

**PERFORMANCE WORK STATEMENT  
for  
ARMORED VEHICLES SERVICES**

1. **SCOPE OF WORK:** The Contractor shall provide Armored Vehicle Services (AVS) in accordance with the Level III IAW NIJ-0108.01 standard. As part of this service, the Contractor shall also provide all management, supervision, personnel, training, equipment, materials, supplies, fuel, repair parts and any other equipment and personnel to accomplish the task of providing armored vehicles with drivers for U.S. personnel in Colombia.

2. **CONTRACT PERIOD OF PERFORMANCE (POP):** Will be from

3. **DRIVER CLEARANCES AND ACCESS:**

3.1. The Contractor shall provide the following information for each driver performing services under this contract to the Contracting Officer's Representative (COR) at contract award:

- Full Name
- Copy of their driver's license
- Copy of their Colombian cedula

The COR will provide a copy of this contract, the driver's information and RSO paperwork to the RSO for driver clearances. These clearances are to ensure that the driver's do not pose a security risk.

The Contractor shall keep the listing current and provide updates to the COR as necessary, to comply with this security requirement. Contractor, note that if you intend to add new drivers to the pool of RSO cleared drivers, it takes approximately ten (10) workdays to get a driver cleared.

The Contracting Officer and/or COR reserves the right to exclude any contractor driver from performance under this contract if any information exists that the employee is a security risk. The exclusion of an employee for security reasons will not relieve the Contractor from performance of services required under this contract.

3.2. The Contractor is responsible for obtaining all driving and insurance credentials required by the Federal laws of Colombia. Copies of the Contractor's driving and insurance credentials shall be provided with their quote.

3.3 **ACCESS:** The Contractor is required (at a minimum) to provide vehicle drivers with credentials, that will afford them approvals to access the U.S. Embassy Bogota compound, Colombian Department of Defense (CAN), Colombian Air Force Base, Bogota (CATAM), Army Central Military Intelligence Center (CIME), and the Army Central Technical Intelligence Center (CITEC). Processing access clearance is the responsibility of the COR, will coordination with the Contractor.

4. **IDENTIFICATION BADGES:** At a minimum, all Contractor personnel shall wear Contractor photo identification badges above their waist, and visible at all times.

5. **GOVERNMENT POINTS OF CONTACT:**

5.1 **CONTRACT SPECIALIST (CS):**

NAME:	
PHONE #	
FAX #	
E-MAIL	

5.2 **CONTRACTING OFFICER'S REPRESENTATIVE (COR):**

NAME:	
PHONE #	
FAX #	
E-MAIL	

6. **CONTRACTOR'S PROJECT MANAGER:** The Contractor shall designate a project manager fluent in the English language, to act as the point of contact for all contract requirements. The dispatch personnel must be able to understand the English language enough to take service requests by US personnel.

7. **CONTRACTOR POINTS OF CONTACT:**

7.1 **PROJECT MANAGER:**

NAME:	
PHONE #	
FAX #	
E-MAIL	

7.2 **DISPATCH OFFICE:**

NAME:	
PHONE #	
FAX #	
E-MAIL	

7.3 **24 HOUR EMERGENCY POC:**

NAME:	
PHONE #	
FAX #	
E-MAIL	

8. **GENERAL SPECIFICATIONS FOR ARMORED VEHICLES:**

8.1 **SPECIFICATIONS:** The Contractor shall provide Armored SUVs in accordance with National Institute of Justice, Ballistic Resistant Protective Materials, NIJ Standard 0108.01, Level III IAW NIJ-0108.01. See website <http://www.eeel.nist.gov/oles/Publications/NIJ-0108.01.pdf> for complete details. At the discretion of the Contracting Officer's Representative, vehicles may be required to provide Level III NIJ compliance documentation.

8.1.1 All vehicles shall be model year 2006 or newer, in excellent running condition and equipped with operational air-conditioning, spare tire, toolbox, and highway reflective markers.

8.1.2 Tires shall have hard rubber inserts in the run-flat tires, not steel. Radiators shall have a bullet guard in front. Bullet-proof engine protection shall be installed. Armored windows shall be one composite piece of glass.

8.2 **COMPLIANCE WITH COLOMBIAN SUPERVIGILANCIA REGULATIONS:** Colombian law requires that all companies leasing armored vehicles be registered with the Supervigilancia and that each individual vehicle also be so registered. Rental vehicles must be owned in the name of the company leasing that vehicle. Each vehicle must be insured to the limits required by law in the name of the vehicle's owner. Prior to award, the selected offeror will be required to provide proof of proper registration, ownership and insurance for each vehicle to be supplied under this contract.

8.3 **SAFETY AND MAINTENANCE:** Each vehicle shall meet all Colombian safety requirements and have, as a minimum, the following safety features: rear and front lights, rear view mirrors, windshield wipers, parking brake, and horn. Both the exterior and interior of the vehicles shall be free of excessive

soil, rust and damage. Corrective and preventative maintenance shall be provided as needed at the site where the vehicle is being utilized.

8.3.1 The Contractor shall be aware of all local safety requirements and ensure that all reasonable efforts are made to protect all persons from harm and U.S. Government property from damage.

8.4. **VEHICLE DAMAGE:** The Contractor is responsible for all damage to the vehicle, including wear and tear. However, in the case of documented damage to the vehicle as the result of hostilities against an authorized US Government occupant, the Contractor may request compensation from the US Government. If the contractor is insured, the Government shall be responsible only for the deductible portion of the claim.

