

STATEMENT OF WORK (SOW)  
FOR  
BUS TRANSPORTATION FROM TOKYO, JAPAN (NARITA INTERNATIONAL AIRPORT) TO NAVAL  
STATION SASEBO, JAPAN  
FOR  
TACTICAL AIR CONTROL SQUADRON TWELVE (VTC-12)

1. Description and General Scope of Work.
  - 1.1 Due to current COVID-19 issues, US Forces Japan (USFJ) and Commander, Naval Forces Japan (CNFJ) policies, in coordination with the Government of Japan, require USFJ sponsored personnel to conduct upon arrival in Japan, a 14-day ROM requirement in the Kanto Plain area, unless there will be a USFJ provided transportation to the nearest USFJ facilities.
  - 1.2 Provide a safe, clean, sanitized and comfortable intercity passenger shuttle bus transportation of up to 32 personnel, socially distanced, (at least two (2) 32-passenger buses), including luggage (two (2) large suitcases per person plus additional equipment). The Contractor is responsible for all labor, fuel, management, supervision vehicles, remedial/preventive maintenance, insurance, and liability for personal injury and property damage.
  - 1.3 Subject to U.S. Government approval, the Contractor shall provide and prominently display in the bus windshield a sign identifying the bus as part of the USFJ SASEBO/VTC12 transportation group. The sign shall be displayed at the boarding times and locations only, to ensure authorized riders can identify the bus, and shall be removed from the windshield during transit.
  - 1.4 Provide a scheduled passenger shuttle bus transportation, from Narita International Airport Terminal 2 to Naval Station Sasebo, as follows:
    - 1.4.1 One-Way airport transfer: Depart Narita International Airport at 2000 hours and transport up to 32 passengers, socially distanced, to Naval Station Sasebo. Departure times are subject to change due to delays of incoming flights.
2. Period of Performance (POP).
  - 2.1 The POP shall be 10 Jan 2022 – 11 Jan 2022: A total of one (1) trip will be required under this SOW. The bus service shall commence on 10 January 2022 at Narita International Airport, and continue through the morning of 11 January 2022 at Naval Station Sasebo.
3. Schedule Modifications and Changes.

The, times, and numbers in paragraphs 1.4, 1.4.1 and 2 are subject to change only when authorized by the Contracting Officer or his/her representative.
4. Parking.

The Contractor shall disembark all passengers at or near Tategami Wharf, inside Naval Station Sasebo, subject to change. The Government assumes no liability for theft or damage of Contractor's buses parked on Government property.
5. Vehicles.
  - 5.1 All buses shall be large size with minimum capacity to socially distance and comfortable seat up to 32 passengers (one passenger per seating section), intercity touring type equipped with high back reclining seats, fully-functional restroom, Wi-Fi connection and air-conditioning. Seats shall be supported and padded to optimize rider comfort. To maximize social distancing, all seat rows including between the aisles, will be separated from ceiling to floor by a plastic partition to separate the passengers from each other and from the drivers. Smoking shall not be permitted on the vehicles at any time. Supply of hand sanitizers required to be provided during the trip. Use one person per two adjacent seats.
  - 5.2 Prior to departure of vehicles from Narita International Airport, the bus shall be serviced so as to be in proper operating condition. The interior and exterior must be thoroughly cleaned and sanitized. The Contractor shall maintain signed service maintenance records, subject to the Government inspection, to verify servicing of bus before each such trip. Among other things, the Contractor shall test the toilet in the rest room on the bus to ensure its operability. Failure of the bus to be able to meet the

requirements noted in Paragraph 5.1, including a fully-functional restroom, shall disqualify the bus from service until repairs can be completed. The Contractor must provide a fully-functional replacement bus when the primary bus cannot be put into service.

5.3 All passengers are not allowed to leave or disembark the bus during the duration of the trip. The bus is only allowed to stop for required change out of drivers and ventilation of the vehicle as required by the transportation requirements of the Government of Japan.

6. Safety and Quality Assurance.

6.1 The Contractor shall comply with generally accepted commercial standards for bus operation and maintenance practices. As a minimum, the Contractor shall comply with all provisions of applicable statutes and agreements that may affect safety, and with all Japanese regulations, directives, orders, rules and standards. Compliance with published standards may not, standing alone, constitute compliance with generally accepted commercial standards of operation, driver training, passenger comfort, and maintenance.

6.2 The Contractor shall keep the equipment clean, disinfected, orderly, and in a good state of repair. The Government may refuse to accept vehicles that are unsafe, unclean, have an offensive odor, or provide unsatisfactory passenger comfort.

6.3 The Government reserves the right to inspect the offeror's vehicles prior to contract award and the right to inspect the Contractor's vehicles at any time during performance of the contract.

7. Drivers.

7.1 Drivers must, in addition to meeting Japanese transportation requirements, hold a current commercial driver's license and at least one will be a trip coordinator that can be able to communicate in English.

7.2 The Contractor shall provide a completely filled out Form 200-2, 20190306 DBIDS Card/Paper Pass, including copies of driver's licenses and the bus registration.

8. Trip Coordinator.

A Trip Coordinator that can be able to communicate in English must accompany the bus during transportation (the trip coordinator may be a driver that complies with the requirements in Paragraph 7). The Government will provide a list of passengers to the Trip Coordinator for each. The Trip Coordinator shall ensure that all passengers on the list have checked-in and boarded the bus. If passengers are missing, the Trip Coordinator shall contact the Government POC. Passengers not on the list are not allowed on the bus unless approved by the Government POC. The Trip Coordinator shall contact the Government POC to assist with any issues occurring before, during, or after the trip.

