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ANNEX 1700000: BASE SUPPORT VEHICLES AND EQUIPMENT SPECIFICATION ITEMS

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1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, and equipment required to perform Base Support Vehicles and Equipment services at locations listed in Annex 1700000, Spec item 1.2.
1.1	Concept of Operations	<p>Work includes, but is not limited to, provision of various types of vehicles, including maintenance.</p> <p>The contract duration will be for a base period and two option periods for a total duration not to exceed 36 months.</p> <p>Refer to ELIN Schedule in Section J 1700000-02. Some vehicles will require provision of drivers, fuel, parking cards, diplomatic plates, and SALIK passes, as required.</p>
1.2	Project Location	<p>Work shall be performed at the following locations of the United Arab Emirates (UAE):</p> <ul style="list-style-type: none"> - Jebel Ali - Fujairah - Al Minhad - Dubai - Abu Dhabi - Sultan of Oman

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2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1700000-01.

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2.2	Key Personnel	<p>The Contractor shall provide to the Contracting Officer a finalized Organizational Chart within seven (7) days of contract award showing the lines of authority of the Key Personnel to include the Project Manager and the On-Site Manager.</p> <p>Any changes to Key Personnel must be approved by the Contracting Officer. The Contractor will provide any additional information requested by the Contracting Officer to certify their qualifications.</p> <p>The Contractor must provide a Project Manager (PM) for this requirement. The PM must speak, read, write and understand conversational English and posses the ability to meet the requirements of the PWS. Conversational English is defined as conversational fluency is the ability to interact in a conversation using the English language. It requires a command of the language sufficient enough to convey a message, be understood, and comprehend the response, i.e. carry a basic conversation.</p> <p>The PM must have a minimum of five (5) years experience processing and paying invoices for external customers or managing accounts receivables/accounts payable. The PM must have a minimum of five (5) years experience managing a team of a minimum of thirty (30) personnel that provide services to an organization’s external customers within the service industry.</p> <p>The Contractor must provide a PM who has relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity. The PM must have the ability to be productive on multiple projects simultaneously at different locations. The PM shall have full authority to act for the Contractor on all contract matters relating to this contract.</p> <p>The Contractor must provide a On-Site Manager for this requirement. The On-Site Manager must provide 24/7 coverage at the U.S. Navy Compound ,Jebel Ali, Fee Zone. The PM must speak, read, write and understand conversational English and posses the ability to meet the requirements of the PWS. Conversational English is defined as conversational fluency is the ability to interact in a conversation using the English language. It requires a command of the language sufficient enough to convey a message, be understood, and comprehend the response, i.e. carry a basic conversation.</p> <p>The On-Site Manager must have a minimum of five (5) years administrative experience. This would include tracking incoming and outgoing correspondence, coordinating workflow and interacting with customers. The On-Site Manager must possess the ability to coordinate drivers and vehicles based on the needs of the Government customers on a 24/7 basis. The On-Site Manager must have a minimum of five (5) years experience managing a team of a minimum of fifteen (15) personnel that provides services to an organization’s external customers within the service industry.</p>
2.2.1	Personnel	Drivers assigned to this contract shall have a minimum of seven years driving

