

## **ANNEX 9.5**

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#### 9.5.1        General Information

##### 9.5.1.2      Annex Description

This Annex describes the Contractor's responsibilities for providing a moving, hauling, delivery, driver services and the operation of the SSC airport dispatch service function for the NASA John C. Stennis Space Center (SSC). The core duty hours for these services to be provided are Monday through Friday, 7:30 a.m. to 4:00 p.m. There will be times when the Contractor shall provide these services during non-core hours, such as, in the afternoons and evenings, weekends, and holidays as requested by the Government. The Government may request that additional driver services be provided to support special SSC functions, official visitors, and other passenger transportation requirements.

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9.5.2	General Transportation Services	The Contractor shall pick up, deliver, load, transport, unload, and/or rearrange between and within SSC the following types of materials; boxes; general supplies and miscellaneous equipment; flags; photographic equipment; laboratory and scientific apparatus; electronic test equipment; mock ups; computers; toner cartridges; data processing equipment; machinery including industrial production equipment, and power tools, and gas cylinders. The Contractor will receive requests for each task from the SSC Transportation Officer or as directed by the Contractor Work Control Office either by phone or in writing. The Contractor shall comply with the requirements of the <b>**NASA Series 6000.1 NASA Transportation and General Traffic Management.</b>	500 work orders per year.	The Contractor shall schedule and accomplish each work order as per the due date requested by the customer. If no due date, accomplish within 5 workdays  Comply with the NASA Series 6000.
9.5.3	People Moves – Core Hours	The Contractor shall provide all resources required to provide people moves during the core duty hours. People moves under this function of the contract will include an assortment of furniture, equipment, supplies, etc. Times, dates, and locations of the moves will be provided to the Contractor by the Contractor Work Control Office or by the SSC Transportation Officer. The Contractor shall provide disassembly, packing, loading, transportation, unloading, and re-assembly as required. There are no restrictions on weight or size of items to be moved.	800 people per year.	The Contractor shall accomplish each move as per the scheduled move date.  The Contractor shall provide with minimal impact to personnel.
9.5.4	People Moves – Non-Core Hours	The Contractor shall provide the resources required to move people during non-core hours, in the afternoons	100 people per year.	

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		and evenings, on weekends, and holidays as requested by the Government.		
9.5.5	Warehouse Parcel Delivery Service	The Contractor shall provide parcel delivery service of materials in warehouse to customers. Pick up materials for delivery as staged in warehouse daily. Deliver direct to the customer at building and room number stated on the package.	15,000 packages per year.	The Contractor shall make deliveries within 1 workday after supplies are staged in the warehouse.  Obtain the customer's signature and current date on the delivery receipt upon completion of the delivery
9.5.6	Deliver Inbound Freight	Provide delivery of inbound freight staged in warehouse and deliver to customer on site. Pick up inbound freight staged in warehouse on a daily basis. Deliver direct to customer at building and room number stated on package.	15,000 line items per year.	The Contractor shall make deliveries within 1 workday after freight is staged in the warehouse.  Obtain the customer's signature and current date on the work order upon completion of the delivery.
9.5.7	Deliver Overnight Packages	The Contractor shall provide delivery of inbound overnight/express packages to the customer. Pick up overnight/express packages staged in the warehouse for	200 packages per year.	The Contractor shall deliver all packages within 1 workday of receipt.

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		delivery on same day received. Deliver direct to the customer at building and room number stated on the package.		Obtain the customer's signature and current date on the work order upon completion of the delivery.
9.5.8	Pick up and Deliver Furniture	The Contractor shall provide for the site wide pick up and deliver of furniture as staged in warehouse or offices. Pick up furniture staged in the warehouse or for deliver, or pick up in offices for return to warehouse. Deliver furniture to designated location and rearrange existing furniture as necessary. the Contractor will receive request for each task from the Contractor Work Control Office or the SSC Transportation Officer either by phone or in writing.	4,000 work orders per year.	The Contractor shall schedule and accomplish each delivery work order as per the specified date on the work order. If no date is specified date on the work order. If no date is specified, the Contractor has 5 workdays to complete the requirement from the date the request is received.
9.5.9	Transport NASA-Tagged Equipment	The Contractor shall provide transportation of NASA-tagged equipment between office and buildings Move equipment from location to location as designated on the work order.	1,000 pieces of equipment per year.	The Contractor shall schedule and transport all equipment within 5 workdays of receipt of work order.
9.5.10	Provide Quick Dispatch Service	During core hours, the Contractor shall provide a radio-equipped quick dispatch service (as an on-call service) for rapid pick up and delivery of non-bulk items and items which cannot be conveniently transported through	5,000 requests per year.	The Contractor shall provide quick dispatch service within 2 hours of receipt of request from the

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9.5.11	Operate Airport Dispatch Service (Park-n-Fly)	<p data-bbox="699 396 1220 453">other means (including work stoppages from the warehouse).</p> <p data-bbox="699 521 1304 610">Contractor shall operate the SSC Airport Dispatch Service (Park-n-fly) for Authorized Personnel Traveling out of the New Orleans Airport (N.O).</p> <p data-bbox="699 675 1268 764">Contractor shall be responsible for establishing and managing contracts with an airport parking service at the airport.</p> <p data-bbox="699 829 1278 976">Contractor shall maintain a system of assigning available government vehicles for the purpose of travel to and from SSC to N.O Airport.</p> <p data-bbox="699 1040 1304 1347">Contractor shall operate a fleet of government vehicles assigned to this function. The number of vehicles will be dependent upon an equitable balance between - turn down rate (dispatch vehicle not available) and idle days (the number of days per month a car sits unassigned ). Currently a fleet of 24 vehicles meets this requirement. Contractor shall assure these vehicles are in good working order, clean and proper fluids are maintained. Contractor shall shuttle vehicles to and from the SSC and the N.O Airport to meet demands</p>	Approximately 3,300 dispatches per year.	<p data-bbox="1619 396 1724 420">customer.</p> <p data-bbox="1619 521 1898 610">Respond to requests for service within 30 minutes of receiving requests.</p> <p data-bbox="1619 1040 1881 1097">Vehicles to be clean and fueled prior to dispatch.</p>

