

STATEMENT OF WORK

Electric Passenger Shuttle for Patient Transportation Service Southern Arizona VA Health Care System (SAVAHCS) Tucson, AZ

1. **GENERAL:** The Southern Arizona VA Health Care System (SAVAHCS) provides a courtesy shuttle service from all parking lots to the hospital entrances and outlying clinics from 7:00 a.m. to 5:00 p.m., Monday through Friday (excluding federal holidays). The shuttle is available for all patients and visitors and runs approximately every 15 minutes, or as requested by using the call box at any of the designated shuttle service stop locations on the SAVAHCS campus.

1.1 **Description of Services/Introduction:** This contract is for the purchase of 6 Electric Passenger Shuttles with requirements for annual service and emergent repairs, as needed. The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision and other items and non-personal services necessary to deliver, provide maintenance and repair service and provide temporary loaned Electric Passenger Shuttles during repairs that exceed the specified timeframe. The Contractor assumes all liability risks for work performed under this contract. The Contractor must assume total liability for all contract employees. The Contractor shall perform to the standards of the contract.

1.2 **Period of Performance:** Base Period of Performance: 1 year (Base Year) plus four additional Option Years for maintenance of the cars.

1.3 **Type of Contract:** The government will award a firm fixed-priced contract.

1.4 **Contracting Officer's Representative (COR):** The SAVAHCS COR will be identified by a separate letter. The COR monitors all technical aspects of the contract and assists in contract administration.

1.5 **Contract Administration:** The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect price, quantity, or quality of performance in this contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modification in writing from the Contracting Officer to the Contractor.

1.6 **Invoices:** Invoices are to be submitted electronically; quarterly, upon completion of the services that are performed, or upon completion of non-scheduled services. Invoices must include the IFCAP obligation number (Finance Purchase Order Number) that is provided on the order to ensure timely payment. The COR is responsible for acceptance of services and/or the processing of receiving reports for the services provided to the government.

2. **Scope of Work:** This statement of work is specific to Electric Passenger Shuttles operated by the Group Practice Management Service Line on the SAVAHCS campus. The Electric Passenger Shuttles will require charging throughout the day and overnight to provide continuous campus shuttle service to our Veterans from Monday through Friday during normal business operations. It is understood that this statement of work is not inclusive of all assigned duties and/or responsibilities but provides a general overview of general performance expectations and responsibilities.

2.1 **Contractor is to provide at a minimum, an 8-passenger, Electric Passenger Shuttles, for patient shuttle services to be provided at the SAVAHCS on Monday through Friday, 365 days/per year except on the federal holidays listed in section 3.1 below.**

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2.2 Required Specifications: All Electric Passenger Shuttles must meet all federal motor shuttle safety standards (FMVS) requirements for street legal use. Additionally, per National Highway Traffic Safety Administration (NHTSA) regulation, each Electric Passenger Shuttle shall be equipped with: headlamps, front and rear turn signal lamps, tail lamps, stop lamps, reflex reflectors – one red on each side as far to the rear as practicable, and one red on the rear, an exterior mirror mounted on the driver's side of the shuttle and either an exterior mirror mounted on the passenger's side of the shuttle or an interior mirror, a parking brake, a windshield of AS-1 or AS-5 composition, that conforms to the American National Standard Institute's "Safety Code for Safety Glazing Materials for Glazing Motor Shuttles Operating on Land Highways," Z-26.11977, January 28, 1977, as supplemented by Z26.1a, July 3, 1980 (incorporated by reference; see 49 CFR 571.5)., a VIN that conforms to the requirements of part 565 Shuttle Identification Number of this chapter, and a Type 1 or Type 2 seat belt assembly conforming to Sec. 571.209 of this part, Federal Motor Shuttle Safety Standard No. 209, Set belt assemblies, installed at each designated seating position.

