

# OFFER SUBMISSION PACKAGE

SOLICITATION: SP0600-03-R-0161

PROGRAM: 2.2B, 2.2D, 2.5B

THE ENCLOSED SOLICITATION COVERS THE PERIOD: OCTOBER 1, 2003  
THROUGH: SEPTEMBER 30, 2004

To be timely, offers must be received at the Defense Energy Support Center by:  
APRIL 30, 2003 @ 3:00 P.M., LOCAL TIME.

## INSTRUCTIONS:

1. One copy of this Offer Submission Package must be returned to the Defense Energy Support Center as your offer. All documents to be completed and returned are contained in this Offer Submission Package:

- Standard Form 1449
- Origin Offer Cards
- Destination Offer Cards
- Offer Information Sheet
- Applicable Fill-In Clauses
- Contractor Bulk Liquid Facilities Report
- Small Business Subcontracting Plan
- Standardized Format for Use in Preparation of Product Test Reports
- Signature Sheet for Bulk PORTS

2. Be sure to check your offer prices in Section B for accuracy and legibility prior to submission. Initial all changes. Sign and Date the Standard Form 1449 in ink.

3. If you are submitting your offer by facsimile, please limit your facsimile transmission to the contents of this Offer Submission Package.

4. By submission of this package, you are stating that ALL terms and conditions of the entire solicitation are accepted and apply to your offer unless clearly stated herein.

## OFFEROR SUBMISSION PACKAGE

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<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER		PAGE <b>1</b> OF <b>97</b>		
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER <b>SP0600-03-R-0161</b>		6. SOLICITATION ISSUE DATE: <b>MARCH 31, 2003</b>	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME <b>JANET CRUMP-DESC-BZC</b>			b. TELEPHONE NUMBER (no collect calls) <b>(703) 767-9252</b>		8. OFFER DUE DATE/ <b>APRIL 31, 2002 @ 3:00 P.M., LOCAL TIME</b>	
9. ISSUED BY <b>ATTN: DESC BZC RM 2954 DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J KINGMAN RD SUITE 4950 FORT BELVOIR VA 22060-6222</b>  <b>SEE ITEM 1 OF THE DD FORM 1707 FOR ADDRESS TO SEND OFFERS P.P.: 2.2B, 2.2D, 2.5B</b>				CODE <b>SP0600</b>	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE <b>46.5%</b> FOR  <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) NAICS: 324110 SIZE STANDARD: SEE CLAUSE L2.05-2		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE  <input type="checkbox"/> 13a. THIS CONTRACT IS RATED ORDER UNDER DPAS (15 CFR 700)	12. DISCOUNT TERMS
15. DELIVER TO  <b>SEE SCHEDULE</b>				CODE	16. ADMINISTERED BY  <b>SEE BLOCK 9</b>		CODE <b>SP0600</b>	
17a. CONTRACTOR / OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY  <b>DEFENSE FINANCE AND ACCOUNTING SERVICE - COLUMBUS CENTER STOCK FUND DIRECTORATE FUELS ACCOUNTING AND PAYMENTS DIVISION ATTN: DFAS-BVDFB/CC P.O. BOX 182317 COLUMBUS OH 43218-6250</b>				CODE <b>HQ0104</b>
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED  <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
	<b>SEE CLAUSE B14.03 (SCHEDULE)</b>							
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only) ESTIMATED		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED., <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.								
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES, WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)				
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED		
				<b>CLAUDIA W. STITES</b>				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED								
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE			32c. DATE SIGNED	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
				32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER		
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL								
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	40. PAID BY					
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				42a. RECEIVED BY (Print)				
41b. SIGNATURE AND TITLE OF CERTIFYING			41c. DATE	42b. RECEIVED AT (Location)		42d. TOTAL CONTAINERS		
				42c. DATE REC'D (YY/MM/DD)				

<u><b>ORIGIN OFFER CARD</b></u>				
GRADE OF PRODUCT _____				
SHIPPING POINT _____			MAXIMUM QTY _____	
ORIGIN PRICE PER GALLON (SPECIFY WITH OR WITHOUT FSII and/or SDA)				
TANKER OR VESSEL (TK)	BARGE (B)	PIPELINE (P)	TANK CAR (TC)	TRANSPORT TRUCK (TT)
\$	\$	\$	\$	\$
FUEL SYSTEM ICING INHIBITOR FACTOR \$				
STATIC DISSIPATOR ADDITIVE FACTOR \$				

