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Spec Item	**Title**	**Description**
1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, and equipment required to perform Base Support Vehicles and Equipment (BSVE) services at Joint Region Marianas on the island of Guam.
1.1	Concept of Operations	The intent of 1700000 BSVE is to specify the requirements for a transportation program consisting of vehicles and equipment maintenance and repairs, vehicle and equipment operations to include dispatch, Civil Engineering Support Equipment (CESE), Weight Handling Equipment (WHE), Material Handling Equipment (MHE), Ordinance Handling Equipment (OHE), liquid movements, people movements, operator licensing and training, inspection and certification, and specified administrative program management.

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Spec Item	**Title**	**Description**
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operations within the BSVE function.
2.2.1	Certification, Training, and Licensing	BSVE operators shall comply with all Federal, U.S. territory, and local laws and regulations regarding certification, qualification, training and licensing. Personnel working on firefighting equipment must be certified per NFPA 1911. The Contractor shall provide qualified and licensed operators, ASE certified maintenance mechanics, EVT certified emergency vehicle technicians per NFPA 1071, and WHE certified personnel. Contractor management personnel, ammunition truck drivers and personnel transporting High Risk material shall obtain and maintain a Secret security clearance. The Contractor shall submit a Security Clearance Roster and Personnel Screening Report, per Section F, for all employees assigned duties involving shipment of Arms, Ammunitions and Explosives (AA&E). A Government representative will review at the worksite. Riggers shall be qualified and certified to conduct ordnance operations. Contractor shall maintain records on personnel qualifications, certifications, licenses and explosive physicals. Drug Testing shall be conducted on any personnel involved in an ordnance handling operation mishap. In addition, ammunition truck drivers will be subject to quarterly random drug testing. Contractor shall provide electronic listing of personnel and test results, per Section F. WHE, MHE, OHE, and CESE operators shall comply with the standards and training requirements stated in NAVFAC P-300, NAVFAC P-307, DoD 4500.36, NFPA 1911, NFPA 1071, and NAVSEA OP-2239. The Contractor shall submit proof of all certification, training and licensing requirements per Annex 2. All required licenses and certifications will be kept current. Informational note: Ordnance Driver Requirement. DOT requires two explosive drivers per ordnance laden vehicle.
2.2.2	Key Personnel	
2.2.2.1	Transportation Program Manager	The Contractor shall provide a Transportation Program Manager to manage the Transportation Program. The Transportation Program Manager shall have a minimum of seven years' experience in managing transportation centers/facilities of a size and scope similar to that of a Public Works Department and three years' experience as Director or Manager in charge of the operation. The incumbent shall be well versed in the Operational, Maintenance and Administrative areas/functions of an industrialized/commercial transportation program.

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Spec Item	**Title**	**Description**
2.3	Special Requirements	
2.3.1	Safety	Vehicles used for transporting ammunition, explosives, or other dangerous/hazardous material shall be marked and operated per NAVSEA OP-2239 and the rules and regulations prescribed by the Federal Motor Carrier Safety Regulations, U.S. Department of Transportation, Federal Highway Administration, Bureau of Motor Carrier Safety. Necessary permits for the movement of overweight/oversized loads on public highways shall be obtained. Immediately report ordnance related accidents or explosive mishaps to the CO NMCPAC EAD Unit Guam and Government Ordnance Manager or Designated Representative.
2.3.2	NBG Magazine Site Access for Non-Government Vehicles	All non-Government vehicles shall have prior approval from the NBG Security Officer for access to the magazine areas.
2.3.3	Explosive Safety Quantity Distance Arcs	The Contractor shall adhere to the Explosive Safety Quantity Distance (ESQD) arc's and separation distances during all ordnance staging and handling evolutions. The Contractor shall review and comply with Chief Naval Operations (CNO) explosive safety exemptions and waivers, in conjunction with ESQD requirements.
2.3.4	Audits and Inspections	The Contractor shall provide all required data calls, metrics, assistance and cooperation for all authorized transportation related inspections, internal review, evaluations and audits conducted by the Government. The Government and other external agencies perform approximately ten audits, evaluations and inspections per year.
2.3.5	Fleet Management Information System (FMIS)	The Contractor shall provide all required data for the Government Fleet Management Information System (FMIS) by direct entry. The Fleet Management Information System includes: a) Computerized Maintenance Management System (CMMS) MAXIMO. b) GSA Fleet Drive-Thru at https://drivethru.gsa.gov/fmdtsys/dthome. If required, Contractor employees shall obtain a CAC in accordance with security requirements, successfully complete required training, submit a Systems Authorization Access Request (SAAR) Form, and meet all eligibility requirements prior to being granted access to the Government FMIS. For Fleet Accountability Statistical Tool (FAST) reporting, the Contractor shall be IAW FMR B-15 Requirements for Management Information Systems in Federal Vehicle Fleets.