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		<p>experience and must speak, read, write and understand conversational English language.</p> <p>Within seven (7) days of contract award the Contract must provide a list of all drivers and their proof of direct hire. Each driver must be employed directly by the prime Contractor, subcontractor or Joint Venture Partner. The Contractor must provide the KO a list of each the drivers names who will be assigned to this contract, to include their nationalities, passport numbers and country of origin within seven (7) days after contract award..</p> <p>The hired driver must speak, read, write and understand conversational English and possess the ability to meet the requirements of the PWS. Conversational English is defined as conversational fluency is the ability to interact in a conversation using the English language. It requires a command of the language sufficient enough to convey a message, be understood, and comprehend the response, i.e. carry a basic conversation.</p> <p>Drivers must possess valid access passes for Jebel Ali Port, Fujairah Port and Al Minhad, in accordance with all applicable regulations.</p> <p>Drivers shall have sufficient knowledge and experience driving in the UAE to support the logistics requirements of this contract.</p> <p>The Contractor shall take precautionary measures to ensure any driver employed under this contract does not have a criminal history or pose an eminent security risk to the US Navy. All drivers will be subject to background and security screenings as a condition of performance.</p> <p>As driver personnel change the Contractor must provide updated drivers list to the KO within three (3) of change. The KO reserves the right to approve or disapprove all drivers performing on this contract.</p>
2.2.2	Certification, Training, and Licensing	Refer to the ELIN Schedule in J-1700000-02: Some drivers are required to be limousine licensed for access to airport areas in accordance with local regulations including, but not limited to, UAE Roads and Transport Authority (RTA) regulations.
2.3	Special Requirements	Not used.
2.3.1	Safety	<p>Drivers assigned to this contract must wear seat belts, follow local traffic laws and driving practices, and manage vehicle with safety of passengers and surrounding vehicles in mind. Smoking, eating, use of cellular phones, and other multi-tasking while driving is strictly prohibited.</p> <p>Each vehicle shall have standard safety and medical aid equipment (e.g. first aid kit, fire extinguisher, breakdown reflective warning triangle, tire repair kit, seat belts, anti-lock brakes).</p>
2.3.2	Fuel Efficient Acquisition	Not used.
2.3.3	Audits and Inspections	Not used.

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2.3.4	Special Vehicle Maintenance and Repair Requirements	Alternation of vehicles (as delivered to the activity) to fulfill a special requirement, and any maintenance/repair required to keep such equipment operational. Examples include, but are not limited to, installation and repair of light bars for security vehicles, installation and repair of bins inside an emergency/service vehicle, fabrication, and permanent installation of special materials to support a load.
2.3.4.1	Established Priorities	Not used.
2.3.4.2	Allowable Downtime Standards	No downtime allowed.
2.3.4.3	Downtime Computation	Not used.
2.3.4.4	Temporary Suspensions of Downtime Standards	Not used.
2.3.4.5	Excessive Repairs	Not used.
2.3.5	Labor Requirements	Not used.
2.3.6	Fleet Size	Not used.
2.4	References and Technical Documents	Not used.

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	The Contractor shall provide transportation services to U.S. Government activities, installations and organizations located in the United Arab Emirates.	The Contractor shall comply with all requirements specified herein including, but not limited to, timely delivery/pick-up, proper license/insurance, vehicle technical characteristics, and adequate maintenance to provide safe and reliable vehicles throughout the contract period. Historical Data for UAE vehicle services are provided in J-1700000-03.	All vehicles, drivers, gas cards, and parking cards meet the specified standards. Type and Quantity of vehicles specified are delivered on time.
3.1	Operations	The Contractor shall operate BSVE to ensure supplies and personnel are transported and requested services are performed.	Provide the proper vehicles, equipment, materials, licensed personnel and, tools for the work requested. Obtain necessary permits for the movement of overweight/oversized loads on public highways. Necessary permits must be obtained prior to scheduled performance Mark and operate vehicles used for transporting ordinance, hazardous materials and other dangerous articles in accordance with NAVSEA OP-2239, Federal Motor Carrier Safety Regulations, U.S. Department of Transportation, Federal Highway Administration and Bureau of Motor Carrier Safety and other applicable rules and regulations	Operation functions are performed with the proper equipment and within designated time in a safe and efficient manner. Operators are properly qualified and licensed Permits are obtained prior to scheduled performance. Vehicles and equipment markings are in compliance.
3.1.1	Billing Services	Provide timely and accurate billing support services to ensure Government billing is current.	Monthly invoices will be submitted to KO for approval and payment. The Contractor must use an ELECTRONIC DATA MANAGEMENT SYSTEM (EDMS) to submit invoices and manage all administrative requirements for managing this contract. The EDMS should be a collection of technologies that collaborate together to provide a comprehensive solution for managing the creation, capture, indexing, storage, retrieval and disposition of records and information. The major components	Invoices are submitted on time and are accurate.