<u><b>ORIGIN OFFER CARD</b></u>				
GRADE OF PRODUCT _____				
SHIPPING POINT _____			MAXIMUM QTY _____	
ORIGIN PRICE PER GALLON (SPECIFY WITH OR WITHOUT FSII and/or SDA)				
TANKER OR VESSEL (TK)	BARGE (B)	PIPELINE (P)	TANK CAR (TC)	TRANSPORT TRUCK (TT)
\$	\$	\$	\$	\$
FUEL SYSTEM ICING INHIBITOR FACTOR \$				
STATIC DISSIPATOR ADDITIVE FACTOR \$				

<u><b>ORIGIN OFFER CARD</b></u>				
GRADE OF PRODUCT _____				
SHIPPING POINT _____			MAXIMUM QTY _____	
ORIGIN PRICE PER GALLON (SPECIFY WITH OR WITHOUT FSII, AS APPLICABLE)				
TANKER OR VESSEL (TK)	BARGE (B)	PIPELINE (P)	TANK CAR (TC)	TRANSPORT TRUCK (TT)
\$	\$	\$	\$	\$
FUEL SYSTEM ICING INHIBITOR FACTOR \$				
STATIC DISSIPATOR ADDITIVE FACTOR \$				

**DESTINATION OFFER CARD**

GRADE OF PRODUCT \_\_\_\_\_ MAX. VOLUME OFFERED \_\_\_\_\_  
 (FOR THIS ACTIVITY/LOCATION ONLY)\*

ACTIVITY/LOCATION \_\_\_\_\_ MIN. VOLUME OFFERED \_\_\_\_\_  
 (FOR THIS ACTIVITY/LOCATION ONLY)

SOLICITATION LINE ITEM NO. \_\_\_\_\_ DESTINATION PRICE \_\_\_\_\_

OFFEROR'S SHIPPING POINT \_\_\_\_\_ FREIGHT RATE INCLUDED IN PRICE \_\_\_\_\_

MODE OF TRANSPORTATION \_\_\_\_\_

INDICATE WHETHER PRICE IS WITH OR WITHOUT FUEL SYSTEM ICING INHIBITOR (FSII) AND/OR STATIC DISSIPATOR ADDITIVE (SDA)

FSII COST FACTOR: \_\_\_\_\_ SDA COST FACTOR: \_\_\_\_\_

\*An overall maximum or minimum volume for the entire may be provided on the OFFER INFORMATION SHEET.

**DESTINATION OFFER CARD**

GRADE OF PRODUCT \_\_\_\_\_ MAX. VOLUME OFFERED \_\_\_\_\_  
 (FOR THIS ACTIVITY/LOCATION ONLY)\*

ACTIVITY/LOCATION \_\_\_\_\_ MIN. VOLUME OFFERED \_\_\_\_\_  
 (FOR THIS ACTIVITY/LOCATION ONLY)

SOLICITATION LINE ITEM NO. \_\_\_\_\_ DESTINATION PRICE \_\_\_\_\_

OFFEROR'S SHIPPING POINT \_\_\_\_\_ FREIGHT RATE INCLUDED IN PRICE \_\_\_\_\_

MODE OF TRANSPORTATION \_\_\_\_\_

INDICATE WHETHER PRICE IS WITH OR WITHOUT FUEL SYSTEM ICING INHIBITOR (FSII) AND/OR STATIC DISSIPATOR ADDITIVE (SDA)

FSII COST FACTOR: \_\_\_\_\_ SDA COST FACTOR: \_\_\_\_\_

\*An overall maximum or minimum volume for the entire may be provided on the OFFER INFORMATION SHEET.

**OFFER INFORMATION SHEET**

1. If you wish to specify a maximum/minimum quantity for award for any item, method of delivery and/or shipping point, please list below:

2. The overall quantity available for award by product, under the entire offer is:

3. Would the quantity awarded out of any shipping point affect the quantity available for award out of any other shipping point ( ) YES ( )NO. If yes, please give details:

4. Check (√) the appropriate box and indicate in barrels the minimum and maximum quantities available for individual deliveries

TK	B	P	SHIPPING POINT	MINIMUM QUANTITY	MAXIMUM QUANTITY

5. Check (√) the appropriate box and indicate in gallons the minimum and maximum quantities available for delivery per day.