2.3.6	Special Vehicle Maintenance and Repair Requirements	The Contractor shall provide all UL compliance requirements IAW NFPA 1911 for all fire truck pump apparatus.

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Spec Item	**Title**	**Description**
2.3.6.1	Established Priorities	The Fleet Inventories provided in Section J indicates the priority assigned to each piece of BSVE in the fleet. The Government may change the priorities of up to 10% of the BSVE without a contract modification. The Contractor shall perform maintenance and repair in accordance with the timeframes established in the following priorities: <u>Priority 1</u> Generally, Priority 1 BSVE includes emergency vehicles (ambulances, fire trucks, police sedans and pickups), utility boom bucket trucks, WHE, Ordnance MHE, OHE and automobiles assigned to Commanding Officers and their staffs. However, the KO may designate Priority 1 work without regard to the type of vehicle use. Work on Priority 1 BSVE in this category shall start immediately after being reported down or received in the shop during regular working hours, and within two hours after regular working hours. In the event Priority 1 BSVE will be down more than 24 continuous hours, the Contractor shall notify the KO of the reason for the delay, action being taken to shorten the delay, and the estimated day and hour the Priority 1 BSVE will be returned to service. Material is expected to be on hand or obtainable within allowable downtime. Excluding such delays, the Contractor shall work uninterrupted (24 hours per day, seven days per week) until maintenance/repair is complete. <u>Priority 2</u> Generally, Priority 2 BSVE includes designated buses, automobiles assigned to base tenant activity staffs, emergency service vehicles, cranes and MHE. However, the KO may designate Priority 2 work without regard to the type of vehicle use. Work shall be started on BSVE in this category within two hours after being reported down or received in the shop during regular working hours, and within four hours after regular working hours. In the event Priority 2 BSVE will be down more than 48 continuous hours, the Contractor shall notify the KO of the reason for the delay, action being taken to shorten the delay, and the estimated day and hour Priority 2 BSVE will be returned to service. Material is expected to be on hand or obtainable within allowable downtime. Excluding such delays, the Contractor shall work uninterrupted (24 hours per day, seven days per week) until maintenance/repair is complete. <u>Priority 3</u> Work shall be started on BSVE in this category within three working day after being reported down or received in the shop.
2.3.6.2	Allowable Downtime Standards	The Contractor shall manage the overall maintenance effort so BSVE downtime does not exceed the allowable downtime standards specified herein. For the purpose of computing downtime, regular working hours is defined as eight hours per day, Monday through Friday, except observed Federal holidays. Downtime hours per shop repair order shall not exceed the Allowable Individual Downtime by Alpha Code specified in J-1700000-01. Downtime hours per individual alpha group shall not exceed 5% of the total available hours per individual alpha group per month (invoice period). For any given alpha group, the total hours of availability per month equals the total number of units in the group times the number of regular working hours per month.
2.3.6.3	Downtime Computation	Downtime for Priority 1 BSVE shall commence immediately when reported down or received in the shop during regular working hours.

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Spec Item	**Title**	**Description**
		Downtime for Priority 2 BSVE shall commence two hours after being reported down or received in the shop during regular working hours. Downtime for Priority 3 BSVE shall commence two working days after BSVE is reported down or received in the shop. Downtime will terminate when a unit is returned to service. Any time period that BSVE is returned to the Contractor for rework shall be included in the downtime computation. Any time period BSVE is under the control of the Government shall not be included in the downtime computation. If the Government elects to have work performed by other than the Contractor, any downtime associated with such performance will not be included in the downtime computation. When computing downtime, fractions of hours shall be rounded to the nearest hour (less than 30 minutes = 0, 30 minutes or more = one hour).
2.3.6.4	Excessive Repairs	The one-time repair limits set forth in Appendix F of NAVFAC P-300 do not apply. Vehicles and equipment that exceed NAVFAC P-300 life expectancy shall be maintained and repaired as if they were in their fourth year of life expectancy. All repairs parts valued over $2,500 shall have KO or KO designated representative approval prior to procurement.
