

**ONCE COMPLETED, THIS DOCUMENT WILL BE CONSIDERED SOURCE SELECTION
SENSITIVE IN ACCORDANCE WITH FAR 3.104**

ATTACHMENT 5

添付書 5

PAST PERFORMANCE SURVEY

FOR

SOLICITATION NO. FA5270-08-R-0001

入札番号 FA5270-08-R-0001 に参加される業者の過去の実績調査

23 June 08

The government is placing increased emphasis in its acquisitions on “past performance” as a source selection evaluation factor. You have been provided as a reference in response to the subject solicitation for **Ground Maintenance Services at Kadena AB and DoD Family Housing, Okinawa, Japan.** In order for the government to evaluate the past performance of the firm providing you as a reference, please provide frank, concise comments regarding your assessment of the contractor’s performance regarding this project. In accordance with FAR 15.306(e)(4), the name of individuals providing reference information about an offeror’s past performance shall not be disclosed.

今回の**在沖米軍嘉手納基地内そして住宅地域の草刈業務**の入札に当たり、米国政府は 請負業者を選択し、評価する上で業者の過去の実績をより重要視するようになってきています。業者の過去の実績を評価をするにあたり、お手数ではありますが、下記のアンケートに記入していただければ幸いに存じます。尚、米軍により、当アンケート用紙の回答に関する情報を公表することはありません。

Upon completion of this survey, please fax it to 098-961-1761 or send it by e-mail to the address shown below no later than **22 Jul 08, 03:00 p.m.**

このアンケート用紙を回答された後、098-961-1761（直通）に ファックスされるか、もしくは電子メールで下記のあて先に 2008 年 7 月 22 日、午後 3 時までに送信してください。

18th Contracting Squadron/LGCA

Attn: Kazutaka Yohena

Phone: 634-4799

Bldg. 732, Kadena AB, Okinawa

E-mail address: **kazutaka.yohena@kadena.af.mil**

The individual knowledgeable of the contractor’s day-to-day operations and overall performance should complete this questionnaire. However, that individual is encouraged to supplement their own knowledge of the contractor’s performance with the judgment of others within their organization, as applicable.

この質問書の回答は該当する工事現場を熟知している方に限らせていただきます。ただし、回答者以外に当該業者について知っている方の意見も合わせてご記入ください。

In the event of inconsistency between English language and translation thereof into Japanese language, the English language meaning shall control.

**ONCE COMPLETED, THIS DOCUMENT WILL BE CONSIDERED SOURCE SELECTION
SENSITIVE IN ACCORDANCE WITH FAR 3.104**

このアンケートで 英文と日本語の間に矛盾する箇所がある場合には 英文の方を優先します。

If you have any questions concerning this survey, please call Mr. Kazutaka Yohena at 098-961-4799 or send e-mail. Your time and effort in providing this vitally important information are greatly appreciated. このアンケート用紙についてのお問い合わせは、饒平名一孝あてに 098-961-4799（直通）、もしくは電子メールにてご連絡ください。御協力ありがとうございます。

The below listed contractor provided or are currently providing services for your company/agency: 下記に挙げられる請負業者は現在サービスを提供している、もしくは過去に提供したことがあるものです：

1. CONTRACT INFORMATION (契約情報) :

A. Contractor (請負業者名称) : _____

B. Contractor's Address: _____
(住所) _____

C. Point of Contact (連絡先) : _____

D. Contract Number (契約番号) : _____

E. Period of Performance (Basic year and all option years) (契約期間) : _____

F. Contract Type: Fixed Price _____ Cost Reimbursement _____
(契約の種類) Other _____(specify)

G. Contract Amount (Basic year and all option years) (すべての契約金額) : _____

H. Prime Contractor (主業者) : YES NO

I. Services provided/are currently providing services (提供された業務内容) :

**ONCE COMPLETED, THIS DOCUMENT WILL BE CONSIDERED SOURCE SELECTION
SENSITIVE IN ACCORDANCE WITH FAR 3.104**

2. RESPONDENT INFORMATION:

Please provide the information requested below to assist the 18th CONS in tracking responses and resolving conflicts. You may be contacted for additional information pertaining to past or present performance of the contractor identified in section 1 above. **This information will be kept confidential.**

