CONTINUATION TO SF-1449, RFQ NUMBER 19GE5026Q0092
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

I. PERFORMANCE WORK STATEMENT

A. Services

1. Scope of Contract. The purpose of this contract is to provide daily routine transportation services for American diplomats' children who attend the Copenhagen International School. The Contractor shall provide supervision, labor, materials, fuel and equipment for the Embassy of the United States of America in Copenhagen, Denmark.

2. General Requirements. The Contractor shall provide the transportation services on school days, Monday through Friday, except holidays and other days specifically designated by the schools. The vendor shall ensure that children arrive/depart the school at/or before the required time as established in Attachment 1. Additionally, the contractor shall ensure that a child does not spend more than 45-minutes one-way in a vehicle. The attachments to this model, listed below, provide current information relating to school schedules, bus routes and orders for contractor personnel.

Attachment 1: School Calendar

Attachment 2: School Contact Information & Hours

Attachment 3: General Orders

Attachment 4: Pick-up Locations

3. Estimated Level of Services. In the 2024-2025 school year, the Government estimates between 24 and 40 passengers per school day. Though the Government cannot determine the exact number of passengers in advance and the number of passengers may vary each school year, the services shall be provided at the rates specified in the pricing section of this contract.

4. Adult Monitor. The Contractor shall provide one adult monitor on each vehicle to be responsible for maintaining discipline of the children.

5. Scheduled School Bus Services. The Contractor shall develop a school bus schedule that incorporates our requirements. The school schedule and hours are specified in Attachment 1 and Attachment 2. Once the contractor establishes a schedule and is approved by the COR, vehicles shall not depart the designated stops earlier than five (5) minutes after the scheduled departure time. No services shall be required on school holidays, regularly scheduled school vacations, or when schools are closed due to inclement weather or for any other reason.

(a) School make-up class days shall be considered as normal school days. The U.S. Embassy shall give the Contractor three days advance notification to change pick-up or delivery points or to provide bus service on school make-up days.

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(b) The Contractor shall operate buses during inclement weather conditions unless schools are not open on such days. When schools close early due to inclement weather, or some other emergency, the Contractor shall ensure students are picked up within one (1) hour after the decision has been announced that the schools will close. The COR will be responsible for notifying the Contractor of any changes in school operations.

(c) The Contracting Officer's Representative (COR) has the sole authority to cancel any bus run after the decision has been announced that the schools will close. If the Contractor believes a bus should not run, the COR must be contacted for final decision.

(d) Operators shall not transport unauthorized passengers.

(e) After-School Activities**:** During the school year, there are after-school activities that require extended transportation services for the students. The Embassy will provide the schedule of after-school activities to the Contractor in advance, indicating on which days these activities will occur, and what number of students participating.

B. EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR.

1. Vehicles. The Contractor shall provide a sufficient number of vehicles to provide uninterrupted service under this contract and to furnish replacement vehicles with adequate seating that will ensure that each passenger is safely accommodated (in a seat belt) without utilizing the front right passenger seat. Vehicles provided by the Contractor shall be no older than ten (10) years of age.

Vehicles must meet the standards required by local and host country laws and regulations, as well as adhere to safety inspection requirements. If any vehicle is deemed unsafe or unsatisfactory, its use is prohibited until such conditions are corrected. In such an event, the Contractor must promptly provide a replacement vehicle to ensure the continuity of the scheduled service.

2. Maintenance Schedule. The Contractor shall maintain all vehicle equipment, encompassing vehicle, safety, and security components, ensuring they remain in optimal working condition. Vehicles must arrive in a clean state, fully fueled and with essential fluids replenished (such as oil, brake fluids, and window washer fluids), with all lights—including headlights, signals, parking lights, and back-up lights—operational. The Contractor is further required to devise a maintenance checklist for daily and weekly vehicle inspections, adhering to the following criteria:

(a) Daily Preventive Maintenance Schedule includes:

- License Plates, Forms (including accident report template)
- Lights, signals, windshield wipers, horn
- Tools and safety equipment
- Clean Vehicle
- Engine Oil Level
- Radiator coolant level and hoses
- Tire condition and tread wear
- Battery fluid level
- Power steering fluid level, hoses, and lines

- Automatic transmission fluid level
- Gauges and indicator lights
- Fuel Level

(b) Weekly Preventive Maintenance Schedule includes:
- Tension and condition of drive belts
- Brake master cylinder fluid level
- Tighten battery brackets and cables; clean and grease corroded terminals
- Engine compartment and surface

Note: The Contractor shall keep maintenance checklists in their files for one year. The operator of a vehicle shall present the completed checklist immediately upon the request of the COR or Contracting Officer.

