PERFORMANCE WORK STATEMENT
for
BUS Services
for 31 SFS Soggiorno Appointments
Aviano AB, ITALY

Aviano Air Base
11 March 2026

1. GENERAL. The contractor shall provide all personnel, equipment, vehicles tools, materials, supervision, and any other item and services necessary to perform the required transportation services for groups of personnel attending their residency permit (Permessi di soggiorno) appointments. These appointments are scheduled by the 31st Security Forces Squadron (31 SFS) at the local police station (Questura) in Pordenone, Italy.
All work shall be performed IAW Italian Legislative Decree (D.Lgs.) n.285, 30 April 1992, and subsequent modifications (s.m.), Italian D.P.R. n.495, 16 December 1992 s.m., and the following main Italian regulation for transportation of more than 9 people, driver included: Italian D.lgs. n.395, 22 December 2000 s.m.; Italian Ministerial Decree n.161, 28 April 2005 s.m.; Italian Law n.218, 11 August 2003 s.m.; Friuli Venezia Giulia Law n.22, 18 August 2005 s.m. and any additional and applicable National, Regional, Local, Laws/Codes, and safety standards dictated by most current Italian/European laws and directives.

2. DESCRIPTION OF WORK. Contractor is to provide a commercial 52-passenger bus with driver included to support 31 Fighter Wing by providing transportation from Aviano Air Base to the Questura office located in Pordenone (Piazzale Giovanni Palatucci 1, 33170 Pordenone PN) for individuals who need to complete their applications for Permessi di Soggiorno and for them to pick up their executed applications. Such travel is customized and organized by 31 SFS/S5PR in support of mandatory Soggiorno appointments, with 100% of the standard trips having fixed destinations and schedule. The requirement will be at least 1 day per week and upon call placed by authorized personnel only and will require either a 52-passenger commercial bus, or a combination of types. The requirement is to transport members of Aviano Military and Family Readiness Center (M&FRC) in a range of 11 km from M&FRC, Bldg. 1431, Area F, Aviano AB, to Questura office and return (see below for trip requirements). The shuttle service will be rendered in the morning from Aviano Air Base to the Questura Office in Pordenone and returning them to the base. A second trip may also be provided in the afternoon. The shuttle must include storage space for strollers and be handicap accessible to accommodate individuals who require it. Pricing shall be quoted as a per round trip figure and shall include all associated costs such as but not limited to, fuel, parking fee, travel, tickets for any traffic or Law violation caused by the drivers or inadequate bus condition and or missing vehicle documentation.
US Government required bus sizes and ranges:

a. 52 passenger bus (driver included): 11km range (estimated 22km round trip).

3. TECHNICAL REQUIREMENTS.

a. Buses shall be “gran turismo” motor coaches, with operational air conditioning, and heaters.

b. All vehicles transporting personnel shall be operated and maintained in a safe condition.

c. All buses sized provided shall have two (2) passenger doors for easy ingress/egress.

d. Use only fully enclosed vehicles with seats and seatbelts for operators and passengers to transport personnel.

e. Any vehicle (52 passenger commercial buses) used must show a manufacture year not older than 2015.

f. Any bus used must have the specifications as per Art. 12, paragraph 7, Italian Law n.21 15 Jan 1992 and as minimum in conformity with environmental directive CE96/1 – EURO 5 & 6 anti-pollutions specifications.

g. Any bus used must be regularly and periodically maintained and current with the Italian Safety Inspection "Collaudo" and must have R.C.A. insurance policy with a minimum maximal of € 32,000,000.00 (thirty-two million euro) for each accident. Before the trip departure, the Government reserves the right to verify that subject documents are valid and current for the entire performance period.

h. Drivers shall possess a current valid Commercial Drivers' License (CDL), as well as the required "certificato di abilitazione professionale per la guida dei veicoli destinati al trasporto di persone ed attestato di idoneita' professionale" issued by the competent "Motorizzazione Civile e dei Trasporti in Concessione (M.C.T.C.) Office" as required by Italian D.Lgs. n.285, 30 April 1992 s.m., and Italian D.P.R. n.495, 16 December 1992 s.m.. Before the start of the performance period, the Government reserves the right to verify that subject documents are valid and current for the entire performance period.

i. Vehicles shall be kept clean by the contractor. Accidental spills of liquids will be cleaned as soon as possible. Vehicles will be free of pet hair/dander. Vehicles must be smoke free.

j. Each of the contracted vehicle(s) shall have at least, but not limited to, a jack, tools, spare tire, fire extinguishers, emergency reflective triangle and reflective safety vest in them at the time of delivery.

k. In case of Contractor's late arrival (30 minutes or more than the scheduled timing), a penalty of 50 Euro will be charged to the contractor (unless the delay is caused by an occurrence beyond the reasonable control of the Contractor or without its fault or negligence). In case of no show, the full trip cost will be charged as a penalty. In both cases a 31 SFS/S5PR representative will promptly be notified of the above-mentioned delays within one or two working days, the contractor, in turn, will deduct the corresponding amount in the next available invoice.

