



Annex 3

Airfield Mechanical Transport and Transportation Services (AMTTS)

Statement of Work (SOW)

for

INTEGRATED LOGISTIC SUPPORT (ILS)

**KANDAHAR AIRFIELD (KAF)
AIRFIELD OF DEBARKATION (APOD)**



AMENDMENT RECORD

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RFP Version

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1. Scope

- 1.1. This Annex defines the services to be provided by the Contractor for Airfield Mechanical Transport and Transportation Services (AMTTS).
- 1.2. This Annex is applicable to all NATO owned / operated and NATO-funded and contractor-provided / operated activities and services requiring equipment and vehicle support at KAF.
- 1.3. These AMTTS are required to cover the current and future configuration of KAF. The Contractor shall provide and sustain such specific services as prescribed within this schedule of requirements in order to maintain, to an acceptable standard, such services to all NATO and International Partner Forces operating at KAF.

2. Applicable Documents

- 2.1. In addition to guidance in the SOW Main Body the Contractor shall provide services in accordance with applicable and relevant direction found in:
 - 2.1.1. ACO Motor Transportation Management 55-1.
 - 2.1.2. ACO Transport Management Instructions (TMI) Supplements to ACO 55-1.
 - 2.1.3. ACE Directive 60-80: Property Accounting and Control.
 - 2.1.4. International Air Transportation Association (IATA) Dangerous Goods Regulations.
 - 2.1.5. Manufacture Service Manuals.
 - 2.1.6. COMKAF SOP 453 Transportation Services.
 - 2.1.7. As applicable other HQ ISAF SOPs, RC(S) SOPs and COMKAF SOPs.
- 2.2. Contracted support shall conform to guidance in the above standards but is not limited to these directives.

3. Command and Control

- 3.1. As detailed in the SOW Main Body and, additionally, as identified within this Annex.
- 3.2. Overall Control Authority is delegated to the Military Commander of Kandahar Airfield (COMKAF).

- 3.3. NAMSA is the contracting authority and shall provide contract oversight and execution responsibility.
- 3.4. The Contractor is responsible to COMKAF, through NAMSA, for all operational aspects whilst providing services at KAF.
- 3.5. Daily operational control authority for supply support services resides with COMKAF CJ4 Logistics Support reporting to the COMKAF Deputy Commander for Support (DCOMSPT).
- 3.6. COMKAF CJ8 (Financial Control) will provide financial review and oversight of activities as required.
- 3.7. COMKAF CJ4 Logistic Support has operational control of the NATO use fleet and will:
 - 3.7.1. Monitor fleet status.
 - 3.7.2. Designate vehicle use.
 - 3.7.3. Establish user priorities.
 - 3.7.4. Monitor capabilities.
 - 3.7.5. Work with NAMSA to resolve issues.
 - 3.7.6. Work with NAMSA and the contractor to establish bus routes.
 - 3.7.7. Work with Contractor and NAMSA to resolve conflicting requirements for resources and establish maintenance priorities.

4. Planning Factors, Constraints

- 4.1. Kandahar Airfield is a multi-national operation with a NATO support staff. Airfield infrastructure and daily operational support is largely a NATO function. This contract supports the NATO element with capability to assist Troop Contributing Nations through troop movement and equipment support.
- 4.2. Airfield operations occur in four geographical zones:
 - 4.2.1. North of the Wadi – two ammunition storage areas and rotary wing operations.
 - 4.2.2. North Side of Runway – aircraft parking ramps of mixed aircraft type, industrial activities, hot pit refuelling, Forward Arming and Refuelling Point (FARP), Dangerous Cargo Area, and Helicopter Sling Load Area.