(c) The Contractor shall follow the vehicle manufacturer's preventative maintenance schedule. The preventative maintenance schedule shall include a complete servicing, including, but not limited to changing fluids, checking the brakes and lights, inspecting the exhaust system for leaks, and examining all safety and security equipment to ensure operability.

(d) Safety/Security Requirements. Each vehicle shall have:

- Individual permanent seats accompanied by lap belts for each passenger.
- Accessible emergency exits.
- A stocked first aid kit.
- A fire extinguisher.
- A triangle reflector kit.
- All essential emergency road and safety equipment mandated by the laws of the host country.

(e) Inspection**:** The Contractor agrees to submit vehicles, as requested, for periodic unannounced spot checks by the COR.

3. Communication Equipment. The Contractor shall furnish communication equipment, including cell phones or radios, to all vehicles, enabling continuous contact with the adult monitor and ensuring timely reporting of any incidents to the COR during the performance of services. Cell phones and radios will only be used in a safe manner (see section C.11 below)

4. Replacement Vehicles. In the event of an accident or failure of a vehicle, the Contractor shall ensure the safety of all passengers. The Contractor shall immediately dispatch a replacement vehicle to the location of the stranded passengers and notify the COR and or designated POC of the incident and any actions taken. The Contractor shall be required to repair or replace the inoperative vehicle within 60 minutes beginning from the time the vehicle is first determined to be inoperable.

If the Contractor fails to repair or replace the inoperative vehicle with a similar vehicle within 1 hour, the Government at its option may elect to secure a replacement vehicle from

other sources, regardless of the reason that caused the downtime. The Contractor shall be assessed for any cost incurred by U.S. Government in securing replacement services.

C. VEHICLE OPERATORS AND ADULT MONITORS

All operators and monitors shall meet the following qualifications.

1. All operators shall be professional and meet all local Danish license requirements for operating a vehicle, including a light driving license. Any such licenses shall be in the possession of the drivers when operating a vehicle under this contract. Any such licenses shall be available for inspection by the COR on request.

2. All operators shall have two years or more of driving experience with no major accidents. For the purpose of this paragraph, "major" accidents are defined as those causing bodily injuries or property damage exceeding 100,000 DKK.

3. All operators are required to demonstrate comprehensive familiarity with the streets and traffic patterns within the Greater Copenhagen Area.

4. All operators and monitors shall wear a distinctive nametag, emblem, or patch attached in a prominent place on an outer garment. Operators shall also present credentials in the vehicles identifying themselves as employees of the Contractor. When visiting the Embassy property, the contractor employees shall comply with all Government escort rules and requirements. All contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist.

5. Physical Examinations. If permitted by local law, the Contractor shall provide valid evidence to the COR of a current annual physical examination of operators who are proposed to work under this contract, not later than two weeks prior to the beginning of the contract. It must show the proposed driver to be free from communicable diseases and physical defects, which could hinder him/her form his/her duties. This physical and certification shall meet all statutory requirements for licensing and operation of the type of vehicle driven.

6. The Operators and Monitors are strictly prohibited from driving or working on a bus while intoxicated. If permitted by local law, the Contractor will periodically test all operators for drugs and alcohol. The Contractor shall immediately replace those operators who do not pass the test.

7. Operators and monitors shall be trained in the use of the first aid kits that are installed in the vehicles.

8. Operators and monitors must agree not to smoke, eat, or drink inside the vehicles at any time.

9. Operators and monitors shall possess sufficient ability in reading, speaking and understanding the English language to carry out the duties prescribed herein for the position.

10. All operators will obey all traffic laws and operate the motor vehicle in a safe manner. The safety and well-being of the passengers is the priority. If any operator is discovered to be ignoring traffic laws, or operating in an unsafe manner, that operator will be removed and replaced by a new qualified operator immediately upon the request made by the COR.

11. Operators shall not use cell phones for voice or text communication while operating the vehicle. If a call must be placed for emergency purposes, the operator will pull the vehicle over to a safe place, and ensure the vehicle is in park and the brake is set before using the phone.

D. SUPERVISION

1. The Contractor shall have a Project Manager who shall supervise the contractor's work force and be the point of contact for the U.S. Government regarding day-to-day operations.

2. The Project Manager shall possess sufficient ability in reading, writing, speaking and understanding the English language to carry out the duties prescribed herein for the position.

3. The Embassy requires that the Contractor guarantee a response within no more than one business day when the COR submits an inquiry or change request.