TC	TT	SHIPPING POINT	MINIMUM QUANTITY	MAXIMUM QUANTITY

OFFER INFORMATION SHEET (CONT'D)

6. State Your Tanker Draft.

LOCATION

DRAFT

7. State the minimum number of days between lifts per product for each method of delivery (please state if there is no interval required between lifts):

PRODUCT

MODE

NUMBER OF DAYS BETWEEN LIFTS

NOTES:

SEE CLAUSE M33, QUANTITIES TO BE EVALUATED FOR TANKER AND BARGE OFFERS (DESC MAR 1997), FOR RESTRICTIONS IN EVALUATION OF TANKER AND BARGE OFFERS.

8. If you have offered by pipeline indicate below which pipeline(s) the product can be moved through:

SHIPPING POINT

NAME OF PIPELINE(S)

9. Please indicate your actual monthly production capacity by product(s) being offered:

Product \_\_\_\_\_ Monthly production capacity \_\_\_\_\_

10. On items calling for delivery F.O.B. transport truck at origin, the contractor shall, without additional cost to the government, operate its loading terminal during hours which will allow transport trucks to receive shipments, proceed to using activity and arrive no earlier or later than the scheduled arrival times (assuming nor truck lading rate and commercial transit time between terminal and using activity). OFFERORS ARE REQUESTED TO INDICATE THE NUMBER OF DAYS PER WEEK IN WHICH THE TRUCK LOADING TERMINAL WILL BE OPEN AND THE HOURS OF OPERATION DURING THE DAY AND NIGHT.

DAYS PER WEEK:

HOURS:

11. Remarks:

SECTION F

**F3.02 TRANSPORT TRUCK AND/OR TRUCK AND TRAILER FREE TIME AND DETENTION RATES  
(BULK/LUBES) (DESC JUN 1996)**

(a) Upon arrival of Contractor's transport truck or truck and trailer, the receiving activity shall promptly designate the tanks into which the load is to be discharged. Free time will commence at the time the discharge hose is connected to fill pipe at the delivery point specified and will end when discharge is completed. For items involving multiple drops, time between drops will not be included in free time. Contractor shall be paid for detention beyond free time for delays caused by the Government. A minimum of one hour free time is required. Rate for detention shall be comparable to regulated tariffs governing the local area of receiving activity.

(1) Free time for unloading transport truck or truck and trailer:

\_\_\_\_\_.  
(2) Rate for detention beyond the free time: \_\_\_\_\_.

(b) The above will not be considered in the evaluation of offers for award, except that free time of less than one hour or detention rates not comparable to regulated tariffs may render an offer unacceptable/bid nonresponsive.

UNLESS OFFEROR INDICATES OTHERWISE, FREE TIME WILL BE CONSIDERED UNLIMITED.

(c) DETENTION COSTS. Any invoices for detention costs will be forwarded directly to the Contracting Officer.

(DESC 52.247-9FA5)

SECTION G

THIS CLAUSE APPLIES ONLY TO DESC-FUNDED ITEMS.

G9.07 ELECTRONIC TRANSFER OF FUNDS PAYMENTS - CORPORATE TRADE EXCHANGE (DESC FEB 2003)

(a) The Contractor shall supply the following information to the Contracting Officer no later than 5 days after contract award and before submission of the first request for payment. The bank designated as the receiving bank must be located in the United States and must be capable of receiving Automated Clearing House (ACH) transactions.

NAME OF RECEIVING BANK: \_\_\_\_\_  
(DO NOT EXCEED 29 CHARACTERS)

CITY AND STATE OF RECEIVING BANK: \_\_\_\_\_  
(DO NOT EXCEED 20 CHARACTERS)

AMERICAN BANKERS ASSOCIATION NINE DIGIT IDENTIFIER OF RECEIVING BANK: \_\_\_\_\_

ACCOUNT TYPE CODE: (Contractor to designate one)

[ ] CHECKING TYPE 22

[ ] SAVINGS TYPE 32

RECIPIENT'S ACCOUNT NUMBER ENCLOSED IN PARENTHESES: \_\_\_\_\_  
(DO NOT EXCEED 15 CHARACTERS)

RECIPIENT'S NAME: \_\_\_\_\_  
(DO NOT EXCEED 25 CHARACTERS)

STREET ADDRESS: \_\_\_\_\_  
(DO NOT EXCEED 25 CHARACTERS)

CITY AND STATE: \_\_\_\_\_  
(DO NOT EXCEED 25 CHARACTERS)

**NOTE:** Additional information may be entered in **EITHER** paragraph (b) **OR** paragraph (c) below. Total space available for information entered in (b) **OR** (c) is 153 characters.