The Government POC
Name: LCDR David Rosenfelder
Title: Assistant Officer in Charge
Command/Ship: TACRON TWELVE (VTC-12)
TEL: +1 360-720-3011
E-Mail: david.rosenfelder@navy.mil

9. Security, Safety, Health and Environmental Compliance.

The Contractor shall not dump, discharge, or permit leaks of any fuel, lubricant, coolant, solid waste, water, or trash while on Navy property. Vehicle emissions will comply with those in effect for Japanese regulations. The Contractor will comply with all safety and security requirements imposed by Naval Station Sasebo.

10. Contingency for Vehicle Breakdown during Operation.

In the event that a bus becomes inoperable when scheduled to transport or while transporting passengers, the Contractor will immediately dispatch a replacement bus if the estimated time of repair exceeds 20 minutes. In no event will passengers wait more than one hour from the time of bus breakdown until the arrival of alternate transportation. Substitute service is entirely at the expense of the Contractor.

11. Required Reports.

11.1 Delay Report.

When a delay of 20 minutes or more occurs at any point in the movement for any reason, the Contractor shall immediately inform, by verbal means, to USS AMERICA Command Duty Officer (CDO). Furthermore, the Contractor shall provide a written report on the following work day to the USS AMERICA Supply Officer. The report will contain the following information:

- a. Delay at origin: provide actual departure time and place.
- b. Delay at destination: provide actual arrival time and place.
- c. Reason for the delay.
- d. Corrective action taken.
- e. Other pertinent information necessary to fully explain the circumstances of the delay.

USS AMERICA CDO
Name: Various (rotating watch assignment)
Title: Command Duty Officer (CDO)
Command/Ship: USS AMERICA (LHA-6)
TEL: 080-1719-4981
E-Mail: Contact via telephone to verify email address

USS AMERICA Supply Officer
Name: CDR Daniel Vetsch
Title: Supply Officer
Command/Ship: USS AMERICA (LHA 6)
TEL: 080-1719-4981
E-Mail: daniel.vetsch@lha6.navy.mil

11.2 Accident Report.

If a bus is involved in an accident that results in an injury, fatality, or substantial property damage, the Contractor shall immediately, by verbal means and within two (2) hours of the incident, inform to USS AMERICA CDO and Naval Station Sasebo. The Contractor shall submit a written report within five (5) working days of each occurrence to the Naval Station Sasebo CDO. The Contractor shall not disclose to the public the names and extent of injury or death of passengers, pending notification of the next of kin by the Government. The Contractor may make announcements about its own employees at the Contractor's discretion.

Naval Station Sasebo
Name: Various (rotating watch assignment)
Title: Command Duty Officer (CDO)
Command/Ship: Naval Station Sasebo
TEL: 0956-50-1110
E-Mail: Contact via telephone to verify email address

11.3 Driver Vehicle Inspection Report(s).

The Contractor shall submit copies of the driver's vehicle inspection report for each vehicle used in the performance of this contract and developed as a result of the requirements of 49 CFR 396.11 to USS AMERICA CDO.

12. Contractor Minimum Qualifications.

The Contractor shall continuously meet or exceed the minimum qualifications for this requirement during the entire performance of this contract.

12.1 Prime Contractor's Prior Experience.

The contractor shall have at least two (2) years' experience within the last four (4) years performing passenger transportation services. The minimum number required is at least five (5) times per year in providing passenger transportation service to and from anywhere.

12.2 Registrations/License/Certificates.

The Contractor shall continuously possess all necessary and appropriate certifications, registrations and licenses required to operate as a bus transportation service for the entire performance period of this contract. The Contractor agrees to notify immediately the Contracting Officer in the event any such certificate, registration, or license is suspended or revoked.

13. Subcontracting.

The Prime Contractor shall perform on the site, and with its own organization and equipment, work equivalent to at least 51% of the total amount of work to be performed under the contract. This percentage may be reduced by a supplemental agreement to this contract if, during performing the work, the Contractor requests a reduction and the Contracting Officer determines that the reduction would advantage the Government. Subcontractor cannot perform more than 49% of the total value of requirements.

13.1 Sub-contractor plan.

If sub-contractors are used, the Contractor, shall have sub-contractor plan and submit the plan to the Contracting Officer within 10 days after award. At minimum, the sub-contractor plan shall include the following:

- List of each sub-contractor by name.
- Purpose/scope of each sub-contractor.
- Sub-contractor certificates, registrations and licenses to operate a bus transportation service
- Sub-contractor Agreement signed by both the prime contractor and sub-contractors.

13.2 The Sub-contractor's Qualification.

All subcontractors shall meet the same minimum experience as the Prime Contractor as well as possessing and maintaining the necessary and appropriate certifications, registrations and licenses required to operate as a bus transportation service for the entire period of the subcontractor's performance. The Prime Contractor agrees to require the subcontractor to notify immediately the Prime Contractor if at any time during the subcontractor's performance period that any of its certificates, registrations, or licenses to operate a bus transportation service is suspended or revoked. The Prime Contractor further agrees that within one business day of receiving such notice from the subcontractor it shall provide details of the suspension or revocation to the contracting office.