

NATIONAL VETERANS GOLDEN AGE GAMES
TRANSPORTATION SERVICES
August July 10-15, 2016

PERFORMANCE WORK STATEMENT

- 1. Title of Contract:** 2016 National Veterans Golden Age Games (NVGAG) Transportation.
- 2. Scope of Work:** The Contractor shall provide all labor, supervision and other resources required to transport ambulatory and non-ambulatory personnel in support of the 2016 NVGAG, hosted by the Detroit VA Health Care System (Detroit, MI), for a total period of six (6) days, from July 10 through July 15, 2016. The contractor shall provide adequate equipment and personnel to perform the duties outlined in this statement, which include providing transportation services to and from the Detroit Metropolitan Wayne County (DTW) Airport to the Detroit Marriott at the Renaissance Center, COBO Convention Center and to various venues in Detroit, MI and surrounding suburbs during the period of the Games. This work will be done in collaboration with members of the Detroit VA Medical Center's local organizing committee (LOC) and the National Veterans Golden Age Games national team members. This work involves providing all assets needed for transportation needs that can accommodate transporting approximately **1000 ambulatory passengers, as well as approximately 75- 100 wheelchairs/scooters**, with safety provisions for transporting elderly individuals such as hand rails and low steps and verbal instructions for people with visual impairments; educating staff on safety elements using the American Disabilities Act (ADA) requirements; and timely transport of Veterans to various venues for athletic competitions. In addition, this work will require two (2) on-site Project Managers during event hours. Awardee must be able to operate all vehicles during specific peak times during the NVGAG that the attached Transportation Schedule requires (see Attachment).
- 3. Background:** This is the premier senior adaptive rehabilitation program in the United States, and is the only national multi-event sports and recreational seniors' competition program designed to improve the quality of life for all older veterans, including those with a wide range of abilities and disabilities. The NVGAG serves as a national showcase for the preventative and therapeutic value of sports, fitness and recreation. The Games serve as a qualifying event for competition in the National Senior Games in a number of competitive events.
- 4. Objectives:** The Contractor shall perform the mandatory tasks and provide the specific deliverables described below within the performance period stated in this Performance Work Statement (PWS). If, for any reason, any deliverable cannot be delivered on time according to the below schedule, the Contractor shall provide a written explanation to the Program Manager (PM)/Contracting Officer's Representative (COR) **thirty days prior** to deliverable due date. This written transmittal shall include a firm commitment of when the work shall be completed. This transmittal to the PM/COR shall cite the reasons for the delay and the impact on the overall project.

The Contractor shall not commit or permit any act that interferes with the performance of work awarded to another Contractor or with the performance of Government employees.

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In any case where, in the course of fulfilling the contract requirements, the Contractor disturbs any work guaranteed under another separate contract, the Contractor must restore such disturbed work.

All bus trips will be utilized to accommodate the attached Transportation Schedule. Contractor must be flexible with departure times to allow for minor changes as communicated by the COR or appointed official (i.e. VA Local Transportation Chair). All departure and arrival times are estimated within a 30 minute tolerance as directed by the COR or official representative.

Task 4.1: Provide Buses – The Contractor must provide the appropriate amount of buses required to transport the estimated number of people to each venue during specified times, as outlined on the Transportation Schedule (see Attachment). All buses must meet safety and regulation codes for the state in which work will be performed.

Bus description requirements:

1. Ensure that all buses have a comfortable environment with fully functional seasonal climate control.
2. Provide handrails for safe maneuvering up and down the steps of the bus entrance.
3. First step on bus entrance must be low to the floor, or a step stool provided if there is a great distance (8 inches or more) from ground to first step on buses.
4. Be able to safely transport a minimum of 45 ambulatory individuals, per load, to various areas within the Detroit and surrounding community.
5. Be ADA-compliant accessible buses able to safely transport a minimum of 6-8 individuals in wheelchairs/scooters, per load, to various areas within the Detroit and surrounding community. These mobility devices measure up to 30 inches long, 36 inches wide, and can weigh up to 500 lbs. when occupied. Transport of these individuals must be done separately from ambulatory passengers, except for their caregivers/spouses, to ensure timely commutes due to time needed to properly tie down wheelchair/scooters.
6. Provide safe mechanisms for securing wheelchairs/scooters.
7. Be able to accommodate luggage transport during airport arrival and departure days of the event.
8. Display route/destination information electronically and/or manually on the front and side (OPTIONAL) of every bus.
9. Must ensure that signage is present on all vehicles, clearly designating the NVGAG and visibly able to be read within 15 feet.
10. Vehicles shall park in the areas reserved specifically for all vehicles within this contract (to be determined prior to event start date). Contractor shall be responsible for securing parking during non-event time for all vehicles within this contract.