(b) **SPECIAL INSTRUCTIONS/OTHER IDENTIFYING DATA:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(DO NOT EXCEED 153 CHARACTERS)

OR

**G9.07 (ELECTRONIC TRANSFER OF FUNDS PAYMENTS - CORPORATE TRADE EXCHANGE (DESC FEB 2003) (CONT'D)**

(c) **THIRD PARTY INFORMATION:** Where payment is to be forwarded from the receiving bank to another financial institution for deposit into Contractor's account, the following information must be supplied by the Contractor: Second Bank Name, City/State and/or Country, Account Number, and Account Name.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

(DO NOT EXCEED 153 CHARACTERS)

**(d) CONTRACTOR'S DESIGNATED OFFICIAL SUBMITTING ELECTRONIC FUNDS TRANSFER INFORMATION.**

NAME: \_\_\_\_\_
(DO NOT EXCEED 25 CHARACTERS)

TITLE: \_\_\_\_\_
(DO NOT EXCEED 25 CHARACTERS)

TELEPHONE NUMBER: \_\_\_\_\_
(DO NOT EXCEED 25 CHARACTERS)

SIGNATURE: \_\_\_\_\_

(e) Any change by the Contractor in designation of the bank account to receive electronic transfer of funds in accordance with this clause must be received by the Contracting Officer no later than 30 days prior to the date the change is to become effective.

(f) The electronic transfer of funds does not constitute an assignment of such funds in any form or fashion.

(g) In the event corporate trade exchange (CTX) payments cannot be processed, the Government retains the option to make payments under this contract by check.

**(h) NOTICE TO FOREIGN SUPPLIERS.**

(1) Payment may be made through the Federal Reserve Wire Transfer system. The bank designated as the receiving bank must be located in the United States and must be capable of receiving ACH transactions. The appropriate American Bankers Association nine-digit identifier must be supplied in order for payments to be processed through CTX.

(2) If your account is with a foreign bank that has an account with a bank located within the United States, the U.S. bank may be designated as the receiving bank. The recipient's name and account number shall identify the foreign bank, and transfer instructions to supplier's account must be specified in (b) **OR** (c) above.

(3) The Third Party information supplied in (c) above will be located in the first RMT segment of the CTX payment information sent to the receiving bank.

(i) Notwithstanding any other provision of the contract, the requirements of this clause shall control.

(DESC 52.232-9FJ1)

**SECTION J**

**DESC FORM 1890 – CONTRACTOR BULK LIQUID FACILITIES REPORT**

**DESC FORM 19.3 – SMALL BUSINESS SUBCONTRACTING PLAN**

**STANDARDIZED FORMAT FOR USE IN THE PREPARATION OF PRODUCT TEST REPORTS**

**SIGNATURE SHEETS FOR BULK PORTS**

## SECTION K

**K1.01-7 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (CONT'D)**  
**(DESC FEB 1999)****SMALL BUSINESS CONCERN REPRESENTATION - OFFEROR'S MANUFACTURING SOURCE.**

(a) The representation in (c) below concerning the offeror's manufacturing source applies to Small Business Set-Aside (SBSA) line items, Small Disadvantaged Business Price Evaluation Adjustment (SDB PEA) line items, and HUBZone Small Business (HSB) line items only.

(1) To be eligible for either the SBSA or SDB PEA, the representation in (c)(1) below must state that all end items will be manufactured or produced by a small business concern in the United States, its territories and possessions, Puerto Rico, or the Trust Territory of the Pacific Islands.

(2) To be eligible for the HSB preference, the representation in (c)(2) below must state that all end items will be manufactured or produced by a HUBZone small business concern in the United States, its territories and possessions, Puerto Rico, or the Trust Territory of the Pacific Islands.