2.3.7	Workmanship and Material Standards	The Contractor shall be responsible for maintaining all transportation assets identified in this technical sub-annex to a standard that prevents deterioration beyond that which results from normal wear and tear and corrects deficiencies in a timely manner to assure full life expectancy of the transportation assets. All work shall be completed per applicable instructions, publications, manuals, directives, manufacturer's specifications, and recommendation and shall comply with safety codes, applicable activity, local, U.S. Territory, and federal regulations, and other technical requirements identified within this technical sub-annex. Workmanship for maintenance and repair shall include all work necessary to safely return transportation assets to service, including corrosion control, operational checks and resetting of all "Check Engine Lights". Workmanship includes repair of coating systems damaged during maintenance or repair. Upon completion of work, the Contractor shall ensure all transportation assets are free of missing components or defects which would affect the safety, appearance or operation of the asset or would prevent any electrical, mechanical, or structural system from functioning in accordance with design intent. Repairs shall be made in accordance with the manufacturer's specifications and recommendations. The quality of repairs shall meet the applicable standards and shall prevent any malfunction reoccurrences caused by poor workmanship or other Contractor inadequacies. The quality of the repaired areas shall be fully compatible with adjacent surfaces. Except where otherwise specified, replacements shall match existing components and interior and exterior paint/coating in dimensions, finish, color, design, and functionality and shall have an appearance similar to the original finished appearance with only minor unobjectionable deterioration resulting from normal use. Appearance Standards are provided in J-1700000-02.

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Spec Item	**Title**	**Description**
2.3.8	Labor Requirements	Chilton Labor Guide, Mitchell Mechanical Parts/Labor Estimating Guide, or similar estimating sources shall be used for determining the number of flat rate hours required to complete the scope of work. Total labor cost will be determined by totaling the number of flat rate hours and then multiplying by the flat rate (straight time and over time) hour unit price. All hours shall be documented in Shop Repair Order (SRO).
2.3.9	Fleet Size	Fleet size shall be based upon the actual quantity of equipment in the fleet at a given time, and is not a cumulative total of the equipment maintained throughout the contract. The number of BSVE may vary as much as 5% without a contract modification. Replacement BSVE shall not be part of the 5% variance. The contract inventory will be adjusted semiannually based on actual inventory that has been in the Government Fleet Management Information System (FMIS) for a minimum of 60 days. Each modification shall reset the 5% variance allowance. Contractor acquired equipment provided to offset non-availability when the Contractor exceeds maximum allowable downtime standards shall not be considered additions to the fleet. All Contractor acquired equipment shall be approved by the KO prior to any rental/lease agreements being initiated. Each item of equipment pending removal from the fleet, and its designated replacement, shall be counted as a single unit for inventory purposes while the replacement unit is prepared for service (e.g., corrosion protection, equipment installation, marking, and record establishment). Repairs to keep equipment safe and reliable while pending disposition shall be approved/disapproved by the KO or KO designated representative.
2.4	References and Technical Documents	References and Technical Documents are listed in J-0200000-04.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3	Recurring Work	The Contractor shall develop and implement a comprehensive industrialized transportation program consisting of CESE, MHE, and WHE management, operations, maintenance, repair, and alteration.	The Contractor shall comply with federal, state, local regulations, applicable instructions, publications, manuals, directives, manufacturer's specifications and recommendations. Vehicles and equipment to be maintained, along with the associated alpha codes and priorities, are listed in the Fleet Inventory provided in J-1700000-03. Perform work in accordance with established priorities. The Contractor shall generate, compile and enter all data, SROs, PM schedules, and job plans pertaining to transportation vehicles and equipment into the Government FMIS and equipment history jackets. The Contractor shall ensure transportation vehicles and equipment are safe, reliable, and fully functional. Vehicles and equipment meet the intended purpose and are managed, operated, maintained, altered and repaired per applicable references and local regulations. The Contractor shall contribute to all related audits, safety/condition inspections, and investigations from all Government audits and internal pre-audits. The Contractor shall perform pre-audit corrections; provide audit report responses within the prescribed format; and provide sound recommendations for correcting all discrepancies, addressing all findings and observations. Workload Data Quantities for BSVE Requirements are provided in J-1700000-04.	CESE, MHE, and WHE management, operation, maintenance, repair and alteration services comply with all instructions and guidance. CESE, MHE, and WHE are safe and reliable, and requirements are provided during the designated time. Reports are accurate, on-time, and complete.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3.1	Operations	The Contractor shall provide operational support to ensure requested services are performed in a timely manner.	The Contractor shall provide the proper vehicles, equipment, materials, licensed, certified/qualified personnel and tools for the work requested. Obtain necessary permits for the movement of overweight/ oversized loads on public highways prior to scheduled performance. Mark and operate vehicles used for transporting ordnance, 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. The Contractor shall collect all BSVE mileage every month and input into Government FMIS within one working day. The Contractor shall provide a weekly Transportation Delivery Operations Schedule, per Section F.	Operation functions are performed with the proper equipment and within designated time in a safe and efficient manner. Operators are properly certified/qualified and licensed. Permits are obtained prior to scheduled performance. Vehicles and equipment markings are in compliance. BSVE mileage is collected as required, is accurate, and input within the specified timeframes.
