DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD

US COAST GUARD ACADEMY
NEW LONDON, CONNECTICUT 06320

STATEMENT OF WORK (SOW)
FOR
U.S. COAST GUARD ACADEMY "SWAB SHORT" CGC EAGLE BUS SERVICES
25 JULY 2026, 1 AUGUST 2026, 8 AUGUST 2026, 14 AUGUST 2026

1.0 GENERAL

1.1 Background

The U.S. Coast Guard Academy (USCGA), located in New London, Connecticut, conducts annual summer training activities for prospective cadets partaking in "Swab Summer." The Government requires contractor-provided transportation services to bring cadets from the U.S. Coast Guard Academy to a series of locations to embark and disembark CGC EAGLE.

1.2 Scope

The contractor shall provide all personnel, supervision, dispatch capability, transportation vehicles, fuel, maintenance support, insurance, scheduling coordination, replacement vehicles, and associated operational support necessary to safely transport cadets in support of Coast Guard Academy summer training activities scheduled for 25 July 2026, 1 August 2026, 8 August 2026, and 14 August 2026.

1.3 Objective

The objective of this contract is to safely and efficiently transport cadets between the U.S. Coast Guard Academy and Portland, Maine, Newport, Rhode Island, Greenport, New York, and New London, Connecticut, while minimizing delays, and maintaining passenger safety.

1.4 Applicable Laws and Regulations

The contractor shall comply with all applicable Federal, State, and local laws and regulations, including all Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), ADA accessibility, and commercial passenger transportation requirements.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 Vehicle Requirements

All buses shall be clean, fully operational, equipped with operational heating and air conditioning, restroom facilities where applicable, reclining seats, and lockable storage compartments. Vehicles shall meet all applicable Federal and State safety and inspection requirements and shall be operated by licensed drivers.

2.2 Wheelchair Accessibility

All motor coaches shall include fully operational wheelchair lift capability and ADA-compliant wheelchair securement systems. Drivers shall be trained in accessibility operations.

2.3 Vehicle Quantities – 25 July 2026

The contractor shall provide sufficient buses to transport 120 passengers on Saturday, July 25th. Departure from the U.S. Coast Guard Academy (15 Mohegan Ave. New London, CT 06320) at 1100, with transportation to Portland, ME. Passengers will have 2 bags each NTE 75 lbs.

The contractor shall also provide sufficient buses to transport 100 passengers on Saturday, July 25th. Departure from Portland, ME at 1600, with transportation to the U.S. Coast Guard

Academy (15 Mohegan Ave. New London, CT 06320) at 2000. Passengers will have 2 bags each to store NTE 75 lbs.

2.4 Vehicle Quantities – 1 August 2026

The contractor shall provide sufficient buses to transport 93 passengers on Saturday, August 1st. Departure from the U.S. Coast Guard Academy (15 Mohegan Ave. New London, CT 06320) at 1400, with transportation to Newport, RI. Passengers will have 2 bags each NTE 75 lbs.

The contractor shall provide sufficient buses to transport 91 passengers on Saturday, August 1st. Departure from Newport, RI at 1500, with transportation to the U.S. Coast Guard Academy (15 Mohegan Ave. New London, CT 06320) at 1600. Passengers will have 2 bags each NTE 75 lbs.

2.5 Vehicle Quantities – 8 August 2026

The contractor shall provide sufficient buses to transport 60 passengers on Saturday, August 8th. Departure from the U.S. Coast Guard Academy (15 Mohegan Ave. New London, CT 06320) at 0700, with transportation to Greenport, NY. Passengers will have 2 bags each NTE 75 lbs.

The contractor shall provide sufficient buses to transport 93 passengers on Saturday, August 8th. Departure from Greenport, NY at 1300, with transportation to the U.S. Coast Guard Academy (15 Mohegan Ave. New London, CT 06320) at 1800. Passengers will have 2 bags each NTE 75 lbs.