- 4.2.3. South Side of Runway – aircraft parking ramps of mixed aircraft type, industrial activities, residential blocks and some administrative areas.
- 4.2.4. South End of Airfield – some industrial areas and large amount of residential blocks.
- 4.3. All areas require transportation support.
- 4.4. AMTTS provides the services of: Fleet Management, Dispatch, Shuttle Bus, Passenger and Personnel Movement, Sea Container Movement, Cargo Movement, Vehicle Recovery and limited Aircraft Recovery.
- 4.5. The Contractor shall provide base Transport and Fleet Management support to COMKAF through control of an equipment / vehicle fleet. This fleet contains a mix of NATO Furnished Equipment (NFE) and Contractor Furnished Equipment (CFE). Equipment in this instance can represent vehicles and / or equipment. NFE is provided upon contract initiation for contract execution. The contractor shall upgrade, replace, and maintain NFE at Contractor cost throughout the life of the contract. CFE is equipment purchased by the contractor to support contract requirements. Much of the CFE shall be amortized over the life of the contract to become NATO property (NFE) upon contract completion. The Contractor shall treat all amortized CFE as NFE. The Equipment and Vehicle Fleet shall be sustained in a manner to achieve a fully functional fleet of at least equal quality and quantity upon contract completion as it was at contract start. This Fleet is required to provide support for four functions:
 - 4.5.1. COMKAF Crisis Establishment (CE) for performance of daily duties.
 - 4.5.1.1. Standard vehicles under 10,000 pounds gross vehicle weight including but not limited to sedans, trucks, vans, utility vehicles, quads, gators, and mules.
 - 4.5.1.2. Self-drive vehicles dedicated to COMKAF CE use only.
 - 4.5.1.3. The Contractor shall assume the existing NFE used for this support and continue to sustain all vehicles through the life of the contract. Vehicles upgrades and replacements shall be amortized over the life of the contract.
 - 4.5.2. General / Special Purpose Support and Dispatch with drivers and / or operators to provide diverse services such as Airfield Shuttle Bus Service as well as heavy machinery dedicated to support APOD operations.
 - 4.5.2.1. Includes, but not limited to busses, personnel transport (to include self-drive), VIP support vehicles, cranes, forklifts, bucket trucks, Rough Terrain

Container Handler (RTCH), vehicle recovery, and Aircraft Recovery Equipment.

- 4.5.2.2. The Contractor shall assume the existing NFE and continue to sustain this equipment and vehicles through the life of the contract. Equipment and vehicle upgrades and replacements shall be amortized over the life of the contract.
- 4.5.3. Loan Support with drivers and / or operators to provide diverse services such as aircraft recovery, cargo handling and heavy machinery in support of various entities operating on the APOD.
 - 4.5.3.1. Comprised of a mix of NFE and CFE.
 - 4.5.3.2. Such NFE / CFE would include, but not be limited to Material Handling Equipment (MHE), Aircraft Handling Equipment (ACHE), cranes, forklifts, busses, Rough Terrain Container Handler (RTCH), vehicle recovery, and Aircraft Recovery Equipment.
 - 4.5.3.3. This equipment is required for APOD operations but may experience infrequent or only emergency service requirement use.
 - 4.5.3.4. NATO and the contractor will equip this requirement through negotiated cost sharing.
 - 4.5.3.5. NATO will retain priority rights for use of this equipment.
 - 4.5.3.6. The contractor can provide support by loaning assets from this equipment and vehicles to other entities on KAF using a NAMSAs approved price scheme.
 - 4.5.3.7. The price scheme and terms of loan will be an integral part of the commercial contract.
 - 4.5.3.8. The contractor shall provide NAMSAs with visibility of CFE use, maintenance, in-service rates, etc.
 - 4.5.3.9. NATO shall provide a list of basic services requiring support under this fleet in an Attachment to this SOW Annex.
 - 4.5.3.10. CFE will remain contractor equipment throughout contract life.
 - 4.5.3.11. NFE shall be amortized throughout the life of this contract.

- 4.5.4. Contracted Operations used exclusively by the APOD Services Contractors to accomplish support requirements of APOD contracts.
 - 4.5.4.1. Comprised of a mix of NFE and CFE.
 - 4.5.4.2. NATO will amortize cost over the life of the contract.
 - 4.5.4.3. The Contractor shall track, report, maintain and service this NFE / CFE to the same standards as all other NFE / CFE.
 - 4.5.4.4. Requirements shall be identified by the Contractors within the various APOD Services areas. NAMSA shall work with Fleet Management to develop this list. Lists of current NFE assigned to each service area is included in the various SOW Annexes.
- 4.6. The Contractor shall work with NAMSA and COMKAF CJ4 Logistics Support to establish and maintain the required equipment and vehicle fleet to provide these services.
- 4.7. Fleet contents shall be established by transportation and work requirements and not by vehicle type, quantity, or personal desires.
- 4.8. The Contractor shall utilize a robust fleet tracking maintenance management system using commercially recognized software program / package to accurately manage program element and track the assigned fleets.
 - 4.8.1. NAMSA / NATO shall retain all software copies and licenses upon contract completion to prevent any disruption in services. Incumbent Contractor may be required to train subsequent Contractors on this system should a change in contractors occur.
 - 4.8.2. COMKAF CJ4 Logistics Support and NAMSA shall have full visibility into this system.
 - 4.8.3. COMKAF CJ4 Logistics Support shall receive required reports from this system.
- 4.9. Equipment and vehicle out of service rates shall never degrade operational capabilities established.
- 4.10. The Contractor shall replace equipment and vehicles to maintain and upgrade fleets throughout the program at predetermined expenditure rates established upon contract award in accordance with the established replacement plan.
- 4.11. The Contractor shall scale services for potential increases and / or decreases in the required support scope. Provide trigger points and thresholds for adjustment in personnel and equipment based on support requirement changes within the Technical Proposal.