3.1.1	Billing Services	The Contractor shall provide timely and accurate billing support services.	The Contractor shall input all fuel and rental billing information into the Government FMIS in accordance with NAVFAC P-300 and DLA Energy Policies. The Contractor shall submit Fuel Tanker Receipt Invoices and Fuel Tanker Receipt Invoice Reports per Section F.	Fuel and rental billing and supporting documentation is accurate, timely, and complete. Fuel Tanker Receipt Invoices and Reports are submitted on time.
3.1.2	WHE/MHE/ OHE/CESE Services	The Contractor shall provide WHE/MHE/OHE/ CESE services when dispatched to ensure requested operations are	The Contractor shall provide: a) Qualified/certified/licensed operators for WHE and MHE services to include movement of ordnance. b) Qualified/certified rigging personnel and support. c) Rigging gear within	Appropriate equipment and qualified operators and support personnel are provided as required.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
		performed in a safe manner.	NAVFC-P-307 and ASME inspection criteria. d) Properly maintained and certified equipment for all work requested. The Contractor shall provide the capability to support up to five (5) simultaneous crane operations for ship support, shore support, ordnance support or combination thereof with one additional stand by crane during Vertical Launch Systems (VLS) operations. Such simultaneous operations may be up to 20 miles apart and require multiple units of WHE/MHE per site. All cranes shall be capable of lifting loads of 20,000 pounds at a 75 foot radius with a hook height of 90 feet above the horizontal plane. All cranes shall be certified IAW NAVFAC P-307 and be third party certified for cargo transfer in accordance with OSHA. Crane Services that are not scheduled shall be provided within one hour of request during regular working hours and within two hours of request outside regular working hours. Heavy lift capability: Independent of the five (5) simultaneous crane operations requirement, the Contractor shall have the capability to lift 188,000 pounds at a 75 foot radius with a hook height of 60 feet above the horizontal plane up to 25 times per year. The Contractor shall perform scheduled heavy lift crane operations within ten working days of requested service. The Contractor shall submit, per Section F, a monthly Crane Lift Report to the KO or KO	All necessary permits obtained. Services are completed in accordance with NAVFAC P-300, NAVFAC P-307, NAVSEA OP-5 NAVSUP P-538, NAVSUP P-724. NAVSUP P-805 and applicable statutes and publications. Service provided within 15 minutes of schedule. Unscheduled services are provided within specified timeframe. Complex/critical lifts will be completed per NAVFAC P-307. Scheduled heavy lift crane services are provided within specified timeframe. Vehicles used for transporting ammunition, explosives, or other dangerous/hazardous material are marked, and operated per applicable laws and regulations. All WHE accidents are reported and documented per NAVFAC P-307.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			designated representative. All crane lifts shall be documented and reported to the Government to include the following minimum information: a) Lift weight. b) Lift radius. c) Lift hook height. d) Total routine lifts. e) Total complex/critical lifts. f) Customer requested scheduled time. g) Actual scheduled time. Vehicles used for transporting ammunition, explosives, or other dangerous/hazardous material shall be placarded, marked and operated per applicable laws and regulations.	
3.1.3	WHE Availability Exercise	The Contractor shall demonstrate the capability to meet the Performance Work Statement (PWS) requirements through scenarios provided by the Government.	The Contractor shall demonstrate, up to 12 times a year, the capability to meet the PWS requirements through scenarios provided by the Government. The Contractor shall provide the following in support of a demonstration exercise: a) Develop and submit Complex/Critical Lift Plans, if applicable. b) Identify rigging gear for review and inspection. c) Produce crane certifications for review and inspection. d) Meet response times based on each scenario. e) Produce crew lists that identify personnel and their qualifications.	WHE Exercises are in full compliance with all PWS requirements. WHE Exercises are performed efficiently, accurately and as requested. All qualifications and certifications are current.
