) 15 PASSENGER vehicles with drivers and seatbelts (Full fuel tanks, fuel cards compatible with local fuel stations for obtaining both unleaded and diesel fuel as necessitates, portable navigation units, highway toll passes with pre-loaded value on passes sufficient for two (2) passes per day per vehicle for 19 days, and unlimited mileage to include locations outside of port city) to CRS 4 COM use from 18 Mar 2015 – 05 Apr 2015 for transport from hotel to port(s) and in and around towns in vicinity. The designated COR will determine delivery, turn-in, and final arrangements.

C.11.2 PROVIDE 5 PASSENGER 4X4 VEHICLES AND FUEL :

Provide two (2) 5 PASSENGER 4X4 VEHICLES with drivers and seatbelts (Full fuel tanks, fuel cards compatible with local fuel stations for obtaining both unleaded and diesel fuel as necessitates, portable navigation units, highway toll passes with pre-loaded value on passes sufficient for two (2) passes per day per vehicle for 19 days, and unlimited mileage to include locations outside of port city) to CRS 4 COM use from 18 Mar 2015 – 05 Apr 2015 for transport from hotel to port(s) and in and around towns in vicinity. The designated COR will determine delivery, turn-in, and final arrangements.

C.11.3 PROVIDE 20 FOOT CARGO BOX TRUCK WITH DRIVER AND FUEL:

Provide one (1) 20 foot cargo box truck with driver, fuel and unlimited mileage for the transport of gear, equipment, and ammunition from Air Terminal to operating locations on 18 Mar 2015 and from operating locations to Air Terminal on 05 Apr 2015. In addition, transport of gear, equipment, and ammunition from operating location to operating location as require throughout the period of 18 Mar 2015 – 05 Apr 2015. The designated COR will determine the final arrangements.

C.12 PROVIDE LOCAL CELLULAR PHONES WITH INTERNATIONAL PHONE CARDS:

Provide eight (8) LOCAL CELLULAR PHONES with 15x\$50 INTERNATIONAL PHONE CARDS for use throughout the period of 18 Mar 2015 – 05 Apr 2015. Each INTERNATIONAL PHONE CARD shall be limited to \$50 U.S. Dollars per day. The designated COR will determine the final arrangements.

C.13 PROVIDE INTERNET AIRCARDS WITH DATA:

Provide two (2) INTERNET AIRCARDS WITH 50MB OF DATA EACH PER DAY for used throughout the period of 18 Mar 2015 – 05 Apr 2015. The designated COR will determine the final arrangements.

C.14 BOTTLED WATER REQUIREMENTS:

Provide three (3) liters of water a day per person for a maximum of 35 CRS 4 COM personnel in Panama 18 Mar 2015 – 05 Apr 2015. All bottled water requirements may only be procured from authorized sources previously approved by the U.S. Army Veterinary Command. Specific vendors are included as listed on the Army Veterinary Command website <http://vetcom.amedd.army.mil>. The use of authorized bottled water sources from nearby countries is permitted if authorized local sources are not available. Offerors must certify that all bottled water will be procured from an authorized source.

C.15 PROVIDE SMALL BOAT LAUNCH AND RECOVERY SERVICES:

Provide nine (9) LAUNCH and nine (9) RECOVERY SERVICES for three (3) 25' Patrol Boats upon request from the designated COR at location(s) to be determined. The designated COR will determine the final arrangements.

C.16 PROVIDE NECESSARY SERVICES TO OFFLOAD FUEL:

The ESC shall conduct all coordination to ensure the three (3) 25' Patrol Boats can be defueled prior to completion of the mission. The designated COR will determine the final arrangements.

C.17 PROVIDE NECESSARY SERVICES TO SHIP DANGEROUS GOODS VIA AIR:

The ESC shall provide a person authorized to certify dangerous goods for shipment via air. This person will be required to prepare a "Shipper's Declaration for Dangerous Goods" form certifying that the cargo has been packed, labeled and declared according with the International Air Transport Association (IATA) Dangerous Goods Regulations (DGR).

C.18 CONTINGENCY SITUATIONS/MISSION OPERATIONS:

Contingency situations (natural disasters, military peacetime and wartime contingency operations/exercises, serious accidents, civil disturbances, major mobilization or repatriation of non-combatants) may necessitate that the ESC be flexible in arranging different levels of support and service operational hours. The ESC shall respond to contingency situations and revise priorities as directed by the COR. Hurricanes and other natural disasters can occur in this location. If the ESC cannot accomplish normal activities due to activation or exercise of any contingency plan, the ESC shall not be held liable for non-support of lower priorities. The COR will determine the lower priorities that can be temporarily relaxed in contingency situations. If appropriate, the ESC shall be reimbursed for contingency operations requiring a higher level of response and resources. The ESC shall submit a Request for Equitable Adjustment detailing the impact resulting from the incorporation and operation of such contingency actions prior to the beginning of the contingency operations. In the event that operations are curtailed as a result of weather emergencies or other unplanned mission-related events, ESC personnel may be considered non-essential personnel and thus, not required to be at the work site. They may, however, be required to be on call, to work at a designated evacuation site, or to be part of a crisis response team at a nearby site.

C.19.1 METHOD OF PAYMENTS:

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 regulation at Title 5 of the Code of Federal Regulation (CFR), Part 1315.

Vendor's invoice should be provided with following information for proper invoice:

- Invoice Number
- Invoice Date
- Material Receipt Date
- Material Acceptance Date

INVOICING INSTRUCTIONS

Invoices will be processed via Wide Area Work Flow (WAWF) or manual submission (determination at the time of award). For WAWF submission, the words "Prompt Payment Certification" will be replaced by EFT (Electronic Funds Transfer).

"Invoices for goods received or services rendered under this contract shall be submitted electronically through WAWF in the Receipt and Acceptance section of WAWF.

Submit invoices to:

ATTN: CATHERINE VERMILLION
NAVY EXPEDITIONARY COMBAT CMD
JEB LC, BLDG 3504, CODE N01F
1575 GATOR BLVD
VIRGINIA BEACH, VA 23459-3024

Or

DFAS Paying Office DODACC/address:
DODAAC HQ0302
DFAS ROME
VENDOR PAY
325 BROOKS RD
ROME NY, 13441-4527