(b) Failure to complete (c) below and failure to submit same with the offer may render the offer ineligible for award in any of these programs.

(c) (1) **SBSA/SDB PEA REPRESENTATION.** The small business concern represents as part of its offer that--

[ ] all

[ ] not all

end items to be furnished will be manufactured or produced by a small business concern in the United States, its territories or possessions, Puerto Rico, or the Trust Territory of the Pacific Islands.

(2) **HSB REPRESENTATIONS.** The small business concern represents as part of its offer that—

[ ] all

[ ] not all

end items to be furnished will be manufactured or produced by a HUBZone small business concern in the United States, its territories or possessions, Puerto Rico, or the Trust Territory of the Pacific Islands.

(DESC 52.212-9F35)

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)**  
**(APR 2001/OCT 2000/OCT 2000)**

(a) **DEFINITIONS.** As used in this provision--

(1) **Emerging small business** means a small business concern whose size is no greater than 50 percent of the numerical size standard for the standard industrial classification code designated.

(2) **Forced or indentured child labor means** all work or service—

(i) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(ii) *Performed by any person under the age of 18 pursuant to a contract, the enforcement of which can be accomplished by process of penalties.*

(3) **Service-disabled veteran-owned small business concern—**

(i) Means a small business concern—

(A) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(B) *The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.*

(ii) Service disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

(4) **Small business concern** means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)  
(APR 2001/OCT 2000/OCT 2000) (CONT'D)**

**(5) Veteran-owned small business concern means a small business concern—**

- (i) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (ii) The management and daily business operations of which are controlled by one or more veterans.

**(6) Women-owned business concern** means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

**(7) Women-owned small business concern** means a small business concern--

- (i) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (ii) Whose management and daily business operations are controlled by one or more women.

**(b) TAXPAYER IDENTIFICATION NUMBER (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)**

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

**(3) TAXPAYER IDENTIFICATION NUMBER (TIN).**

- TIN: \_\_\_\_\_
- TIN has been applied for.
- TIN is not required because:

- Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.
- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of a Federal, state, or local government;
- Other. State basis. \_\_\_\_\_

**(4) TYPE OF ORGANIZATION.**

- Sole proprietorship;
- Partnership;
- Corporate entity (not tax-exempt);
- Corporate entity (tax-exempt);
- Government entity (Federal, State, or local);
- Foreign government;
- International organization per 26 CFR 1.6049-4;
- Other: \_\_\_\_\_.

**(5) COMMON PARENT.**

- Offeror is not owned or controlled by a common parent.
- Name and TIN of common parent:  
Name \_\_\_\_\_  
TIN \_\_\_\_\_

(c) Offerors must complete the following representations when the resulting contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia. Check all that apply.

**(1) SMALL BUSINESS CONCERN.** The offeror represents as part of its offer that it--

- is
- is not

a small business concern.

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)  
(APR 2001/OCT 2000/OCT 2000) (CONT'D)**

**(2) VETERAN-OWNED SMALL BUSINESS CONCERN. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.)** The offeror represents as part of its offer that it—

is  
 is not

a veteran-owned small business concern.

**(3) SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERN. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.)** The offeror represents as part of its offer that it—

is  
 is not

a service-disabled veteran-owned small business concern.

**(4) SMALL DISADVANTAGED BUSINESS CONCERN. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.)** The offeror represents, for general statistical purposes, that it--

is  
 is not

a small disadvantaged business concern as defined in 13 CFR 124.1002.

**(5) WOMEN-OWNED SMALL BUSINESS CONCERN. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.)** The offeror represents that it--

is  
 is not

a women-owned small business concern.

**NOTE: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.**

**(6) WOMEN-OWNED BUSINESS CONCERN (OTHER THAN SMALL BUSINESS CONCERN). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.)** The offeror represents that it -

is

a women owned business concern.

**(7) TIE BID PRIORITY FOR LABOR SURPLUS AREA CONCERNS.** If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price.

**(8) SMALL BUSINESS SIZE FOR THE SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM AND FOR THE TARGETED INDUSTRY CATEGORIES UNDER THE SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM.** (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

**(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs)).** The offeror represents as part of its offer that it--

is  
 is not

an emerging small business.