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			<p>of the proposed EDMS should include imaging, document management, forms processing/e-forms and reports. Through the use of the EDMS the Offeror must submit invoices and all aspects of monthly billing to the Government electronically by the 7th day of each month for the prior's months expenses. Submitting hard copies of receipts and Excel sheets do not meet the requirements of the specifications for EDMS.</p> <p>The EDMS must be able to manage data related to this project such as tracking incidental vehicle lease expenses, expenses for fuel, insurance, salik passes to include Abu Dhabi, Oman, Jebel Ali, Fujairah, Al Minhad, Dubai, the Sultanate of Oman and other passes that are required by each respective ministry in the operating areas as described in the PWS based on the respective ELINs, parking, maintenance and all other expenses related to the management of this requirement.</p> <p>The EDMS must be able to reflect all charges no more than seven (7) days after the charges have occurred.</p> <p>The Offeror must be able to maintain each driver's information, credentials (e.g. licenses, passport numbers, visa numbers and pass access to Government installations expiration dates) and assigned vehicle through the use of the EDMS.</p> <p>The Offeror's EDMS must be able to produce monthly, quarterly and yearly reports that illustrates the payment of all expenses. This report will be submitted to the Government monthly, quarterly and yearly or upon request by the Contracting Officer.</p>	
3.1.2	Taxi Service	Not used.		

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3.1.3	Scheduled Shuttle and School Bus Service	Not used.		
3.1.4	WHE/MHE/OHE/ CESE Services	Not used.		
3.1.5	Railroad Operation	Not used.		
3.1.6	Fuel Delivery Service and Fuel Program Requirements	Not used.		
3.1.7	Provision of Vehicles	The Contractor shall provide various types of vehicles to the US Government at various locations.	<p>Vehicles shall be either brand new or ex-fleet/used as specified in the ELIN Schedule.</p> <p>All vehicles shall be equipped with air conditioning, radio with auxiliary input for external audio device, cruise control, front and back seat belts (one for each passenger), a spare tire, a jack and a complete set of tools for changing a flat tire. All vehicles shall be equipped with grade “A” tires.</p> <p>All SUVs shall be equipped with rear parking sensors.</p> <p>Vehicles can be any normal production color and shall have tinted windows up to the UAE legal limit.</p> <p>Vehicles may be either gasoline or diesel and shall have automatic transmission.</p> <p>Vehicles shall be licensed, insured, inspected as required to meet all local laws and regulations.</p> <p>ELIN Schedule in J-1700000-02 lists type and quantity of vehicles to be provided.</p> <p>Additional vehicle requirements shall be as specified in the ELIN Schedule.</p>	<p>All vehicles meet the specified standards when delivered</p> <p>Type and quantity of vehicles specified are delivered on time.</p>
3.1.8	Vehicle Delivery	The Contractor shall deliver vehicles at the designated Government Dispatch Points.	Within seven (7) days of award the Contractor shall submit a proposed delivery schedule to the KO for acceptance.	<p>Vehicles are delivered as scheduled.</p> <p>Vehicles pass all inspection points.</p>

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			<p>The Government and the Contractor shall perform a joint inspection of the vehicle at the time of delivery.</p> <p>Inspections points are provided by KO.</p> <p>Prior to acceptance the Government and Contractor shall both endorse the Vehicle Acceptance form (to be provided by Contractor).</p>	<p>Vehicles have all required proof of insurance, schedules, SALIK pass, gas card.</p>
3.1.9	Vehicle Pick-up	The Contractor shall pick-up vehicles at the designated Government Dispatch points when notified.	<p>The Government will contact the Contractor to schedule vehicle pickup.</p> <p>Vehicles shall be picked up during normal working hours and within 48 hours of notification.</p> <p>Any vehicle still at the dispatch point after 48 hours will be stored in commercial storage and storage costs will be billed to the Contractor.</p> <p>The Government and the Contractor shall perform a joint inspection of the vehicle at the time of pickup for abnormal wear and tear.</p> <p>The Government will pay for any abnormal wear and tear mutually agreed upon during the joint inspection.</p> <p>Prior to Contractor acceptance the Government and Contractor shall both endorse the Vehicle Acceptance form (sample provided in J-1700000-04).</p> <p>Damage claim invoices will not be processed for payment unless there is a mutual agreement between the Contractor and the Government on the amount the Contractor will be compensated.</p> <p>NOTE: Vehicle under ELINs A012, B012, C012 will be used to transport Military Working Dogs (MWDs). The Government will pay for abnormal wear and tear caused by MWDs.</p>	<p>Vehicles are picked up as scheduled.</p>
3.1.10	Emergency	The Contractor shall	The Contractor shall respond to	Contractor responds