3.1.4	Fuel Delivery Service and Fuel Program Requirements	The Contractor shall provide fuel delivery service to ensure fuel is readily available.	The Contractor shall operate fueling facility in compliance with DLA Energy Policies, Federal, U.S. territory and local requirements. The Contractor shall develop and submit a Fuel Delivery Schedule per Section F and provide gasoline, diesel, etc., to meet customer fuel requirements.	Fuel is safely delivered within 15 minutes of the Government accepted scheduled time. Fuel is safely delivered within one hour for unscheduled request during

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			Fuel is delivered within the times stated on the Government accepted Contractor's schedule. Provide sufficient, certified vehicles and equipment for safe and timely fuel delivery services. Provide unscheduled gasoline and diesel fuel delivery services as requested by the KO or KO designated representative. Maintain accurate fuel records and delivery reports; submit Fuel Delivery and Fuel Accountability Reports in accordance with DLA Energy Policy Regulations per Section F. Ensure that all fuel meters are certified and calibrated in accordance with NAVFAC P-300, OPNAV Instruction 4020.25 and DLA Energy Policy Regulations. The Contractor shall submit a Fuel Meters Calibration and Fuel Tanker Certification Report, per Section F. The Government will furnish all fuels. The Historical Fuel Delivery Schedule is provided in J-1700000-05.	working hours and within two hours during non-working hours. Fuel delivery and fuel accountability reports are accurate and submitted on time.
3.1.5	Ordnance Transportation Support	The Contractor shall ensure safe and secure delivery and pick-up of ammunition, explosives, inert and related hazardous materials to fully support the on-station movements, inter-magazine(s)	The Contractor shall ensure that all explosive drivers/operators shall have valid explosive and transportation licenses. Maintain records on personnel qualifications and certification, license and explosive physicals. The Contractor shall submit proof of all certification, training and licensing requirements per Annex 2. All required licenses	Full compliance with all instructions and guidance.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
		movements, pier wharf staging, fleet units and on-island commands support.	and certifications will be kept current. The Contractor shall provide the following services: a) Schedule and transport ordnance material and ordnance MHE. Adhere to customer requests for delivery and pick-up requirements/schedules. b) Ensure the trailers and stake trucks have wooden decking installed to facilitate ordnance dunnaging. c) The trailers must be covered (Conestoga or equivalent covered) trailers. d) Ensure all equipment used to transport ordnance are certified in accordance with DD 626. e) Ensure required documentation and driver instructions accompany ordnance materials during transport, are protected from the elements and available for review by the Government. Informational note: 1) The Government will provide transportation route information. For security reasons, no copies, maps or drawings will be provided to unauthorized personnel. Full compliance with all instructions and guidance. 2) The Government will provide the ordnance riggers and signalmen. 3) The Government will coordinate all ordnance transportation requirements to include pickup, delivery, staging, lay-down, relocation and clearing of inert and explosive	

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			ordnance assets to include WHE, MHE, OHE items.	
3.2	Support Services	The Contractor shall provide BSVE support services to meet customer requirements.	The Contractor shall obtain monthly odometer readings (miles and hours) from customers, NAVFAC owned and GSA leased vehicles. The Contractor shall enter all vehicle mileage/hours readings into the Government FMIS. The Contractor shall notify the KO or KO designated representative with POC contact, Command, and vehicle number if customers fail to submit odometer readings. The Contractor shall submit a monthly Labor/Overtime/ Materials Expenditures Report, per Section F. The Contractor shall document and record all support services in the Government FMIS within one working day of completion.	Support services are performed efficiently, accurately and as requested.
3.2.1	Operator Testing and Licensing	The Contractor shall provide operator testing and licensing services to ensure all licensed activity personnel operating CESE or MHE are fully licensed and qualified.	The Contractor shall provide operator testing and licensing services for all military and Government civilian personnel who will be operating CESE or MHE. Operators engaged in transporting ammunition, explosives, or other dangerous/hazardous materials are qualified in accordance with 49 CFR Chapter 3, NAVSEA OP2239 and NAVFAC P-300. Contractor shall ensure license applicants provide proof of appropriate physicals and credentials. Testing and licensing is performed in accordance with NAVFAC P-300 for CESE operators, and NAVSUP P-538 for MHE operators. Prepare operator-licensing jackets in	Testing and licensing is performed in accordance with applicable regulations. Appropriate licenses are issued within 24 hours upon successful course completion. Records are accurate and available when requested for internal audit. License Examiner shall be trained and CO designated to issue licenses for all equipment listed in NAVFAC P-300.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			accordance with NAVFAC P-300 and NAVSUP P-538. Operator licensing jackets shall be available for the KO designated representative to review when requested. Upon request, the Contractor shall have available up to four ordnance certified forklifts for Contractor and Government personnel to use while attending explosive handling training. Informational Note: The ordnance certified forklifts will be Government-furnished.	