- 4.12. The Contractor shall be capable of supporting surges. This may require dispatch of drivers, equipment and vehicles to other contracted sections to augment standard workforce.
- 4.13. Provide an option for providing vehicle removal from base entrances. This support shall require personnel to leave the immediate confines of the fenced base perimeter.

5. Description of the Services Required

- 5.1. As detailed in the SOW Main Body and additionally as identified within this Annex.
- 5.2. Fleet Management shall:
 - 5.2.1. Manage the fleet as established by COMKAF CJ4 Logistics Support and NAMSA.
 - 5.2.2. Operate a service to provide, monitor and track status / serviceability of all assigned vehicles and equipment.
 - 5.2.3. Coordinate / schedule fleet maintenance with the AEVM and Supply section for second and third level maintenance.
 - 5.2.4. Maintain, coordinate and update the Master Equipment and Vehicle List.
 - 5.2.5. Maintain, coordinate and update a Mission Essential List (MEL). This list shall identify items for each service area that are essential to accomplish service requirements. The MEL shall identify required levels and minimum critical levels for each item.
 - 5.2.6. Immediately notify NAMSA and CJ4 Logistics Support when MEL Critical Levels drop below required minimums.
 - 5.2.7. Serve as focal point for coordination, development and execution of an APOD Equipment and Vehicle Replacement Plan.
 - 5.2.7.1. Coordinate plan development with APOD Contractors, COMKAF CJ4 and NAMSA.
 - 5.2.7.2. Maintain, update, and modify plan as required.
 - 5.2.7.3. Coordinate actions required with various APOD Services cost centres to execute the Equipment and Vehicle Replacement Plan as directed by NAMSA.
 - 5.2.7.4. Support long and short term equipment and vehicle acquisition through purchase, lease or rental as necessary to support requirements.

- 5.2.8. Collect, review, analyze and report on vehicles service utilization and trends suggesting improvements to NAMSA and COMKAF CJ4 Logistics Support.
- 5.2.9. Supplement NFE with CFE as required to meet contracted capability requirements.
- 5.2.10. Provide COMKAF CJ4 Logistics Support and NAMSA with full visibility of issues affecting the fleets including but not limited to daily vehicle and equipment status, order status, driver availability and capabilities.
- 5.2.11. Provide COMKAF CJ4 Logistics Support and NAMSA with daily vehicle and equipment serviceability status of the contractor fleet.
- 5.2.12. Supply NFE / CFE for the provisioning of movement and transport of personnel and material, as required to fulfil COMKAF needs.
 - 5.2.12.1. Support long and short term equipment / vehicles acquisition.
 - 5.2.12.2. Develop and coordinate with COMKAF CJ4 Logistics Support and NAMSA a vehicle and equipment upgrade / replacement program.
- 5.2.13. The Contractor shall ensure that contractor supplied vehicles are climate-controlled.
- 5.2.14. Ensure all vehicles are clean.
- 5.2.15. Ensure all vehicles have appropriate safety and first aid equipment including safety belts.
- 5.2.16. Manage all fleet transport operations under the purview of this contract.
- 5.2.17. Coordinate on equipment and vehicle maintenance issues with AEVM section, NAMSA, COMKAF CJ4 Logistics Support and the affected contract area personnel.
 - 5.2.17.1. Take actions required to resolve issues associated with “Not Repairable at This Station” (NRTS) and “Beyond Economical Repair” (BER) decisions.
 - 5.2.17.2. Initiate discussion and modification of APOD Equipment and Vehicle Replacement Plan as necessary to resolve issues.

- 5.2.17.3. Ensure equipment and / or vehicles declared NRTS or BER are replaced in a timely manner related to item importance.
- 5.2.17.4. Monitor replacement actions such as ordering and shipping status of assets.
- 5.2.17.5. Coordinate funding issues as required with NAMSA prior to taking actions.