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	Roadside Assistance	provide emergency roadside assistance for disabled leased vehicles located outside the boundary of the Government Installations.	<p>emergency roadside assistance calls within one (1) hour.</p> <p>If the vehicle cannot be repaired on site the Contractor shall deliver the stranded driver back to the Government Installation.</p> <p>Vehicle repair/replacement shall be in accordance with the spec items above.</p>	<p>within one (1) hour of notification.</p> <p>Stranded drivers are delivered to the Government Installation.</p>
3.1.11	Vehicle Replacement	The Contractor shall provide replacement vehicles when required to ensure continuous availability of vehicles.	<p>No vehicles shall be replaced without approval by the KO.</p> <p>Replacement shall be mutually agreed upon by the Contractor and Government.</p> <p>Replacement shall be within 30 calendar days from notification by the KO.</p> <p>Temporary vehicles may be substituted during this 30 calendar day period. (Temporary vehicles shall meet the descriptions of New Vehicles and Ex-fleet/Used Vehicles in Attachment J-1700000-01.)</p>	Vehicles are replaced on time.
3.1.11.1	Permanent Vehicle Replacement (excessive kilometers)	The Contractor shall replace any vehicles for excessive kilometers to ensure continuous and safe operation.	<p>Excessive kilometers are defined as follows:</p> <p>NCIS vehicles not to exceed 60,000 kilometers.</p> <p>All other vehicles shall not exceed the following thresholds: 120,000 kilometers for sedans; and 150,000 kilometers for vehicles other than sedans.</p> <p>Replacement vehicles shall comply with age/kilometer limitations outlined in spec items. 2.14 and 2.1.9.</p>	Vehicle replacement within 30 days. Replacement vehicles meet requirements.
3.1.11.2	Permanent Vehicle Replacement (accidents/ breakdowns)	The Contractor shall provide replacement vehicles for any vehicle that has suffered an accident/breakdown beyond economical repair to ensure continuous availability of vehicles.	Replacement vehicles shall not exceed the age/ odometer reading of the vehicle being replaced.	Vehicle replacement within 30 days. Replacement vehicles meet requirements

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3.1.11.3	Temporary Vehicle Replacement	The Contractor shall provide temporary replacement vehicles for any vehicle out of service for more than 3 hours	<p>Any vehicle shall be temporarily replaced by the Contractor if the vehicle must undergo any maintenance/repair exceeding 3 hours.</p> <p>Temporary replacement shall not exceed 30 calendar days.</p> <p>Temporary vehicles shall not be more than 1 year old and have less than 20,000 kilometers on the odometer</p> <p>Replacement shall be concurrent with pick-up of vehicle being replaced.</p> <p>If the same type of vehicle is not available the contractor shall provide upon approval by the KO, an equivalent or upgraded vehicle at no additional cost to the Government.</p>	<p>Temporary vehicles are provided concurrently with pick-up of vehicle being replaced.</p> <p>If the same type of vehicle is not available the contractor shall provide upon approval by the KO, a vehicles better than the vehicle been replaced at no additional cost.</p>
3.1.11.4	Failure to Provide Required Vehicle	The Contractor shall provide replacement vehicle or reimbursement to the Government.	<p>If the Contractor fails to deliver the supplies or perform the services within the time specified in this contract, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of based on the ELINS schedule for the required vehicle per calendar day of delay.</p> <p>(1) In the event the Contractor is unable to provide the contractually required vehicle to include the vehicles that have assigned drivers and vehicles without assigned drivers, the Contractor must provide a replacement vehicle of comparable size or greater to the vehicle as described in the ELINs. The replacement vehicle must be provided within one hour and must remain in place until the contractually provided vehicle is available.</p> <p>(a) In the event the Contractor is unable to provide a replacement vehicle within one hour, the Contractor will reimburse the Government for the cost of the rental</p>	Replacement vehicles are provided within one hour. The Contractor must reimburse the Government in the event the Contractor is unable to provide a replacement vehicle.