3.2.2	Dispatching Service	The Contractor shall provide dispatch services for BSVE assets to ensure vehicles and equipment are fully operational, safe and dispatched in a timely manner.	The Contractor shall provide a dispatching service of Government owned and rented assets during working hours, after working hours, weekends and holidays as necessary to support customer requirements. Vehicles and equipment dispatched are inspected at check-out and check-in, and discrepancies are noted by the operator on NAVFAC Form 11260/4, NAVFAC Form 9-11240/13 or Operator's Daily Checklist (ODCL) as applicable. Local Contractor form is acceptable after approved by KO or KO designated representative. The Contractor shall ensure all dispatching services are recorded in the Government FMIS. The Contractor shall ensure compliance with GSA Fleet Guide and Accident Reporting and the GSA Federal Fleet Management 101 Guide. Vehicles and equipment shall be dispatched with the required Trip Ticket, Motor Equipment Utilization Record (DD Form 1970) provided in J-1700000-06.	Provide service within 15 minutes of scheduled time during working hours and within 2 hours for unscheduled work after working hours. BSVE are assigned in compliance with local activity instructions. Dispatch clean, safe, reliable, fully fueled, and properly suited vehicles within specified time periods. NAVFAC Forms 11260/4, 9-11240/13, SF-91 and Equipment Dispatch Logs are accurate, complete and available for review (electronic and/or hardcopy). Dispatches are accurately

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Contractor shall ensure dispatchers are cognizant of the Government's fuel conservation program, and trips are consolidated whenever possible. The Dispatcher's Log (NAVFAC Form 9-11240/2) or activity generated log shall be used to record all vehicles dispatched off station and for all Class C pool vehicles. The Contractor shall develop an electronic dispatch form. The Dispatcher's Log shall be retained for 90 days. Dispatch Process and Procedures are provided in J-1700000-07. Ensure GSA Vehicles have a complete GSA Accident Kit. This Kit shall include an SF 91; SF 94, DD Form 519 and special instructions as per GSA when an operator is involved in an accident.	documented in the Government FMIS.
3.2.3	New and Reassigned Used Vehicle Service	The Contractor shall perform specific services on all new and reassigned used vehicles added to the fleet to ensure proper and safe operation.	The Contractor shall support new vehicle arrivals and vehicle disposition/resale program as directed. New Vehicles shall have: a) Prepared history jackets. b) Property record information sheet. c) Planned Maintenance (PM) record. d) Initial new in-service SRO: perform an initial safety inspection; clean windows; install parts/equipment shipped with vehicle; apply corrosion preventive compounds, if not applied by the manufacturer; service all fluid levels to Original Equipment Manufacturer (OEM) recommendations and tire pressures; and apply appropriate vehicle markings as required.	Required services are correctly performed.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			Reassigned Used Vehicles: Services include an oil change, tune-up, lube, reliability safety inspection, and repair of any deficiencies noted during the required annual safety inspections.	
3.2.4	Fuel Dispensing Facility	The Contractor shall operate the Government's fuel dispensing facility to ensure fuel is provided to all activity and tenant activity equipment during operating hours.	The Contractor shall operate fuel dispensing facility in compliance with Federal, U.S. territory and local requirements. Comply with all DLA Energy Policies. The Contractor shall provide safety and preventive maintenance inspections of fueling station equipment in accordance with applicable instructions. The Contractor shall maintain an accurate accounting of fuel acceptance and delivery per DLA Energy Policies and submit a Fuel Dispensing Facility Fuels Received/Issued Report with any supporting documentation per Section F. All fuel receipts shall be reviewed for possible pilfering and reported to the KO if suspected. Report all facility discrepancies within one hour of finding to the KO or KO designated representative.	Quantities of fuels received and dispensed are accurately reported monthly. Fuel is available 24 hours per day, seven days per week. Operation of fuel facility is in compliance with applicable instructions.
3.2.5	Vehicle Washing and Waxing	The Contractor shall operate and maintain the Vehicle Washing Facility and provide vehicle washing, cleaning, waxing, and polishing services to ensure Government vehicles are clean and presentable.	The Contractor shall operate and maintain the Government-furnished vehicle washing facility during regular working hours. Priority 1 BSVE shall have priority use of the washing facility at all times to include after-hour use if directed by the KO or KO designated representative. Vehicles designated for use by VIPs shall be washed, waxed, and ready for use at all times.	Facility is clean and operational during Government regular working hours. Detergents, wax materials, and associated supplies are available at all times during normal operation hours

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			Washing includes both interior and exterior surfaces. The Contractor shall wash and clean interior and exterior surfaces of BSVE assets prior to each dispatch. The Contractor shall maintain the vehicle washing facility in a clean and safe condition. Provide detergents, wax materials, wash buckets, sponges, and associated supplies for Contractor and Government use. Ensure all trash receptacles are emptied daily. Perform all required repairs, preventive maintenance, and replacement of vehicle washing facility equipment to manufacturer's specifications for continuous safe operation.	Vehicles are cleaned, washed, and waxed in accordance with accepted commercial practices. Vehicles are washed and waxed at the completion of each scheduled maintenance or interim repair.