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- 11.** Contractor personnel shall assist all Veterans, support staff and volunteers with boarding and exiting the vehicles in a safe manner. This includes assisting any individuals with luggage or other personal items at areas such as airport, hotel and all other destinations included in the Transportation Schedule.
- 12.** Contractor personnel must not leave a vehicle running and unattended.
- 13.** Contractor personnel must lock the vehicle when not in use.
- 14.** Contractor personnel must ensure all equipment and cargo is secured prior to driving the vehicle.
- 15.** Must meet safety and regulation codes for the state in which work will be performed.

The Contractor shall be in compliance with this PWS and describe, in further detail, the approach to be used for each aspect of the contract as defined in the Contractor's technical proposal. At a minimum, included should be the Contractor's plan for managing the project, risk, quality, scope, change management, detailed schedule, and Contractor staff. The Contractor shall be responsible for submitting the invoice via the OB-10 website as required by the Government. Suppliers must be vendorized with the Department of Veterans Affairs to be eligible for award.

Deliverable 4.1:

Contractor Invoice submitted via OB-10 website.

Table 1, Mandatory Deliverable Table

Deliverable	Description	Quantity	Due Date
4.1.1	<i>All regular buses for the event will be able to accommodate a minimum of 45 ambulatory individuals per load.</i>	<i>As necessary to meet the needs of the given Transportation Schedule</i>	<i>July 10-15, 2016</i>
4.1.2	<i>All ADA-compliant accessible buses for the event will be able to accommodate a minimum of 6-8 wheelchairs/scooters per load, and be separate from buses transporting ambulatory participants, except their caregivers/spouses.</i>	<i>As necessary to meet the needs of the given Transportation Schedule</i>	<i>July 10-15, 2016</i>
4.1.3	<i>Contractor Invoice submitted via OB-10 website.</i>	<i>1</i>	<i>Within 15 calendar days after services have been</i>

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Deliverable	Description	Quantity	Due Date
			<i>rendered.</i>

Task 4.2: Transport – The Contractor shall safely transport all participants (i.e., athletes, coaches), including any special equipment (i.e., wheelchairs (standard and electric), scooters and any other mobility aides) to and from all various points throughout the Games based on the schedule provided by the Government. All regular buses for the event will be able to accommodate a minimum of 45 ambulatory individuals per load. All accessible school buses for the event will be able to accommodate a minimum of 6-8 wheelchairs/scooters per load, and be separate vehicles from those transporting ambulatory participants (except their caregivers/spouses) to ensure timely commutes due to amount of time needed to properly tie down wheelchairs/scooters. The Contractor shall be responsible for providing trained personnel to safely secure and release Veterans’ mobility devices. Veterans, Veterans’ family-members and other authorized individuals will also be transported in the buses. The Contractor shall also be responsible for providing trained personnel to safely provide verbal instructions and guidance to people with visual impairments, as they will not be able to read bus signage. These persons are included in the 1,000 ambulatory passengers estimated in the Scope of Work mentioned above. Contractor buses will operate continuously during scheduled event intervals with appropriate number of ADA trained bus drivers. The Government can, through the designated Contractor Provided Project Managers, direct and re-direct individual vehicle destinations in the event of unforeseen circumstances (i.e., road closure or heavy traffic delay). The maximum “Event Day” is defined as the timeframe from 5 a.m. to 11 p.m. Contract provided on-site Project Managers will be responsible to ensure there is a replacement driver and bus available for use in the event there is a driver call out or vehicle break down.

Table 2, Mandatory Deliverable

Deliverable	Description	Quantity	Due Date
4.2.1	<i>Provide and discuss projected Transportation plan summary (i.e. - number of buses secured, number of buses for transport to each venue listed in attached Transportation Schedule, number of drivers, contingency plan for any unserviceable equipment/breakdowns/decrease in driver resources) with VA LOC and National team members.</i>	1	<i>Five calendar days after contract award</i>
4.2.2	<i>Provide transportation Project Manager at the Detroit Marriott at the Renaissance Center and the Cobo Convention Center during the entire event with variable work schedule to meet the</i>	2	<i>July 10-15, 2016</i>

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Deliverable	Description	Quantity	Due Date
	<i>event needs. Project Managers will participate in daily morning event briefings to be scheduled by the VA LOC and NVGAG National Director.</i>		
4.2.3	<i>Provide appropriate number of trained drivers and requested buses to meet the event timelines set forth in the Transportation Schedule during the event.</i>	<i>As necessary to meet the needs of the given Transportation Schedule</i>	July 10-15, 2016
4.2.4	<i>If needed, will provide replacement bus (per specifications) in the event a bus is out of service, and trained replacement driver in the event of staff call-in.</i>	<i>As necessary to meet the needs of the given Transportation Schedule</i>	July 10-15, 2016

Task 4.3: Training- The Contractor will provide trained personnel assigned to assist with loading/unloading and tie down/safely secure participants using mobility devices (i.e., wheelchairs and scooters). Contractor will train its employees regarding ADA compliance and the transporting of individuals who use wheelchairs/scooters for mobility, as well as the transport and providing verbal guidance to people with visual impairments who are not able to see bus signage.