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)  
(APR 2001/OCT 2000/OCT 2000) (CONT'D)**

(ii) **(Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs)).** The offeror represents as follows:

(A) The offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) The offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following:)

<u>NUMBER of EMPLOYEES</u>	<u>AVERAGE ANNUAL GROSS REVENUES</u>
<input type="checkbox"/> 50 or fewer	<input type="checkbox"/> \$1 million or less
<input type="checkbox"/> 51 - 100	<input type="checkbox"/> \$1,000,001 - \$2 million
<input type="checkbox"/> 101 - 250	<input type="checkbox"/> \$2,000,001 - \$3.5 million
<input type="checkbox"/> 251 - 500	<input type="checkbox"/> \$3,500,001 - \$5 million
<input type="checkbox"/> 501 - 750	<input type="checkbox"/> \$5,000,001 - \$10 million
<input type="checkbox"/> 751 - 1,000	<input type="checkbox"/> \$10,000,001 - \$17 million
<input type="checkbox"/> Over 1,000	<input type="checkbox"/> Over \$17 million

**(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS, or FAR 52.219-25, SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM - DISADVANTAGED STATUS AND REPORTING, and the offeror desires a benefit based on its disadvantaged status.)**

(i) **GENERAL.** The offeror represents that either--

(A) It--

- is
- is not

certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It--

- has
- has not

submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) **JOINT VENTURE UNDER THE PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS.** The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:

\_\_\_\_\_.

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)  
(APR 2001/OCT 2000/OCT 2000) (CONT'D)**

(10) **(Complete if the offeror represented itself as disadvantaged in paragraph (c)(2) or (c)(9) of this provision.)** The offeror shall check the category in which its ownership falls:

- Black American
- Hispanic American
- Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
- Asian-Pacific American (persons with origin from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
- Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).
- Individual/concern, other than one of the preceding.

(11) **HUBZONE SMALL BUSINESS CONCERN. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.)** The offeror represents as part of its offer that--

(i) It--

- is
- is not

a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns Maintained by the Small Business Administration, and no material change in ownership and control, principal place of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and

(ii) It--

- is
- is not

a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(11)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating on the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:

\_\_\_\_\_.)


**Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.**

**(d) CERTIFICATIONS AND REPRESENTATIONS REQUIRED TO IMPLEMENT PROVISIONS OF EXECUTIVE ORDER 11246.**

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)  
(APR 2001/OCT 2000/OCT 2000) (CONT'D)**

**(1) PREVIOUS CONTRACTS AND COMPLIANCE.** The offeror represents that--

(i) It--

has

has not

participated in a previous contract or subcontract subject to the EQUAL OPPORTUNITY clause of this solicitation; and

(ii) It--

has

has not

filed all required compliance reports.

**(2) AFFIRMATIVE ACTION COMPLIANCE.** The offeror represents that--

(i) It--

has developed and has on file

has not developed and does not have on file

at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It--

has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**(e) CERTIFICATION REGARDING PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS (31 U.S.C. 1352).**

**(Applies only if the contract is expected to exceed \$100,000).** By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

**(f) BUY AMERICAN ACT - TRADE AGREEMENTS - BALANCE OF PAYMENTS PROGRAM CERTIFICATE (DFARS 252.225-7006).** **(Applies only if DFARS clause 252.225-7007, TRADE AGREEMENTS ACT, is incorporated by reference in this solicitation.)**

(1) The offeror certifies that--

(i) Each end product, except the end products listed in subparagraph (2) below, is a domestic end product (as defined in the BUY AMERICAN ACT AND BALANCE OF PAYMENTS PROGRAM clause of this solicitation); and

(ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.

(2) The offeror must identify and certify all end products that are not domestic end products.

(i) The offeror certifies that the following supplies qualify as "U.S.-made end products" but do not meet the definition of **"domestic end product"**:

\_\_\_\_\_  
(Insert line item no.)

(ii) The offeror certifies that the following supplies are qualifying country end products:

\_\_\_\_\_  
(Insert line item no.)

\_\_\_\_\_  
(Insert country of origin)

(iii) The offeror certifies that the following supplies are qualify as designated country end products:

\_\_\_\_\_  
(Insert line item no.)

\_\_\_\_\_  
(Insert country of origin)

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)  
(APR 2001/OCT 2000/OCT 2000) (CONT'D)**

(iv) The offeror certifies that the following supplies qualify as Caribbean Basin country end products:

\_\_\_\_\_  
(Insert line item no.)