3.3	Maintenance	The Contractor shall maintain, repair and alter Government owned and leased vehicles and equipment to ensure they are in fully operational condition per the OEM standards.	The Contractor shall provide a Maintenance Schedule per Section F. The Contractor shall input all BSVE maintenance data into the Government FMIS, and all requested FMIS reports shall be provided within one hour as requested by the KO or KO designated representative. Prior to proceeding with any individual occurrence of maintenance or repair estimated to exceed $2,500, the Contractor shall obtain approval from the KO or KO designated representative. The Contractor shall maintain and repair vehicles and equipment in accordance with NAVFAC P-300, NAVFAC P-307, and manufacturer's specifications and recommendations.	Maintenance schedule is provided as required. Government FMIS data is accurate and input within specified timeframes. Adequate parts are available to expedite maintenance repairs. Records, data, and reports are accurate and complete. Downtime standards are met. Shop Repair Orders are accurate and complete. Vehicles and

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			Coordinate and complete all scheduled and unscheduled maintenance and repairs including field service. Ensure adequate parts are available to expedite maintenance repairs in order to meet allowable downtime standards. Properly mark vehicles and equipment as required so that vehicle identification markings are clear and visible at all times in accordance with NAVFAC P-300 and NAVFAC P-307. Complete and retain Operator Daily PM records on vehicles and equipment as specified by the NAVFAC P-300 and NAVFAC P-307. Retained records shall be used to take corrective actions in accordance with NAVFAC P-300 and NAVFAC P-307. Prepare and submit Shop Repair Orders for all work performed on all vehicles and equipment and maintain copies in each history file. The Contractor shall provide all tools, testing and equipment throughout the contract. The Government may replace vehicles and equipment throughout the contract with newer units, which may change in mix, manufacturer, model, and types. The Contractor is responsible for in-service and maintaining these replaced units under the requirements. All BSVE which exceeds its NAVFAC P-300 shelf life shall have a Beyond Economical Repair (BER) justification sheet generated and submitted per Section F.	equipment are properly marked in accordance with NAVFAC P-300 and NAVFAC P-307. Maintenance and repairs are performed per manufacturer's specifications and recommendations. Operator Daily PM records are completed and retained as specified.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3.3.1	Planned Maintenance (PM) Program	The Contractor shall perform planned maintenance on Government owned vehicles and equipment to ensure they are fully operational.	The Contractor shall submit a Planned Maintenance Program Plan per Section F. Vehicles shall be maintained in accordance with manufacturer's specifications and recommendations. Planned Maintenance performed in accordance with Contractor's approved PM Plan.	PM Program Plan submitted as required. Safety and operational deficiencies are corrected.
3.3.2	Repair	The Contractor shall perform body, fender and mechanical repairs to ensure BSVE are safe, operational and present a sightly appearance.	The Contractor shall repair vehicles in accordance with manufacturer's specifications and recommendations. The Contractor shall provide vehicle accident repair support and maintain an accident/abuse log that contains the following: a) Vehicle registration number. b) Date and time reported to maintenance. c) Description of damage. d) Itemized cost of repair. Vehicle Accident Reports shall be submitted in accordance with Navy and GSA Accident Reporting procedures per Section F. The Contractor shall obtain prior approval from the KO or KO designated representative before proceeding with any individual occurrence of repair estimated to exceed $2,500.	Repairs are performed in accordance with manufacturer specifications and recommendations. Accident/abuse log shall be available for review as requested by the KO or KO designated representative. Vehicle Accident Reports shall be submitted in a timely manner. No estimated repairs above $2,500 occur without KO or KO designated representative approval.