Table 3, Mandatory Deliverable

Deliverable	Description	Quantity	Due Date
4.3.1	<i>Documented driver competency and training on safe driving and accessibility needs when transporting individuals with disabilities.</i>	<i>All event drivers</i>	Five calendar days after contract award

5. **Period of Performance:** The period of performance shall begin (5) five calendar days after contract award through July 15, 2016.

Contractor shall provide services during event day hours, which is defined as **5:00 a.m. to 11:00 p.m.** Contractor must be able to operate all buses that the NVGAG schedule requires. Unless specifically authorized in writing by the Contracting Officer, no services

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will be provided and no charges will be incurred and/or billed to any order on this contract on any Federal Holidays listed below.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

6. **Place of Performance:** Work shall be performed at the following tentative locations (locations will be confirmed during review of Transportation Plan beginning five calendar days after contract award):

- a. Detroit Metropolitan Wayne County Airport, 1 Detroit Metro Airport, Detroit, MI 48242
- b. Cobo Convention Center, 1 Washington Blvd, Detroit, MI 48226
- c. Lakes of Taylor Golf Course, 25505 Northline Rd, Taylor, MI 48180
- d. Wayne State University, 42. W. Warren Ave., Detroit, MI 48202
- e. Skore Lanes, 22255 Ecorse Rd, Taylor, MI 48180
- f. Thunderbowl, 4200 Allen Rd, Allen Park, MI 48101
- g. Belle Isle, 6925 E Jefferson Ave, Detroit, MI 48207
- h. Joe Louis Arena, 600 Civic Center Dr, Detroit, MI 48226
- i. Detroit Marriott at the Renaissance Center, 400 Renaissance Drive, Detroit, MI 48243

On occasion, the Contractor shall be required to attend meetings which may occur via teleconference, at various locations within Cobo Convention Center, or at the Detroit Health Care System (Detroit, MI) VA Medical Center.

7. **Type of Contract:** The Government anticipates award of a ***Firm Fixed-Price*** contract.

8. **Basis for Award:** The award will be made on the lowest priced technically acceptable offer. Failure to meet any of the factors listed will preclude the proposal from being considered for award. Trade-offs are not permitted. Proposals are evaluated for acceptability but not ranked using the non-cost/price factors.

9. **Evaluation:** All factors are considered in the technical evaluation. Any offeror not providing documentation for validation may be deemed non-compliant to the requirements of this solicitation. The following factors are equal and shall be used to evaluate offers: Technical Approach, Past Performance, and Price.

- a. **Technical Evaluation Factors**

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- i. Equipment description – Buses offered will be determined technically acceptable if they meet or exceed all physical and accommodation requirements as detailed in Task 4.1.
- ii. Transportation plan – Transportation plan will be determined technically acceptable if it meets or exceed all services detailed in Task 4.2.
- iii. Personnel – Service personnel will be determined technically acceptable if they meet or exceed all requirements detailed in Task 4.3.
- b. **Past Performance** – Contractor to provide description of no more than three relevant projects successfully performed within the past two years that are similar in size, scope and complexity.
- c. **Price** – Contractor to provide a price for each task and a total cost for the contract, as well as, a breakdown of the cost(s) associated with drivers' hourly rate and equipment.

10. General Requirements:

- a. The Contractor agrees to procure and maintain insurance, while the contract is in effect, Workers Compensation and Employee's Public Liability Insurance in accordance with Federal and State of Michigan laws.
- b. The Government shall be held harmless against any or all loss, cost, damage, claim expense or liability whatsoever, because of accident or injury to persons or property of others occurring in the performance of this contract.
- c. The Contractor shall be responsible for all damage to property, which may be done by him, or any employee engaged in the performance of this contract.
- d. The COR shall require the Contractor to furnish certification from his/her insurance company indicating that the coverage specified by FAR 52.228-5 and per FAR Subpart 28.307-2 has been obtained and that it may not be changed or canceled without guaranteed thirty (30) days' notice to the Contracting Officer.
- e. Every task mentioned above, and their associated sub-tasks, shall be reflected in the technical proposal and detailed work plan submitted to the Government.
- f. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.

11. Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means that the work complies with the requirement of the contract.

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The Department of Veterans Affairs (VA)/COR will conduct random inspections of the vehicles provided by contractor to insure compliance with the ADA and VA requirements listed in this PWS.