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			<p>of a comparable vehicle based on the price of the daily rate of the IDIQ ELINS for that vehicle. The Government reserves the right to determine if a rental or a authorized vehicle services that has access to Government installation will replace the contractually assigned vehicle.</p> <p>(b) In the event the Contractor is unable to provide a replacement vehicle, the Contractor will reimburse the Government for all costs associated with the Government's use of an authorized vehicle service that has access to the Government installations within the operating area as described in the PWS. The reimbursement will be deducted from the Contractor's invoice. The Government reserves the right to determine if a rental or a authorized vehicle services that has access to Government installation will replace the contractually assigned vehicle.</p> <p>(2) In the event the Contractor misses a scheduled run/pickup of personnel, the Contractor must provide a replacement vehicle within one hour.</p> <p>(a) In the event the Contractor is unable to provide a replacement vehicle, the Contractor will reimburse the Government for the cost of the rental of a comparable vehicle based on the price of the daily rate of the IDIQ ELINS for that vehicle.</p> <p>(b) In the event the Contractor is unable to provide a replacement vehicle, the Contractor will reimburse the Government for all costs associated with the Government's use of an authorized vehicle service that has access to the Government installations within the operating area as described in the PWS. The reimbursement will be deducted from the Contractor's invoice. The Government reserves the right to</p>	

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			<p>determine if a rental or a authorized vehicle services that has access to Government installation will replace the contractually assigned vehicle.</p> <p>(3) In the event the Contractor fails to provide transportation services for a RIP TOA on the scheduled date and time within one our the Contractor shall reimburse the Government the costs of moving all personnel from Minhad to their final destinations within the operating area as described in the PWS. The following vehicles would be required to include drivers: 10- 30 passenger buses x \$700.00 per day, 9 Cargo Trucks x \$500.00 per day, 30 –Full Size SUVs at \$400.00 per day. All associated costs as described above will be deducted from the Contractor's invoice.</p> <p>(b) If the Government terminates this contract in whole or in part under the Default--Fixed-Price Supply and Service clause, the Contractor is liable for liquidated damages accruing until the Government reasonably obtains delivery or performance of similar supplies or services. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.</p> <p>(c) The Contractor will not be charged with liquidated damages when the delay in delivery or performance is beyond the control and without the fault or negligence of the Contractor as defined in the Default--Fixed-Price Supply and Service clause in this contract.</p>	
3.2	Support Services	Not used.		
3.2.1	Operator Testing and Licensing	Not used.		
3.2.2	Dispatching Service	Not used.		
3.2.3	Fuel Dispensing Facility	Not used.		

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3.2.4	Vehicle Washing and Waxing	Not used.		
3.2.5	Non-Government Owned Leased Vehicles	Not used.		
3.2.5.1	GSA Leased Vehicles	Not used.		
3.2.5.2	Other Commercial Leased Vehicles	Not used.		
3.2.5.3	Received and/or Reassigned Vehicles and Equipment Services	Not used.		
3.2.6	Driver Services	The Contractor shall provide driver services for vehicle operation in the UAE in accordance with Government-furnished schedules.	<p>Refer to the ELIN Schedule for vehicles requiring driver services.</p> <p>Driver services are required to ensure Government personnel can mobilize from their lodging areas to their work assignments and return to their lodging areas, and mobilize in and around UAE when required.</p> <p>Drivers shall have sufficient knowledge and experience driving in the UAE to support the logistics requirements of this contract.</p> <p>Smoking, eating, and use of cellular phones while driving is strictly prohibited.</p> <p>The contractor is responsible for resolving all traffic violations accessed during the driving performance of its drivers.</p> <p>Drivers are prohibited from working longer than twelve hours per day. The Contractor will ensure drivers are allotted sufficient time to rest between duty.</p>	<p>Drivers report on time and operate the vehicles to which they are assigned safely.</p> <p>Drivers are knowledgeable of the transportation requirements and regulations within UAE.</p> <p>Requirements of spec items 2.2 and 2.2.1 are met.</p>
3.3	Maintenance and Repair	The Contractor shall provide all maintenance,	All maintenance shall be as per manufacturers' recommendations and best industry practices.	Maintenance and repair functions are performed in accordance with