\_\_\_\_\_  
(Insert country of origin)

(v) The offeror certifies that the following supplies qualify as NAFTA country end products:

\_\_\_\_\_  
(Insert line item no.)

\_\_\_\_\_  
(Insert country of origin)

(vi) The offeror certifies that the following supplies are other nondesignated country end products:

\_\_\_\_\_  
(Insert line item no.)

\_\_\_\_\_  
(Insert country of origin)

(LIST AS NECESSARY)

(3) Offers will be evaluated by giving preference to U.S.-made end products, qualifying country end products, designated country end products, NAFTA country end products, and Caribbean Basin country end products over other end products.

**(g) BUY AMERICAN ACT - NORTH AMERICAN FREE TRADE AGREEMENT (NAFTA) IMPLEMENTATION ACT - BALANCE OF PAYMENTS PROGRAM CERTIFICATE (DFARS 252.225-7035). (Applies only if DFARS clause 252.225-7036, NORTH AMERICAN FREE TRADE AGREEMENT (NAFTA) IMPLEMENTATION ACT, clause is incorporated by reference in this solicitation.)**

(1) The offeror certifies that--

(i) Each end product, except the end products listed in subparagraph (2) below, is a domestic end product (as defined in the BUY AMERICAN ACT AND BALANCE OF PAYMENTS PROGRAM clause of this solicitation); and

(ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.

(2) The offeror must identify and certify all end products that are not domestic end products.

(i) The offeror certifies that the following supplies qualify as "U.S.-made end products," but do not meet the definition of **"domestic end products"**:

\_\_\_\_\_  
(Insert line item number)

(ii) The offeror certifies that the following supplies are qualifying country (except Canada) end products:

\_\_\_\_\_  
(Insert line item number)

\_\_\_\_\_  
(Insert country of origin)

(iii) The offeror certifies that the following supplies qualify as NAFTA country end products:

\_\_\_\_\_  
(Insert line item number)

\_\_\_\_\_  
(Insert country of origin)

(iv) The offeror certifies that the following supplies are other foreign end products:

\_\_\_\_\_  
(Insert line item number)

\_\_\_\_\_  
(Insert country of origin)

(LIST AS NECESSARY)

(3) Offers will be evaluated by giving preference to U.S.-made end products, qualifying country end products, or NAFTA country end products over other end products.

**K1.01-10 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (ALTS I/III)  
(APR 2001/OCT 2000/OCT 2000) (CONT'D)**

**(h) CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY FOR AWARD (EXECUTIVE ORDER 12549).**

The offeror certifies, to the best of its knowledge and belief, that--

(1) The offeror and/or any of its principals

- are
- are not

presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

- (2)  have or  
 have not,

within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

- are or
- are not

presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of these offenses.

**(i) CERTIFICATION REGARDING KNOWLEDGE OF CHILD LABOR FOR LISTED END PRODUCTS (EXECUTIVE ORDER 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]**

(1) List End Product.

(Insert end product)	(Insert country of origin)
(Insert end product)	(Insert country of origin)
(Insert end product)	(Insert country of origin)
(Insert end product)	(Insert country of origin)
(Insert end product)	(Insert country of origin)

**(2) CERTIFICATION. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]**

(i)  The offeror will not supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

(ii)  The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that is had made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor. (FAR 52.212-3/Alts I/III)

**K1.05 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (NOV 1995)**

(a) **DEFINITIONS.** As used in this clause--

(1) **Foreign person** means any person other than a United States person as defined in Section 16(2) of the Export Administration Act of 1979 (50 U.S.C. App. Sec 2415).

(2) **United States person** is defined in Section 16(2) of the Export Administration Act of 1979 and means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern that is controlled in fact by such domestic concern, as determined under regulations of the President.

(b) **CERTIFICATION.** By submitting this offer, the offeror, if a foreign person, company, or entity, certifies that it--

(1) Does not comply with the Secondary Arab Boycott of Israel; and

(2) Is not taking or knowingly agreeing to take any action, with respect to the Secondary Boycott of Israel by Arab countries, which 50 U.S.C. App. Sec 2407(a) prohibits a United States person from taking.