- 12. Formal Acceptance or Rejection of Deliverables:** The Government will review within thirty days each deliverable and provide feedback/comments. The contractor shall have thirty business days to incorporate feedback/comments, make appropriate revisions, and return back to the Government. The COR will review and determine final acceptance by the Government. The COR will notify the contractor of final acceptance within five business days.
- 13. Changes to the PWS:** Any changes to this PWS shall be authorized and approved only through written correspondence from the Contracting Officer. A copy of each change will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the Contracting Officer shall be borne by the contractor.
- 14. Contractor Reporting Requirements:**
- a. Contractor will report ALL vehicle accidents to the Events Command/Emergency Preparedness Center as soon as possible after ensuring safety of riders, self or other vehicle occupants. Additionally, the driver, if able, will inform appropriate police or medical assistance when needed.
 - b. Contractor will provide proof of training and documented employee competencies as stated in Table 3. Contractor will ensure employee's complete and documented competency based training regarding safe driving and accessibility needs when transporting individuals in wheelchairs/scooters on ADA-compliant accessible school buses.
 - c. In the event that someone is injured during any performance of this contract, the Events Command/Emergency Preparedness Center shall be notified of this occurrence as soon as possible, but no later than 9:00 a.m. the next work day following the incident.
 - d. Contractor will report to the Events Command/Emergency Preparedness Center if bus schedule is impacted in the event there is a driver call out or vehicle break down.
- 15. Travel:** The Government anticipates travel under this PWS to attend contract-related meetings through the period of performance which would fall within the 50 mile radius therefore travel and per diem cost reimbursement is not applicable to this contract.
- 16. Government Furnished Equipment (GFE):** No GFE shall be provided in support of this contract.

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17. Contracted Personnel Requirements:

- a. The Contractor shall provide a Project Manager who will responsible for the performance of the driver/transportation employee work during the entire Event. The name of this person will be designated in writing to the Contracting Officer in the offer submission. The Project Manager will be on-site at the convention center during event hours.
- b. The Contractor shall not employ persons for work on this contract if such employee is identified to the contractor as a potential threat to the health, safety, security, general wellbeing or operational mission of the installation and its population.
- c. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. This may be accomplished by wearing distinctive clothing bearing the name of the company. Contractor field service engineers shall be dressed to present a clean, neat appearance at all times when performing under this contract.
- d. Contractor personnel shall smoke only in designated areas.
- e. Contractor personnel shall complete employee competency based training regarding safe driving when transporting elderly individuals and individuals with disabilities in school buses/vehicles.
- f. Contractor will provide replacement driver in the event there is a driver call out.

18. Security Requirements: The Contractor must wear badges bearing the Contractor's company name, identification picture and name of the individual employee in English during performance of services under this contract.

The C&A requirements do not apply and a Security Accreditation Package is not required.

19. Fees/Costs:

- a. Contractor shall be responsible for variations in employee hourly pay resulting from shift or weekend differential and possible overtime, as well as administrative and overhead expenses.
- b. The costs shall include rental cost of bus and driver hourly rate for a fully burdened bus. The Government will not pay a different rate in the event of individual employee overtime.
- c. The Contractor assumes full responsibility for any parking or other moving violations. The VA Medical Center will not validate or make reimbursement for parking or other moving violations of the contractor's personnel under any circumstances. This includes additional security or permitting. No additional costs to the government will be allowed.

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Parking: Contractor must ensure that buses are not left unattended or parked on unauthorized property at any of the event venues. Non-event hour/overnight staging parking must be at contractor's expense and contractor's location.

Loading/unloading Areas: Loading/unloading areas for all event venues will be designated, with prior authorizations from each venue, upon receipt of Contractor's Transportation Plan, within five calendar days after award contract. There will be no expense to Contractor for these purposes.

20. Invoice Submission:

<http://www.fsc.va.gov/einvoice.asp>

(PLEASE USE THIS LINK FOR OB-10 INVOICING INSTRUCTIONS)

21. Invoice Requirements: The Contractor shall submit an invoice per instructions listed in each call (task order) to the FSC to initiate the certification and payment process. The Contractor shall also forward a copy of the invoice to both the Program Office and the Contracting Officer for their review and for file. The Contractor shall include the Purchase Order number on all invoices. For inquiries regarding payment, please contact the Vendor Inquiry Line toll free at (877) 353-9791.

22. Attachment: Transportation Schedule

Bus trips will be performed according to the following itinerary. All times listed are "local" times. Vendor must be flexible with departure times to allow for minor changes as communicated by the COR or appointed official (i.e. VA Local Transportation Chair).



Microsoft Excel
Worksheet

END OF PERFORMANCE WORK STATEMENT