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		<p>replacement parts, oils, lubricants and repair to ensure efficient operation of vehicles.</p> <p>The Contractor shall provide unscheduled maintenance and repair to ensure continued efficient operation of vehicles.</p>	<p>Tires, including spares, are considered replacement parts.</p> <p>The Contractor shall coordinate and schedule required maintenance and repair, including vehicle pickup from user, transport of vehicle to and from maintenance facility, and return of vehicle to the Government dispatch point.</p> <p>Completion times for unscheduled maintenance or repair work will be mutually agreed upon by the Government and Contractor based on the work to be performed.</p> <p>All maintenance, scheduled or unscheduled, shall be performed off base.</p>	<p>manufacturer specifications and recommendations.</p> <p>Repairs are completed per the agreed schedule.</p> <p>Requirements listed in ELIN Schedule in Section J 1700000-02 are met.</p> <p>All vehicles are available for the entire lease period.</p>
3.3.1	Maintenance (Government-Owned)	Not used.		
3.3.1.1	New and Reassigned Used Vehicle Service	Not used.		
3.3.1.2	Inspection and Load Test Certification of WHE, MHE and OHE	Not used.		
3.3.1.3	Preventive Maintenance Inspections	Not used.		
3.3.1.4	BSVE Repair	Not used.		
3.3.1.5	BSVE Trouble Calls	Not used.		
3.3.2	Maintenance (Non-Government Owned)	Not used.		
3.4	Corporate Gas Cards	The Contractor shall provide gas cards for use in the UAE.	<p>Refer to the ELIN Schedule in J-1700000-02 for vehicles requiring a fuel card.</p> <p>The gas cards shall be prepaid fuel cards with a specific monthly AED</p>	Gas cards function as intended.

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			value NTE the equivalent USD amounts in J-1700000-02.	
3.5	Vehicle SALIK Passes	The Contractor shall provide vehicle SALIK passes for use in the UAE.	Refer to the ELIN Schedule in J-1700000-02 for vehicles requiring SALIK passes. The SALIK passes shall allow for toll fees to be deducted from the vehicles' prepaid toll account using advanced Radio Frequency Identification technology.	SALIK function as intended.
3.6	Vehicle Parking Cards	The Contractor shall provide Category (A) parking cards for use in the UAE.	Refer to the ELIN Schedule in J-1700000-02 for vehicles requiring parking cards.	Parking cards function as intended.

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4	IDIQ Work	IDIQ work may be ordered utilizing DoD EMALL in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	Refer to IDIQ ELINs for task listings, descriptions, and related requirements. All periods of performance are measured from issue date of order to acceptance of the work.	Performance standards for IDIQ work will be the same as those in Spec Item 3 where applicable.

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Spec Item	Title	Performance Objective	Related Information	Performance Standard
5	RIP / TOA Work	RIP / TOA work will be utilized two (2) times per year to support personnel turnover. Work may be ordered utilizing DoD EMALL in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G.	Refer to RIP TOA ELINs for task listings, descriptions, locations, quantities, and related requirements. All periods of performance are measured from issue date of order to acceptance of the work.	Performance standards for RIP TOA work will be the same as those in Spec Item 3 where applicable.

SECTION C
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1700000 – Base Support Vehicles and Equipment				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
6.1	Quality Management Plan	<p>Provide a report explaining the Quality Management System (QMS) Program including staffing, a quality management chart with lines of authority, inspection/surveillance methodology, corrective procedures and follow-up that will be used to ensure full compliance with all performance objectives and standards. Discuss the quality management processes (practices, resources, and activities), minimum controls and methodology and how quality management will address and ensure the following:</p> <ul style="list-style-type: none"> a. Accurate documentation of work processes, procedures and out measures; b. A systematic procedure for controlling and assuring compliance with all performance objectives and standards in the PWS; c. Accurate documentation of quality inspections and surveillance conducted throughout the execution of the work; d. Assessment-driven corrective actions and process adjustments as appropriate in a timely manner. 		