下記にて求められた情報を第18契約中隊へ提供してください。もしかしたら、上記に示された業者の過去或いは現在の実績に関する追加情報を得るために連絡を受けるかもしれません。この書類に関する情報は秘密保持されます。

A. Name (氏名) : _____

B. Position and Title (職種および役職名) : _____

C. Telephone Number (電話番号) : _____

FAX Number (ファックス番号) : _____

D. Address (住所) : _____

E. Relationship and Time Involved with Contractor: _____

(請負業者との関係および関係期間)

F. Date Questionnaire was completed: _____

(回答の完成日)

3. PERFORMANCE INFORMATION: The definition for the adjectival rating categories are provided below. 評価の記号および内容は下記のとおりです。

1 (非常に満足)	2 (満足)	3 (普通)	4 (不満)	5 (該当なし)
Substantial Confidence	Satisfactory Confidence	Limited Confidence	No Confidence	Unknown Confidence
Based on the offeror's performance record, the government has a high expectation that the offeror will successfully perform the required effort.	Based on the offeror's performance record, the government has an expectation that the offeror will successfully perform the required effort.	Based on the offeror's performance record, the government has a low expectation that the offeror will successfully perform the required effort.	Based on the offeror's performance record, the government has no expectation that the offeror will be able to successfully perform the required effort.	No performance record is identifiable or the offeror's performance record is so sparse that no confidence assessment rating can be reasonably assigned.

**ONCE COMPLETED, THIS DOCUMENT WILL BE CONSIDERED SOURCE SELECTION
SENSITIVE IN ACCORDANCE WITH FAR 3.104**

When responding to the questions listed, please choose the rating on the scale of (1) to (5) that most accurately describes the contractor's performance or situation.

For (5) rating, please provide explanatory narratives in the remarks block. These narratives need not be lengthy, just detailed. If a question is not applicable, circle N/A. If you circle a Yes/No answer that is marked with an asterisk (*), please provide a corresponding explanation in the remarks block. If more space is needed, use the back of the questionnaire or attach additional pages. Handwritten responses to this questionnaire are acceptable. However, if responses are handwritten, please print legibly. If a statement is not applicable, indicate "N/A"

下記の設問は はい・いいえと6段階評価の2種類からなりつたてています。はい・いいえの設問で はいとお答えになった場合、その理由も合わせてご記入ください。6段階評価の設問はもっとも当てはまるものを丸でお囲みください。いずれにも該当しない場合は 該当なし とお答えください。

4. PAST PERFORMANCE QUESTIONNAIRE (過去の実績に対する設問):

4.1 QUALITY OF Work (業務の品質に関して)

- | | | | | | |
|---|---|---|---|---|---|
| a. Contractor's ability to meet minimum quality standards specified for performance.
指定された作業の最低基準を満たせる能力がある。 | 1 | 2 | 3 | 4 | 5 |
| b. Contractor's ability to effectively control the quality of services provided.
サービスの品質を効果的に管理できる能力がある。 | 1 | 2 | 3 | 4 | 5 |
| c. Contractor's compliance with contractual terms and conditions.
契約条項に従う能力がある。 | 1 | 2 | 3 | 4 | 5 |

4.2 TIMELINESS OF PERFORMANCE (作業工程に関して)

- | | | | | | |
|---|---|---|---|---|---|
| a. Contractor's ability to meet specific response times and scheduled time frames for completion of specific tasks.
特定の時間内に対応する、また 工程表の特定の作業を完成させる能力がある。 | 1 | 2 | 3 | 4 | 5 |
| b. Contractor's responsiveness/timeliness for providing administrative reports/documents required by the contract. | 1 | 2 | 3 | 4 | 5 |