3.3.3	Inspection and Load Test Certification of WHE, MHE and OHE	The Contractor shall perform inspection, testing, and certification of all WHE, MHE and OHE to ensure equipment is safe and fully operational.	The Contractor shall inspect, test and certify all WHE, MHE and OHE annually and after any adjustment, repair, replacement, or alteration/modification of a load bearing or load controlling part in accordance with NAVFAC P-300, NAVFAC P-307, NAVSUP 538, NAVSEA OP-5 and the equipment manufacturer's instructions and manuals. Fleet Inventory is provided in J-1700000-03.	Inspection and testing performed per NAVFAC P-300, NAVFAC P-307, and the equipment manufacturer's instructions and manuals as specified. Certification is current and posted

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Contractor shall perform repairs found necessary as a result of any inspection/test, and/or maintenance deficiency. Fully comply with certification and alteration/modification requirements. The Contractor shall submit a Schedule for Testing and Certification of WHE, MHE and OHE, per Section F. After completion of WHE, MHE and OHE inspections and load tests, the Contractor shall post certifications on equipment and in full view of operator with copies provided to the KO or KO designated representative per Section F. The Contractor shall submit a Crane Certification Package for Category 1 through 4 Cranes per Section F to ensure all requirements for certification are met in accordance with NAVFAC P-300 and NAVFAC P-307. The Contractor shall conduct condition inspection for Category 1 through 4 cranes per NAVFAC P-300 and NAVFAC P-307. The Contractor shall provide WHE program management metrics, data, and cost maintenance reports. The Contractor shall provide WHE response for Navy Crane Center data calls. The Contractor shall identify and perform all repairs; costs over $2,500 shall be approved by the KO or KO designated representative. The Contractor shall submit a monthly WHE Program Summary Report, per Section F.	on equipment in full view of operator, a copy provided to KO and a copy placed in history file within next two working days. Testing and certification are completed as per the Contractor's Schedule. SROs are accurate and complete. All schedules are provided as requested by the KO or KO designated representative. All NCC metrics, data calls and responses provided within NAVFAC P-307 time prescribed requirements. All CSA, SM and EDM and have documents ready for NCC evaluations. All equipment warranty recalls are corrected.

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			Informational Note: When applicable to activities other than the reporting activity, the Navy Crane Center (NCC) will issue a Crane Safety Advisory (CSA), a Safety Message (SM), or an Equipment Deficiency Memorandum (EDM).	
3.3.4	Fast Lane Services	The Contractor shall provide Fast Lane Services to ensure air and fluids are provided during Government working hours.	Fast Lane services shall include services such as, lubricating oil, air, windshield washer fluid, and water for Government owned and leased vehicles and equipment. All "check engine lights" shall be reset after all codes have been corrected.	Fast Lane services provided during Government working hours.
3.3.5	Transportation Service Orders	The Contractor shall accomplish Transportation Service Orders in the shop and/or in the field to ensure BSVE assets are restored to safe and operational condition.	The Contractor shall respond to disabled BSVE within a 20-mile radius of the activity. Service Orders shall include towing into shop and field services such as battery replacement, tire repair, wiper replacement, engine jump-starts, emergency refueling, and other minor repairs or service necessary to return vehicles and equipment to safe operation.	Disabled BSVE are responded to within one hour during Government regular working hours and within two hours after Government regular working hours. BSVE are returned to safe and operable condition.
3.3.6	Category 1 and 4 Crane Oversight	The Contractor shall provide installation oversight of cranes and other equipment used in crane-like applications, excluding equipment operating under NAVFAC construction contracts.	The Contractor shall provide installation oversight of cranes and other equipment used in crane-like applications in all naval bases to include NSAA/AAFB, excluding equipment operating under NAVFAC construction contracts in accordance with NAVFAC P-307 and JTREGMARIANASINST 11260.1. The Contractor shall complete a contractor crane or rigging operation checklist P-2 for cranes, rigging gear or other equipment used in crane-like applications. The Contractor shall submit to the KO or KO designated representative P-2s that have	Full compliance with program requirements. Verify the Contractor crane operating permit request and all included documentation in compliance with JTREGMARIANA SINST 11260.1. Verify that complex/critical lift plans comply with JTREGMARIANA SINST 11260.1.

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			unsatisfactory items identified. If issues identified pose imminent danger the Contractor oversight personnel shall stop the operation and contact the KO or KO designated representative immediately. The operation shall not resume until the KO authorizes work to continue. Copies of Contractor Crane or Rigging Operation Checklist shall be kept on file for one year. The Contractor shall prepare and issue a Contractor Crane Operating Permit for the duration the crane is supporting the contract or project. The Contractor shall perform regular patrols of Joint Region Marianas to identify cranes operating out of compliance of the P-307 and JTREGMARIANASINST 11260.1. Report non-compliant cranes and other equipment used in crane-like applications to the KO or KO designated representative. The Contractor shall submit, per Section F, a daily Crane Operation and Oversight Schedule to the KO or KO designated representative. The Contractor shall validate complex/critical lift plans in accordance with the Joint Region Marianas Instruction (JTREGMARIANASINST) 11260.1, Weight Handling Equipment Program. Provide Contractor Crane or Rigging Checklist (P-2) Inspections prior to issuing Operations Permits.	