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		<p>This is a reimbursable, pay as you go service. Contractor shall establish dispatch rates to properly offset all costs associated with this service.</p> <p>Contractor shall maintain a database consisting of the following information: Number of dispatches by customers (ex: number supporting Navy, NASA, EPA or other contractors or resident agencies), number of request turn downs, and a cost of operations (P&amp;L).</p>		<p>Dispatch rate covers cost of services.</p> <p>Provide the Transportation Officer with dispatch data and P&amp;L by the 5<sup>th</sup> day of the month for the previous month's business.</p>
9.5.12	Provide Driver Services	The Contractor shall provide driver services, required vehicles, and/or equipment to support the SSC in the movement of personnel. The Contractor shall be required to provide driver services support to the SSC Taxi Service, the SSC Visitor's Center Tour Schedules, SSC area airports, hotels, and other locations as required by the customer. This support includes, Very Important Person (VIP) support to directorate offices ad Public Affairs Office (PAO), Support of "Special Events" at SSC and for large groups visiting the Center.	See below.	See below.
9.5.13	Passenger Shuttle Service	Contractor will be provided two 15-passenger vans, one 44-passenger bus, one 17-passenger bus and one 7-passenger mini-van to transport personnel as required in section above.	Operate taxi daily, Monday-Friday 8 a.m. – 5 p.m.	Provide specified passenger vehicles. Provide safe, timely, and courteous service

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		Contractor shall ensure that vehicles are properly maintained and serviced. Coordinate with Annex 5.	Operate Visitor Center Tour Bus 7 days a week 9 a.m. – 4 p.m.	Vehicles are in good working order.
		The Contractor shall maintain a database of the number of passengers transported on the shuttle-bus routes.		Notify the Transportation Officer on the 3 <sup>rd</sup> workday of each month of the total number of passengers transported for the previous month.
9.5.14	Government Vehicle Drivers Provide drivers to operate Government buses, sedans, station wagons, vans, pickup trucks, and other such vehicles for special requests.	The Contractor shall provide drivers on an as-needed basis to drive buses, sedans, station wagons, vans, pickup trucks, and other such vehicles when required to support special request requirements of SSC. Times and dates of pick up, number of passengers, and destination will be provided to the contractor Transportation Office or designee will strive to notify the Contractor 24 hours in advance of the requirement. The Contractor will receive special requests from the SSC Transportation Officer or designee either by phone or in writing.	90 requests per year.	Provide safe, timely, and courteous service. Be at the place of pick up 10 minutes prior to the time requested by the customer. Notify the Transportation Branch on the 3 <sup>rd</sup> workday of each month of the total number of passengers transported for the previous month.
		The Contractor shall maintain a database that shall include, but not limited to, the total number of special request and the total passengers transported.		

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9.5.15	Personnel Requirements	The Contractor shall provide personnel qualified to perform the requirements of this function of the contract. Personnel hired under this contract function shall have the proper valid State drivers licenses, with proper endorsements, to operate and or drive the required equipment to perform the duties as required in this function. Personnel that will perform the drive services portion of this function shall have a Commercial Drivers License with a “P” endorsements.	Contractor determined.	Provide personnel with proper driver licenses to include all required endorsements.  Current licenses shall be carried with each driver at all times while performing duties under this contract.
9.5.16	Pickup and Delivery of Shipments	The Contractor shall provide for the transport of shipments from the customers facility to the packing and shipping facility for processing.	7,000 pickups per year.	Contractor shall provide transport for the pickup of hardware, software, equipment, and materials, from the customer’s facility.  Contractor shall ensure appropriate protection during handling and transportation.
9.5.17	Furniture <i>Setup</i>	Furniture delivery and setup shall be accomplished in accordance with Annex 9.7 – People Moves		
9.5.18	general Services Administration (GSA) Fleet Coordinator	Contractor shall operate and maintain all functions necessary to successfully complete the General Services Administration (GSA) reporting and coordination	264 GSA leased IFMS vehicles 50 accident/warranty	Mileage reporting monthly.

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		activities for the GSA IFMS vehicles at SSC. This includes coordination of monthly mileage reporting, vehicle exchanges, warranty repairs, maintenance, damage reporting, and repair.	recalls to be coordinated per year.	
		The Contractor shall initiate vehicle exchange and damage repair after the Transportation Officer's approval is received.	Approximately 1/3 of fleet is exchanged annually.	IFMS vehicle mileage to be transmitted to GAS by the 10 <sup>th</sup> of each month.
		The Contractor shall provide coordination and data relating to usage and costs for operating Government-owned vehicles at SSC.	Annually July each year, (Estimate)	
		Contractor shall provide data for the SSC Report, cost and vehicle data submittal to OMB and NASA headquarters. See DR 9-LS09	October 30 <sup>th</sup> each year.	By COB July 31 <sup>st</sup> annually.
		Contractor shall provide justification for the number and types of vehicles required to accomplish contract requirements.	Annually, End of September.	By COB October 31 <sup>st</sup> . Reports to be accurate and timely.
				Justifications are to be complete.
9.5.19	Test Complex Support	Contractor shall provide driver services for test complex. Service to include transport of data, materials		Provide site, timely and courteous service.

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		and personnel. Transport shall be made within and outside of center.		
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