**ONCE COMPLETED, THIS DOCUMENT WILL BE CONSIDERED SOURCE SELECTION
SENSITIVE IN ACCORDANCE WITH FAR 3.104**

契約で要求されている管理報告書や書類を提出する際の応答、または時宜にかなった対応の仕方。

- | | | | | | | |
|----|---|---|---|---|---|---|
| c. | Contractor's timeliness in responding to emergency service requirements.
非常用サービスの必要に添った迅速な対応能力がある。 | 1 | 2 | 3 | 4 | 5 |
| d. | Provided timely resolution of contract discrepancies.
契約の矛盾点に対して時宜にかなった解決策を提出した。 | 1 | 2 | 3 | 4 | 5 |

4.3 EFFECTIVENESS OF MANAGEMENT (現場の管理に関して)

- | | | | | | | |
|----|--|---|---|---|---|---|
| a. | Contractor's ability to select and retain cooperative and effective key personnel, such as the contract manager and quality control personnel.
契約監督者や業務品質の管理に携わる、中心的スタッフの採用および配置。 | 1 | 2 | 3 | 4 | 5 |
| b. | Extent key personnel were knowledgeable about contractual requirements.
現場監督が契約内容について精通している。 | 1 | 2 | 3 | 4 | 5 |
| c. | Contractor's ability to meet appropriate staffing levels with qualified personnel in order to provide required services.
契約業務に合った資格のある従業員を採用する能力。 | 1 | 2 | 3 | 4 | 5 |

4.4 COMPLIANCE WITH APPLICABLE RULES, REGULATIONS, LAWS, INCLUDING SAFETY STANDARDS (安全基準等を含む、関連法令の順守に関して)

- | | | | |
|----|--|-----|----|
| a. | Has the contractor ever received any Notices of Violations for noncompliance with environmental laws or regulations?
環境保護法や規則に違反して警告を受けた事がある。 | YES | NO |
| b. | Contractor's compliance with safety requirements.
安全作業法の遵守。 | | |

ONCE COMPLETED, THIS DOCUMENT WILL BE CONSIDERED SOURCE SELECTION SENSITIVE IN ACCORDANCE WITH FAR 3.104

- c. Contractor's compliance with security requirements.
 安全保障を厳守している。

BASED ON ABOVE, WHAT IS YOUR OVERALL ASSESSMENT OF THE PAST PERFORMANCE FOR THIS CONTRACTOR?

1 2 3 4 5

上記の評価に基づいて、全体的に、どのように請負業者を評価しますか？

5. CONTRACTUAL CONSIDERATIONS (その他契約に関して)

- a. Has an election ever been made not to exercise an option or continue relations due to contractor's poor performance? If yes, explain. YES* NO
 契約不履行のため契約更新をしない事を決定されたことがあるか、もし、はいと答えたならば説明をしてください。

Remarks (備考):

- b. Has a Contract Discrepancy Report ever been issued? If yes, explain. YES* NO
 契約の不備に関する書類が発行された事があるか、もし、はいと答えたならば説明をしてください。

Remarks (備考):

**ONCE COMPLETED, THIS DOCUMENT WILL BE CONSIDERED SOURCE SELECTION
SENSITIVE IN ACCORDANCE WITH FAR 3.104**

- c. Was the contract partially or completely terminated for default or convenience? If yes, explain (e.g. inability to meet cost, performance, or delivery schedules). YES* NO

契約不履行や都合によって契約が部分的、又は全体的に解約となった事があるか、はい ならば、説明してください。

Remarks (備考):

—

—

—

6. CONCLUSION (結論) :

Based on this contractor's overall performance, would you hire this contractor again? If no, explain.

YES NO*

全体的な作業実績に基づいて、この業者を又利用したいと思えますか？もし、いいえならば、説明してください。

Remarks (備考):

The undersigned hereby confirms that the information provided in this document is correct as written. Should any corrections be required, the undersigned shall contact the Contract Specialist at 098-961-4799 not later than 5 calendar days after the date of the signature below. This confirmation shall allow the 18th Contracting Squadron to use the information contained herein as source selection information.

上記の情報に関して、相違ありません。業者を選択する上で、嘉手納空軍基地第18契約中隊がこの情報を使用する事を許可します。もし、この情報に関して訂正が必要な場合、サインが終了した日から5日以内に098-961-4799の方に連絡します。

Signature (署名)

Date (日付)