

**PART 1: General Information:**

1. General: This is a supply service contract to provide ground transportation (vehicles) for U.S. Embassy Amman mission.

1.1 Background: The intent is to provide vehicles for US Embassy Amman employees to project sites.

1.2 Objectives: US Embassy Amman requires the contractor to provide vehicles and, as required, licensing, inspections, maintenance and all items required to provide legal and safe vehicles.

1.3 Scope: The Contractor shall provide and furnish all vehicles, and maintenance management required to provide safe and legal vehicles.

1.4 Period of Performance: The performance period is for 12 months.

1.5. Quality: The contractor shall certify in writing that all vehicles meet the requirements of local laws, and are covered by a comprehensive insurance plan. Vehicles shall be current year model or no more than one year old (not to exceed 1000 km).

1.5.1 Safety: The Contractor shall ensure all vehicles are in a safe and operational condition:

- An inspection is performed on all vehicles and equipment before placing them in service.
- Repairs required as a result of a collision; regardless of who is at fault or what collided with the vehicle.
- Replace damaged, worn out, or malfunctioning vehicle.
- Perform unscheduled maintenance when necessary.
- Maintenance that is not scheduled, but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition.
- Upon proper notification, the Contractor will recover disabled vehicles. This service shall be available 24 hours a day, seven days a week including holidays, throughout the entirety of Jordan.

1.5.1.1 Accident/Malfunction Notification: Upon notification of the Contractor for accident or malfunction, replacement is expected within two to three hours depending on location of the vehicle. The Contractor shall maintain an adequate tracking system which includes project and activity man-hours/headcount, kilometers in/out, gas mileage. 24 hours a day with free delivery and collection for maintenance. With immediate response capabilities (regardless of location within Jordan) to emergencies and be able to furnish new vehicle and take charge of previous.

## **PART 2: Contractor Services**

2.1 Base Contract: All vehicles provided under this contract shall be ready & available by 0800 am on the first day of the contract. There shall be no sales tax charged.

## **PART 3 - SPECIFIC TASKS**

3.1.1 Vehicle requirements: Total required vehicles are two (2) vehicles and will be needed for 12 months.

3.1.2 The vehicles will be assigned to the US Embassy Amman and all employees can drive the vehicles.

3.1.3 Each vehicle is expected to be used up to annually for 40,000 km or more as needed.

3.1.4 Annual base rate shall be listed in categories.

3.1.5 It is the contractor's responsibility to process base access permit to all required sites that require it.

3.1.6 Vehicles shall be new or in like new condition (Model year should be current year or no more than one year old).

3.1.7 Vehicles size: Two (2) vehicles shall be full size V-8 SUV 4x4 equipped with AC, leather seats, all safety measures, original factory equipment hands free use of phone thru the vehicle, Bluetooth, USB connection, back up mirror, and parking camera and sensors, etc. It shall seat 7 passengers comfortably with a cargo up to 3 suitcases. All vehicles shall have Automatic Transmission. Vehicles shall be smoke free. (Example: Toyota Land cruiser, Ford Expedition, Chevy Tahoe or similar)

3.1.8 The Contractor shall perform both scheduled and unscheduled maintenance on their own time and at their cost.

3.1.9 It should be the Contractor's responsibility to provide clean and maintained vehicles. They shall provide a replacement of equal or better vehicle before they take the vehicle to perform any maintenance. The cars shall be cleaned daily without interruption in service. Contractor is responsible for arranging this work without asking USG employees to either drive their vehicles

somewhere or delay their work schedule. Replacement vehicles will be delivered with a full tank of gasoline.

3.1.10 Contractor-provided vehicle shall have the following salient characteristics:

- All shall have Automatic Transmission
- Driver and passenger side view mirrors
- Seat belts for all passengers
- Front driver and passenger air bags as a minimum
- Fire extinguisher
- First aid kit
- Warning triangle
- Inflated standard spare tire
- Spare keys with remote
- Tinted windows
- Unlimited mileage
- Smoke free

3.1.11 Vehicles shall be provided with white plates (private), no green plate, to enable access to different sites.

3.1.12 The Contractor shall coordinate directly with the US Embassy POC to resolve complaints and disputes about the vehicles.