5.3. Dispatch shall:

- 5.3.1. Receive, validate, consolidate and coordinate all transportation requirements and request with vehicle users.
- 5.3.2. Coordinate all service requirements through COMKAF CJ4 Logistics Support. This includes requirement to:
 - 5.3.2.1. Liaise with Troop Contributing Nations (TCN) to provide services required.
 - 5.3.2.2. Liaise with APOD Contractors and Sub-Contractors related to all fleet management issues including transport and movement.
- 5.3.3. Manage the vehicle fleet and drivers, tracking all vehicle movements to support transportation request and ensuring drivers are available to support request.
- 5.3.4. Provide drivers / operators including but not limited to vehicle recovery services, cargo movements (to include dangerous goods), passenger movements, shuttle bus service, water delivery, dust control, container handling, and limited aircraft recovery.
- 5.3.5. Provide user / first line maintenance and operator care.
- 5.3.6. Perform passenger movements as directed by COMKAF CJ4 Logistics Support.
- 5.3.7. Manage, track, coordinate and issue U-drive vehicles as requested by customers.
- 5.3.8. Use buses and Non-Tactical Vehicles (NTVs) to provide routine transportation, VIP transportation, and "special event" movement.
- 5.3.9. Establish a 24 / 7 airfield Shuttle Bus Service.
 - 5.3.9.1. Shuttle Bus Services shall mainly be provided by bus routes.

- 5.3.9.2. The number of routes and establishment of necessary Bus Stations to serve the requirements shall be coordinated with COMKAF CJ4 Logistics Support.
 - 5.3.9.3. The Contractor shall ensure enough serviceable busses with adequate number of drivers are on hand at all times to meet service requirements.
 - 5.3.9.4. The Contractor shall be able to increase or decrease shuttle services supported as requested by COMKAF CJ4 Logistics Support coordinated through NAMSA.
 - 5.3.9.5. Shuttle bus services reflect requirements for transportation within the main housing area south of the runway and transportation of personnel from the areas south of the runway to the northern parts of KAF and vice versa.
 - 5.3.9.6. Shuttle services adjustment shall be coordinated with adequate time for the contractor to properly respond to new requirements.
 - 5.3.9.7. The Contractor shall provide shuttle bus services consisting of four different routes with lengths varying between 20 and 30 minutes. Each route shall be capable of transporting up to 200 passengers per hour.
 - 5.3.9.8. Shuttle services shall be scheduled to provide service to stops on each route at a maximum interval of 10 minutes during 05:00 to 01:30 hours daily.
 - 5.3.9.9. The Contractor shall provide additional on-demand capacity to transport 200 passengers within KAF as requested by COMKAF CJ4 Logistics Support. Response times for providing this service shall not exceed 30 minutes during core hours or 60 minutes during non-core hours.
 - 5.3.9.10. The Contractor shall be prepared to provide priced options with timelines for implementation to support increases or decreases in services due to requirement changes in shuttle capacity, timing, or route extension/increase.
- 5.4. Transport sea containers including hazardous cargo within the airfield perimeter.
- 5.5. Track and account for vehicle fuel consumption.

- 5.6. Vehicle operators shall drive safely and economically, extending full courtesies to protocol supported missions by assisting in loading / unloading of baggage and opening / closing of doors as required.
- 5.7. Operators shall follow all installation traffic rules.
- 5.8. Respect and support established prioritizations as identified in the Mission Essential Listing for Critical Assets.

6. Schedules, Milestones and Operating Hours

- 6.1. As detailed in the SOW Main Body and additionally as identified within this Annex.
- 6.2. Operate during KAF core hours.
- 6.3. Provide Dispatch and Shuttle services 24 / 7.
- 6.4. Ensure qualified vehicle operators are available to support all transportation requirements.
- 6.5. Have capability to recall personnel in exceptional circumstances.
- 6.6. Provide flexibility to meet mission changes.

7. Contractor Human Resources Required and Qualifications, Language Skills

- 7.1. As detailed in the SOW Main Body and additionally as identified within this Annex.
- 7.2. Provide an adequate number of personnel trained, qualified, licensed and / or certified to safely perform required task in accordance with referenced standards in paragraph 2 of the SOW Main Body and this Annex.
- 7.3. Personnel operating all vehicles (general and special purpose) and equipment shall be trained, qualified and deemed medically fit to perform required task in accordance with standards referenced in paragraph 2 of the SOW Main Body and this Annex.
- 7.4. Personnel operating equipment shall do such in accordance with standards referenced in paragraph 2 of the SOW Main Body and this Annex.
- 7.5. Personnel operating equipment to handle dangerous and hazardous cargo (including explosives and ammunition) shall do such in accordance with air, sea, and surface regulations and standards listed in Chapter 2 of the SOW Main Body and this Annex.

- 7.6. The Fleet Manager shall have experience in managing and controlling a transportation fleet.
- 7.7. All staff shall be fluent in English to a minimum level of 2210 in accordance with STANAG 6001.
- 7.8. Key supervisors must be fluent in English to a minimum level of 3333 in accordance with STANAG 6001.
- 7.9. Personnel using radio communications or coordinating activities with airfield agencies must be fluent in English to a minimum level of 3321 in accordance with STANAG 6001.