2.3 Additional Requirements/Specifications above and beyond the FMVS & NHTSA requirements are as follows:

- 1) Provide all operator, maintained manuals and parts manual with all supplement and troubleshooting guides including CD version.
- 2) Heavy duty suspension system and independent front leaf spring, self-adjusting steering.
- 4) Four-wheel manual hydraulic brakes with foot-operated, multi-lock, parking brake.
- 3) Ground clearance of no less than seven inches (7").
- 4) Minimum passenger capacity: 8 passengers 7) Maximum passenger capacity: 12 passengers 8) Minimum load capacity: 1600 lbs.
- 5) Maximum load capacity: 3000 lbs.
- 6) Maximum speed: Must be governed to 20 MPH
- 7) Rear Wheel Drive
- 8) Windshield: AS1 DOT-approved
- 9) Body: Fiberglass or aluminum body and roof
- 10) Forward-facing seating arrangement with rear aluminum utility box
- 11) All-weather side enclosures, clear vinyl preferred
- 12) Seat belts: Extended seat belt length -- not normal seat belt length.
- 13) Onboard volt charger, computer-controlled, UL and CUL listed.
- 14) 48-volt to 12-volt DC converter.
- 15) Forward/Neutral/Reverse gear selection.
- 16) Minimum turning radius: 18 FT (216 inches)
- 17) Deluxe light kit with canopy-mounted safety light and horn kit.
- 18) Mirror kit with 5-panel rear view mirror.
- 19) Windshield with windshield wipers.
- 20) Heavy duty front bumper and guard.
- 21) Overall dimensions of the shuttle may not exceed 17' L X 5.0' W X 7.0' H
- 22) Minimum range of the Electric Passenger Shuttle must be greater than 40 miles with full charge
- 23) Must include batteries and charging units for each Electric Passenger Shuttle
- 24) Minimum of 3-year warranty for the Electric Passenger Shuttle and all installed/attached accessories
- 25) **Authorized maintenance, repair and service provider must be located within 50 miles of SAVAHCS campus, 3601 S. 6th Avenue, Tucson, AZ**

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2.4 Electric Passenger Shuttle Maintenance, Repair and Inspection

2.4.1 Contractor shall be responsible for all maintenance covered in the warranty, repair and as-needed safety inspections of Electric Passenger Shuttles as needed for safe, daily operations on the SAVAHCS campus. Maintenance per manufacturer's requirements and recommendations.

2.4.2 All as-needed inspections, repair and maintenance work is subject to the final inspection by the SAVAHCS Engineering staff.

2.4.3 When Electric Passenger Shuttles need inspection as the result of a reported operational discrepancy, the safety inspection shall include but not be limited to:

- a. tire inflation and tread wear
- b. headlights, signal indicators and brake lights
- c. brake performance
- d. cracked and broken windows
- e. shuttle seating and passenger equipment storage (for damage)
- f. steering componentry

2.4.4 Contractor shall maintain copies of the Electric Passenger Shuttle inspection reports. Reports shall be provided electronically to the SAVAHCS Contracting Officer's Representative on a quarterly basis or upon request.

2.4.5 Emergent Repairs / Loaned Electric Passenger Shuttles – The SAVAHCS will contact the Contractor in the event that emergent repairs are needed for one or more Electric Passenger Shuttles. Should repairs exceed 48 hours from time of Contractor pick-up of Electric Passenger Shuttle from the SAVAHCS campus to the estimated return of Electric Passenger Shuttle to the SAVAHCS campus, the Contractor shall provide a loaned Electric Passenger Shuttle (8 passengers minimum) to the SAVAHCS. The loaned Electric Passenger Shuttle will be used by the SAVAHCS until the repaired Electric Passenger Shuttle(s) are returned to the SAVAHCS.

3. **Quality Assurance:** The government shall evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

3.1 **Recognized Holidays:** The Contractor is not required to provide services on recognized holidays listed below.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day

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Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

3.2 Hours of Operation: The Contractor is responsible for conducting business and providing repairs covered under the warranties between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

3.3 Place of Performance: The work to be performed under this contract will be performed at the Southern Arizona VA Health Care System main campus: 3601 S. 6th Avenue, Tucson, AZ 85723, and its seven Community-Based Outpatient Clinic (CBOC) locations.

4 GOVERNMENT REQUIREMENTS:

4.1 Electric Passenger Shuttle Keys: The Contractor shall provide two keys for each shuttle purchased.

4.2 Information Security: The Contractor will not have access to the VA information system or access to government computers to access online resources while in the performance of services of the contract. The Contractor will not have access to Protected Health Information (PHI) while in the performance of services of the contract.

5. DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u>Qty</u>	<u>Submit To</u>
Set-up and configuration of Electric Passenger Shuttles, fully-charged and ready for use upon delivery.	Within 45-60 calendar days of contract award.	6	Contracting Officer's Representative

6. GOVERNMENT-FURNISHED EQUIPMENT

No equipment to be furnished by the Government.