STATEMENT OF WORK

Abandoned Vehicle

ON

ANDERSEN AFB, GUAM

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1. DESCRIPTION OF SERVICES

1.1 REQUIREMENTS:

The Contractor shall provide complete wrecker and towing service for the removal of abandoned vehicles and parts associated as identified by the 36th Security Forces Squadron (36 SFS). The contractor shall transport the vehicles and parts associated from the area and location identified by the 36 SFS to the contractor's storage and wrecker location off Andersen AFB. The primary location will be at Andersen Air Force Base's Temporary Abandoned Vehicle Lot. The contractor personnel must be familiar with, or be eligible to receive training on, the specific procedures outlined in Army Regulation (AR) 190-5 for handling abandoned vehicles on military installations. This includes proper execution and timely submission of DD Form 2505 and DD Form 2507 to ensure legal compliance and due diligence.

Point of Contact: 36 SFS Investigations at 366-7098

1.2 LIABILITY:

The contractor shall be liable for any damages resulting from any carelessness or failure to follow proper safety procedures or practices.

1.3 GOVERNMENT FURNISHED SERVICES:

The government will provide emergency medical transportation and treatment if required. The contractor shall reimburse the Government for the cost of these medical services at current rates.

2. GENERAL INFORMATION

2.1 HOURS OF OPERATION:

The normal hours of operation for the project are from 0730 to 1630, Monday through Friday, excluding holidays and PACAF Family days.

2.2 CONTRACTOR PERSONNEL:

The contractor shall provide point of contact (POC) for all contractual matters during all hours of operation. The POC shall respond on-site within 48 hours during normal duty hours of operation and within 72 hours during non-duty hours to discuss concerns with government personnel designated by the CO to discuss problem areas.

3. SECURITY

3.1 PASS AND IDENTIFICATION ITEMS:

The contractor shall ensure the pass and identification items required for contract performance are obtained for employees.

3.2 RETRIEVING IDENTIFICATION MEDIA:

The contractor shall return all identification media and/or visitor passes from employees who depart for any reason before the contract expires; i.e. terminated for cause, reassignment, retirement, etc.

3.3 TRAFFIC LAWS:

The contractor and its employees shall comply with base traffic regulations. Traffic regulations include, but are not limited to:

· Employees shall wear seatbelts when operating or riding in any vehicle (military, company or private owned) while on installation.

· Speed limits on Andersen AFB are 25 MPH unless otherwise posted. Be aware of reduced speed limits and exercise caution when driving in base housing and school zones.

· All vehicle operators on the installation shall not use cell phones unless the vehicle is safely parked or they are using a 100% hands free device. The wearing of any other portable headphones, earphones or other listening devices while operating a motor vehicle is prohibited.

3.4 WEAPONS, FIREARMS, AND AMMUNITION:

Employees are prohibited from possessing weapons, firearms, or ammunition on themselves or within vehicles (military, contractor-owned, or privately owned) while on Andersen AFB.

3.5 FOR OFFICIAL USE ONLY (FOUO):

The contractor shall comply with DoD 5400.7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program, requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

3.6 REPORTING REQUIREMENTS:

Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified/unclassified defense information. Employees shall be briefed by their immediate supervisor upon initial on-base assignment.

3.7 PHYSICAL SECURITY:

The contractor shall be responsible for safeguarding all Government property and controlled forms provided for contractor use. At the end of each work period, all Government facilities, equipment and materials shall be secured.

3.8 CONTROLLED/RESTRICTED AREAS:

The contractor shall implement local base procedures for entry to AF Controlled/Restricted areas where contractor personnel will work. An AF Form 2586, Unescorted Entry Authorization Certificate, must be completed and signed by 36 SFS security manager before restricted area badges (RAB) will be issued. Employees must have a completed and favorable NACI investigation before receiving a RAB. Interim access can be granted in accordance with AFI 31-501, Personnel Security Program Management.

3.9 MILITARY EXERCISES:

No compensation will be claimed for any delays resulting from re-entry procedures due to exercises.