2.6 Vehicle Quantities – 14 August 2026

The contractor shall provide sufficient buses to transport 85 passengers on Friday, August 14th. Departure from New London, CT (City Pier) at 1300, with transportation to the U.S. Coast Guard Academy (15 Mohegan Ave. New London, CT 06320). Passengers will have 2 bags each NTE 75 lbs.

2.7 Additional Contractor Staffing

None required.

2.8 Dispatch and Communication Requirements

The contractor shall maintain dispatch capability during all operational hours and designate a Project Manager responsible for coordination with the Government.

2.9 Vehicle Breakdowns and Replacement Requirements

In the event of a breakdown, the contractor shall immediately notify the Government and provide replacement transportation within two (2) hours**.**

3.0 Driver and Vehicle Submission Requirements

The contractor shall submit driver rosters no later than twenty-four hours prior to performance**.**

3.1 Safety Requirements

Drivers shall comply with all DOT and FMCSA Hours-of-Service requirements and immediately report any accident or operational mishap.

3.2 Bus Arrival Requirements

All buses shall arrive no later than thirty (30) minutes prior to scheduled departure times.

3.0 SCHEDULING REQUIREMENTS

3.1 Government Coordination

The contractor shall coordinate directly with the Government-designated point of contact for all transportation scheduling and operational requirements.

3.2 Schedule Changes and Cancellation

The Government reserves the right to modify operational schedules due to weather, operational requirements, security concerns, or unforeseen circumstances. Schedule changes may occur up to twenty-four (24) hours prior to performance without additional cost.

4.0 RECORD KEEPING AND REPORTING

4.1 Pre-Trip Reports

The contractor shall provide pre-trip operational reports prior to commencement of services.

4.2 Post-Trip Reports

Post-trip reports and invoices shall be electronically submitted within three (3) business days following completion of services.

4.3 Mishap/Accident Reporting

The contractor shall immediately notify the Government of any accidents, incidents, injuries, or operational mishaps.

5.0 INSURANCE REQUIREMENTS

The contractor shall provide proof of insurance prior to commencement of services with minimum combined coverage of $5,000,000.

6.0 CONTRACTOR PERSONNEL REQUIREMENTS

6.1 Qualified Personnel

The contractor shall provide fully qualified, licensed, trained, and certified personnel necessary to perform all requirements under this contract.

6.2 Employee Conduct

Contractor personnel shall maintain a professional appearance and conduct themselves appropriately while performing services under this contract.

7.0 SECURITY REQUIREMENTS

All contractor personnel entering Coast Guard Academy property shall possess valid government-issued identification and comply with all security requirements and installation access procedures.

8.0 PERIOD OF PERFORMANCE

The period of performance shall be 25 July, 2026, 1 August, 2026, 8 August, 2026, and 14 August, 2026. This contract shall be a Firm-Fixed-Price service contract.

9.0 PLACE OF PERFORMANCE

United States Coast Guard Academy, 31 Mohegan Ave Parkway, New London, CT 06320.

10.0 BILLING AND INVOICING

Invoices shall include trip reports, vehicle quantities, dates of service, and supporting documentation as required by the Government.

11.0 GOVERNMENT FURNISHED INFORMATION

The Government shall provide operational schedules, route maps, campus maps, parking instructions, traffic flow plans, staging instructions, emergency contact information, and designated points of contact.

12.0 CONTRACTOR FURNISHED PROPERTY

The contractor shall furnish all personnel, vehicles, fuel, supervision, dispatch capability, communication devices, equipment, and materials necessary to perform all requirements under this contract.

13.0 QUALITY ASSURANCE / PERFORMANCE STANDARDS

Bus arrival timeliness shall be within 15 minutes of scheduled arrival times. Replacement vehicle response shall occur within two hours. Vehicle cleanliness shall have no major deficiencies. Driver professionalism shall have no substantiated complaints.

14.0 CONTRACT ACCEPTANCE

Services shall be inspected and accepted by the Contracting Officer Representative (COR) upon satisfactory completion of transportation operations.

15.0 POINTS OF CONTACT

Operational Questions:
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