8.5 **CELL PHONES:** All drivers shall carry working cellular phones, with active minutes. The Contractor shall provide a list of all cell phone numbers for all RSO-approved drivers to the COR. Additionally, the Contractor shall ensure that all drivers are provided the cell phone numbers for the COR, Project Manager, Dispatch Office, and 24-Hour Emergency POC.

8.6 **USE OF PROHIBITED SUBSTANCE(S):** Alcoholic beverages, illegal drugs, or other impairing agents will not be consumed eight hours prior to beginning of transportation. The use of these substances by Contractor personnel while performing under this contract is strictly prohibited. The Contractor shall immediately remove and replace employees who appear to be under the influence of any prohibited substance.

9. **SPECIFIC ARMORED VEHICLE SERVICES:** The Contractor shall provide armored SUVs and licensed drivers (with current driver's licenses and insurance IAW local laws) in accordance with this performance work statement.

9.1. The Contractor's employees are strictly drivers and are not authorized to provide any other services, such as running errands or conducting the personal business of the U.S. Government employee(s) to whom he is assigned.

9.2. **SERVICES:** The armored vehicle services will be provided to US Government personnel in accordance with schedules provided by the Contracting Officer's Representative (COR) after award.

9.2.1. **REGULAR SERVICE HOURS:** The Contractor shall provide and ensure that Contractor personnel are on duty to accept and respond to service calls between 0700 and 1900 daily, including weekends and holidays.

9.2.2 **OVERTIME:** Longer hours may be required which is to be authorized by the COR and billed under the Overtime contract line item. The Contractor shall ensure compliance with the Colombian labor laws limiting the number of hours an individual employee may work in a given day/week. Replacement or relief drivers will be made available for those occasions when operational requirements mandate the availability of the vehicle for longer periods than can be legally accommodated by one driver.

9.2.3. **RESPONSE TIME:** The Contractor shall respond to all service requests within 30 minutes. In the case of an accident or a vehicle breaking down, the Contractor shall provide a replacement within 30 minutes. Failure to respond for either service, or breakdown within the time frames stated herein shall be a basis for credit to the Government as shown in the PRS.

9.2.31 The Contractor shall establish procedures that will provide the Government caller with a service "Control Number" for verification of date/time that service was requested

10. **EMPLOYEE TRAINING:** The Contractor shall be responsible for training employees on proper use of the armored vehicles and evasive driving tactics, the speed limit of vehicles on US Embassy and Military Installations and other safety regulations as applicable. All drivers shall be trained in defensive, offensive, safety and security driving techniques before starting work under this contract and annually thereafter.

Drivers should also be trained in how to perform a preventive maintenance check on the vehicles they will be operating.

11. **SUBCONTRACTING:** Subcontracting is not authorized under this contract. The vehicles leased shall be owned by the company and the drivers shall be employees of the company.

12. **VEHICLE SUBTRACTIONS:** Contractor will provide the option to reduce number of vehicles. Notification will be provided with a minimum 15 days notice. Contractor will reduce monthly charges by monthly pro-rated vehicle price.

13. **CONTRACTOR MANPOWER REPORTING:** The Contractor is required to report all Contractor manpower required for the performance of this contract. The Contractor is required to completely fill in all the required fields in the reporting system using the following web address: <https://cmra.army.mil/>. The reporting activity will assist the Contractor with the reporting requirement as necessary. The Contractor may enter reports at any time during the reporting period, which is defined as the period of performance not to exceed 12 months ending 30 September of each Government fiscal year. Reporting shall be completed no later than 31 December every year or part of a year for which the contract is in place. Failure to comply with this reporting requirement may result in contract termination.

14. **PERFORMANCE REQUIREMENTS SUMMARY**

PWS Reference	Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	Monitoring Method	Remedy
8.1	Vehicle Armoring	All vehicles must meet requirements of NIJ 0108.01 Level III	100% Compliance Required.	COR Surveillance 100% Inspection	Non-compliant vehicles shall be replaced immediately at no additional cost to the Government. Violation results in a cure notice or contract termination.
8.3	Compliance with Colombian safety standards.	Contractor shall provide vehicles which meet all Colombian safety requirements.	100% Compliance required	COR Surveillance 100% Inspection	Non-compliant vehicles shall be replaced immediately at no additional cost to the Government. Violation results in a cure notice or contract termination.
8.5	Driver mobile telephones	Contractor shall provide each driver with a working mobile telephone and active minutes	100% Compliance required	COR Surveillance 50% Inspection	Non-compliant drivers shall be removed or replaced immediately at no additional cost to the Government. Drivers will not be permitted to work on this contract until they possess the required operable mobile telephone. Violation may result in a cure notice or contract termination.
9.2	Schedule Compliance	The armored vehicle services will be provided to U.S. Government personnel in accordance with schedules provided by	95% Compliance Required	COR Surveillance 50% Inspection	Poor performance results in a cure notice. or contract termination. The Government credit amount will be calculated at that time.

		the COR after award. The Contractor shall respond to all service requests within 30 minutes			
13	CMR	Contractor will complete reporting IAN para. 13	100% Compliance	COR Surv. 100% Inspection	Payment for final month of service will be with held until.

**Note to Contractor** – Any single non-compliant action across the PWS may result in a CURE NOTICE being sent.