4. PERIOD OF PERFORMANCE. This contract shall be in place for a period of twelve (12) months, plus the option to extend the term of the contract for two (2) option years, and an optional six (6) month extension of services.

5. GOVERNMENT AUTHORIZED PERSONNEL. Government authorized personnel will

be in charge to oversee contractor performance, monitor each requirement, and report to the Contractor, Contracting Administrator and Contracting Officer, on any issues that are of concern.

6. GOVERNMENT FURNISHED PROPERTY. None

7. GENERAL INFORMATION.

a. IDENTIFICATION OF CONTRACTOR EMPLOYEES. While performing services, the contractor personnel, driver included, shall wear clothing and/or badges that clearly identify them as such. Shuttle drivers will be neat and clean in appearance. They must be friendly and capable of interacting with the passengers.

b. ENGLISH LANGUAGE REQUIREMENTS. The Contractor's Contract Manager and Reception Personnel shall have good command of English Language in order to properly coordinate the services and communicate with United States personnel.

c. CONTRACTOR COMMUNICATION. To facilitate communication between the Government and the Contractor; the Contractor must designate and maintain an e-mail account(s) and contact telephone number(s) for the life of the contract.

d. LIABILITIES AND RESPONSIBILITIES. The Contractor shall be responsible for all damages to persons or property that occurs during the performance of this service as result of the Contractor's fault or negligence.

8. SAFETY. The contractor shall ensure all personnel engaged in the performance of this contract, observe all Air Force and host country laws and regulations concerning safety. Strict adherence to COVID/influenza type disease decrees/rules are mandatory. The contractor is responsible for knowing the most up to date decree/rules. The US Government is not liable for fines levied upon contractors for not adhering to decrees/rules. Safety or personal protective equipment violations shall result in suspension of work until violation(s) are corrected, at no cost to the US Government. The contractor may also be liable for penalties assessed on such delays. The contractor will use every safety means necessary to prevent damage to US Government personnel and property. An emergency cell phone must be always in possession of the driver. In case contractor personnel or customers are injured or government assets are damaged, the contractor shall promptly inform the designated US Government representative, who, in turn, will inform the 31 FW/SEG and 31st CONS/PKB. If damage occurs on base, the driver will stop and SFS will be notified to respond to and fill out proper vehicle accident paperwork. In case injuries are life threatening, the contractor shall contact 31 FW/SEG immediately. A safety representative shall receive the safety briefing provided by 31 FW/SEG prior to starting any activity.

9. SECURITY. Contractor must provide list of all personnel intended to be used in this service in order to conduct background checks, issue base pass and or authorization. People not on the list will not be authorized to access the base.

10. VEHICLE BREAKDOWNS AND RETRIEVAL. Contractor shall report to the location where the vehicle breaks down within one (1) hour. Contractor is responsible for all repair and

towing costs associated with vehicle breakdowns. Contractor shall provide Aviano Air Base with a replacement vehicle of the same type and capability within two (2) hour the same day when the vehicle becomes inoperable. Contractors, during service performance, shall provide a point of contact to respond to urgent situations that may arise.

11. ENVIRONMENTAL SPILLS. The contractor is responsible for any hazardous spill response immediately containing the spill, preventing/minimizing any further release into the environment. The contractor is liable for the spill or release of such substances (on and off Aviano AB, Italy) and costs associated to the cleanup.

12. HOURS OF OPERATION. 52 passenger buses will be scheduled to arrive at M&FRC Bldg. 1431 on Thursday morning at 07:30 hours, pick up Aviano AB personnel, drive a provided route not to exceed 22 kilometers round trip, not a restriction if there are road closures that require detours, and return passengers to Bldg. 1431 at 13:00 hours. Additionally, 52 passenger buses will be scheduled to arrive at M&FRC Bldg. 1431 on Thursday afternoon at 13:30 hours, pick up Aviano AB personnel, drive a provided route not to exceed 22 kilometers round trip, and return passengers to Bldg. 1431 at 17:00 hours. Under extenuating circumstances, some appointments may be moved to a different day to accommodate Italian holidays, passenger bus may be scheduled as follows:
- arrive at MFR&C Bldg, 1431 at 07:30 & 13:30 hours and return passengers to Bldg. 1431 at 13:00 & 16:00 hours the days before or after Italian holiday.

The contractor is not required to provide scheduled services on the following Italian holidays:

a. ITALIAN HOLIDAYS

New Year's Day 1 January
Epiphany 6 January
Easter Monday As stated on current year calendar
Aviano local patron Saint's Day 12 April
Liberation Day 25 April
Italian Labor Day 1 May
Republic Day 2 June
Assumption Day 15 August
All Saints 1 November
National Unity Day 3 November
Immaculate Conception 8 December
Christmas Day 25 December
Saint Stephen Day 26 December