8. NATO/NAMSA Furnished Infrastructure and Equipment, Tools and Provisioning of Supplies

- 8.1. As detailed in the SOW Main Body and additionally as identified within this Annex.
- 8.2. The Contractor shall assume the existing NATO Furnished infrastructure, equipment and vehicles listed in Attachments to this Annex. Comply with procedures listed in the SOW Main Body.

9. Contractor Furnished Infrastructure and Equipment, Tools and Provisioning of Supplies

- 9.1. As detailed in the SOW Main Body and additionally as identified within this Annex.
- 9.2. Supplement NFE and Infrastructure with CFE as required to meet contracted capability requirements.
- 9.3. Work with the APOD Supply Contractor, COMKAF CJ4 Logistic Support and CJ8 Finance to develop budget forecast.

10. CIS Requirements

- 10.1. As detailed in the SOW Main Body and, additionally, as identified within this Annex.
- 10.2. As a minimum establish a dispatch system capable of contacting dispatched drivers.

11. Security and Safety Requirements

- 11.1. As detailed in the SOW Main Body and, additionally, as identified within this Annex.

- 11.2. Personnel with direct knowledge of fleet serviceability shall possess a NATO CONFIDENTIAL Security Clearance.

12. Environmental Requirements

- 12.1. As detailed in the SOW Main Body.

13. Data and Reports

- 13.1. As detailed in the SOW Main Body and additionally as identified within this Annex.
- 13.2. Provide weekly performance reports. The reports shall include description of:
- 13.2.1. Work activities performed.
 - 13.2.2. Personnel strength.
 - 13.2.3. Problems and / or issues requiring resolution or outside support.
 - 13.2.4. Previously identified problems and / or issues resolved.
 - 13.2.5. Any accidents or incidents occurring.
- 13.3. Statistics and reports required by COMKAF CJ4 Logistics Support to determine fleet status or mission capability.
- 13.4. Develop, coordinate, submit, and store all reports associated with BER or NRTS actions.

14. Quality Assurance and Performance Measurement

- 14.1. As detailed in the SOW Main Body.

15. Mobilisation / Demobilisation

- 15.1. As detailed in the SOW Main Body and additionally as identified within this Annex.
- 15.2. The Contractor shall leave all software and tracking systems behind for next system operator.

16. Templates and Forms

- 16.1. As detailed in the SOW Main Body and, additionally, as identified within this Annex.
- 16.2. Customer Service Request.
- 16.3. Dispatch Logs.

Attachment A

NATO Provide Infrastructure, Equipment, and vehicles List

Posted in Section 08 RFP Exhibit I Part 3 – NFE & NFI APOD FR – v29APR10

Fleet Requirements

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			Security Measures
CE Support for VVIP Transport	3	4x4 capable to hold 4 people and gear SUV preferred	VVIP, movements
Passenger Transport	4	50 passenger	Camp Shuttle Bus/minimum required
Passenger Transport	4	30 passenger	Camp Shuttle Bus/ minimum required
Passenger Transport	8	20 passenger	Camp Shuttle Bus/ minimum required
Passenger Transport	2	50 passenger Coach	Special Events / VIP Transport / Increased FP Measures / Flightline Security Shift Changes
Dust Control	3	10,000 litter water truck with sprayer	Spraying roads for dust
Water Delivery	10	Truck Tanker 10,000	Water deliveries
General Purpose Cargo Movements	5	Truck Cargo, flat bed, drop sides 3 – 20 ton	General cargo movements
General Purpose Cargo Movements	3	Truck-Tractor to pull 40 foot trailers	Movement of containers, large cargo, or large cargo movements
General Purpose Cargo Movement	3	40 foot Flat Deck Cargo trailer	Movement of containers, large cargo, or large cargo movements
All terrain lift and transport device	3	10k all terrain forklift with rollerized tine attachments	General cargo movements
ISO/Seacan Container transport	2	Rough Terrain Container Handler (RTCH)	Container movements across KAF

Loan Support Requirements			
Note: Requirements under development			
ISO/Seacan Container Transport	6	Rough Terrain Container Handler (RTCH)	Container movement across KAF
Construction Support	1	Crane 40 ton capability	
Construction Support	1	Crane 100 ton capability	
Contracted Operations			
Note: Current equipment and vehicle list provided within individual SOW Annexes. Final requirements will change based on Contractor Technical Bid Proposal and contractual agreements upon award.			