SECTION C – DESCRIPTIONS AND SPECIFICATIONS/WORK STATEMENT

C.1 Background

The Naval Surface Warfare Center, Carderock Division (NSWCCD) has an ongoing requirement for shuttle services for NSWCCD between the Carderock Division (West Bethesda), the Washington Navy Yard (WNY), (Washington, DC) and Union Station, (Washington, DC)).

C.2 Purpose

The shuttle service is to transport employees between NSWCCD, the Washington Navy Yard and Union Station on a regularly scheduled basis, Monday through Friday. The contractor shall furnish the vehicle, fuel, driver and operating supplies necessary to provide regularly scheduled shuttle services for the NSWCCD.

C.3 Destination/Schedule

The contractor shall provide shuttle services for the following destinations in accordance with the NSWCCD Shuttle Bus schedule provided below.

Starting Destination: Naval Surface Warfare Center **(NSWCCD)**, 9500 MacArthur Blvd, West Bethesda, MD 21803.

First Stop: Washington Navy Yard – **(WNY)**, Washington, DC

Second Stop: *Union Station, Washington, DC

*The purpose of the Union Station stop is to pick-up and drop off Navy employees arriving from and returning to the NSWCCD Philadelphia site and shall be an on demand stop only.

This service shall be throughout the hours specified as follows:

NSWCCD Shuttle Bus Schedule

NSWCCD		Washington Navy Yard		Union Station	
Arrive	Depart	Arrive	Depart	Arrive	Depart
0700	0715	0800	0805	0825	0830
0905	0910	0955	1000	1020	1025
1100	1105	1140	1145	1230	1245
1305	1310	1340	1345	1400	1405
1440	1445	1530	1535	1555	1600
1645					

The W. Bethesda stop for the shuttle is located at the west end of Building 4 on Forrestal Rd. at the same location where the Ride-on bus from Bethesda stops.

Due to the existing Threatcon set at the Navy Yard, the shuttle bus is currently prevented from entering the Navy Yard proper. Therefore, until further notice, the shuttle will pick-up and discharge passengers just outside the Navy Yard gate at Isaac Hull Ave. and "M" Street.

The Union Station stop is an on-demand stop. A dedicated telephone line is established **(301) 227-0735** where by travelers can give prior notice (preferably 24 hour but in emergency as short as 1 hour) of scheduled arrival time at Union Station to arrange for pick-up by the shuttle bus. The shuttle bus telepone line will be monitored during normal businss hours and the shuttle bus service will be alerted to make pick-up during the appropriate shuttle run. Passsengers desiring transportation to Union Station from W. Bethesda will simply inform the shuttle bus operator of their desired destination upon boarding.

The shuttle will discharge and pick-up passengers at Union Station at the front (Massachusetts Ave) side of the station, Lane B, toward the 1st St. NE (National Postal Museum) side.

Shuttle service shall not be required on the following Government holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas

(Note: if any of the above holidays fall on a Saturday, the government observes the preceding Friday as the legal holiday. When the holiday falls on a Sunday, the government observes the following Monday as the legal holiday).
No shuttle service is required on such days.

In addition, any other day designated by Federal Statute, Executive Order or President's proclamation, will be considered as a legal holiday. Closure due to Inclement weather will be determined by the Office of Personnel Management (OPM). The Contractor is responsible for determining the government's operating status. If NSWCCD or the WNY is closed or has its normal operating schedule modified by OPM, shuttle services would be suspended/modified accordingly.

C.4 Vehicle Requirements

The contractor shall provide a vehicle, small bus/van accommodating fourteen (14) passengers (does not include the driver), and meeting all Navy, local, state and national safety and inspection requirements with the ability to transport employees performing official government business from NSWCCD to the Washington Navy Yard and continuing to Union Station as required.

C.4.1 The contractor shall ensure every shuttle driver has a valid state motor vehicle driver's/chauffeur's license, appropriate personnel and vehicle credentials as well as an excellent driving record. Also, the contractor shall ensure all required training, certification and background screening has been completed.

C.4.2 Drivers shall be dressed in uniform or appropriate attire, and present a clean, neat appearance at all times when performing under this contract. Drivers shall wear an identification badge which indicates the Contractors name and the first and last names of the driver.

C.4.3 If a driver is reported to be driving recklessly, or if driver performance is determined to be unsatisfactory, the driver shall be disciplined or replaced by the Contractor. The Government shall not exercise any direct supervision or control over the Contractor employees performing these services under the contract. Such personnel shall be made accountable to the Contractor, who, in turn, shall be accountable to the Government,

C.4.4 If the vehicle breaks down, a replacement vehicle shall arrive at the designated location within one (1) hour of the breakdown.

C.4.5. The Contractor shall provide a report within 24 hours in the event of a vehicular accident. The Contractor shall report immediately to the technical point of contact (TPOC) (**To be determined at the time of contract award**) should injuries occur due to an accident. In the event of an accident on other than government property, the driver shall contact the Contractor who, in turn, will contact the TPOC. In the event the accident occurs on government property, the driver shall contact the security department

located on government property prior to leaving the premises. Security Office at Carderock – (301) 227-1500. Security office at WNY – (202) 443-3333.

C.4.6 The Contractor shall provide at his/her own expense the shuttle driver with the means to communicate (cell phone/radio transceiver) with the TPOC while conducting shuttle operations. If the means of communications is to be by radio, the Contractor must also provide a compatible radio transceiver for the TPOC. A dedicated telephone line (301) 227-0735 is established for shuttle communications with the TPOC.

C.4.7 Separate arrangements outside this contract will be made for employees with disabilities who need transportation to the locations covered by this contract.

C.4.8 All shuttle buses/vans must have a comfortable environment with seasonal climate control.

C.5 Insurance

The contractor, at the contractor's expense agrees to maintain, during the continuance of the contract, vehicular liability and general public liability insurance. The contractor shall provide a certificate of insurance demonstrating that they have the required vehicle insurance in advance of the commencement of the contract.

The Government shall not be responsible for citations issued to the drivers, or for damages occurring as result of accidents involving contractor-owned or leased vehicles.

C.6 Maintenance of Shuttle Log

The driver shall maintain a "Shuttle Log" which provides the current date, time and the total number of passengers per run. The name and NSWCCD badge number of each passenger must be included. Each driver will be required to complete a driver sheet for his/her shift. The Contractor shall use the information from the driver sheet to provide a Monthly Status Report to the technical point of contact, no later than the 5th working day of each month. The monthly status report must identify the cumulative total of passengers carried per month. Contract Data Requirements List DD Form 1423 applies.

C.7 Standards of Conduct

The Government requires a favorable image and considers it to be a major asset to be professional both in conduct and appearance. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer – The Naval Surface Warfare Center, Carderock Division. The government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the standards of conduct or appearance.

C.8 Period of Performance

The period of performance for the base contract shall be 6 consecutive months, beginning with the effective date of contract award.

The contract includes one (1) Option. The Option will cover a one-year period (twelve consecutive months) beginning with the effective date of option exercise, (if exercised by the Government). The option becomes effective only by the issuance of a duly signed and executed modification under the resulting contract.

C.9 Contract Deliverables

Monthly Status Report (incorporating information fro the Driver's Shuttle Log), shall be in accordance with the Contract Data Requirements List, DD Form 1423.