(DFARS 252.212-7000, tailored)

**K5 USE OF ELECTRONIC DATA INTERCHANGE (DESC MAY 1994)**

(a) **DEFINITIONS.**

(1) **Electronic Data Interchange (EDI)** means the computer-to-computer exchange of business documents between trading partners using a public standard format.

(2) **American National Standards Institute (ANSI)** means the agency that formulates the guidelines for the standards used in EDI transactions. X12 is the ANSI subcommittee responsible for the development and maintenance of guidelines for use in exchanging standard business transactions electronically.

(3) **Trading partner** means any business customer engaging in an EDI program.

(4) **Trading Partner Agreement (TPA)** means the legal document wherein the trading partners agree to the electronic exchange of documents.

(5) **Value Added Network (VAN)** means the electronic mailbox through which EDI partners exchange business transactions.

(b) The Defense Energy Support Center (DESC) may utilize EDI for certain documents in contracts awarded under this solicitation. DESC has implemented a system using the (ANSI) X12 standards, as applicable, for EDI. When EDI procedures are to be used, DESC and the Contractor will enter into a TPA.

(c) [ ] A check in this block indicates that the Contractor has already entered into a TPA with DESC.

(d) Upon submission of the following data, DESC will forward a TPA to the Contractor for execution:

(1) Company Name: \_\_\_\_\_

(2) Point of Contact for EDI: \_\_\_\_\_

(3) POC's Telephone Number: \_\_\_\_\_

(4) POC's Address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(5) VAN Service Provider(s): \_\_\_\_\_

(6) Provide information for the following fields:

ISA07      Company Qualifier      \_\_\_\_\_

ISA08      Company Value      \_\_\_\_\_

GS03      Company Value      \_\_\_\_\_

**K5 USE OF ELECTRONIC DATA INTERCHANGE (DESC MAY 1994) (CONT'D)**

(7) Please identify:

Element Separator: \_\_\_\_\_

Subelement Separator: \_\_\_\_\_

Segment Terminator: \_\_\_\_\_

(e) By execution of the TPA, the Contractor agrees to be bound by the terms and conditions of the agreement governing any transactions with the Government through EDI, in addition to the terms and conditions of the contract. TPAs will be contract independent. Only one will be signed between the Contractor and DESC. As contracts are awarded, the TPA will be incorporated into the specific contracts upon the mutual agreement of the Contractor and DESC.

(f) When a TPA is executed--

(1) The TPA shall identify, among other things, the VAN(s) through which electronic transmissions are made, the Transaction Sets available, security procedures, and guidelines for implementation.

(2) The Contractor shall be responsible for providing its own computer hardware, computer software, and VAN connections necessary to transmit and receive data electronically under the framework of the TPA.

(3) Transaction Sets will be unique to each contract and will be incorporated into contracts as agreed to by the parties.

(4) Nothing in the TPA will invalidate any part of the contract between the Contractor and DESC.

(5) All terms and conditions that would otherwise be applicable to a paper document shall apply to the electronic document.

(DESC 52.232-9F30)

**K15.01 RELEASE OF UNIT PRICES (BULK) (DESC NOV 2002)**

(a) The Defense Energy Support Center (DESC) has routinely released the unit prices of successful and unsuccessful offerors to interested parties at the conclusion of the procurement. This information has been released in various formats, including abstracts of offers received, bid evaluation model reports, notices to unsuccessful offers, and other summary formats. Updated contract prices are also publicly posted on the DESC website throughout the delivery period of some contracts. Offerors have not objected to DESC's routine release or disclosure of these unit prices.

(b) DESC will continue to release unit prices of successful offers after contract award pursuant to 10 U.S.C. 2305(g)(2), FAR 15.506(d)(2) and 32 CFR 286h-3.

(c) DESC will continue to release unit prices of unsuccessful offers after contract award that are included in a Government document, such as the Bid Evaluation Model or other similar evaluation document, in accordance with DoD 5400.7-R (C5.2.8.2.).

(DESC 52.224-9F26)

**K28 REFINERY INFORMATION (BULK) (DESC JUN 1986)**

Offerors are required to submit the following information on each item offered. Dealers should indicate the producing company and manufacturing point of the product on which they are offering. All such information shall be received by the Defense Energy Support Center at time of initial offer.

**COMPLETE ADDRESS (INCLUDING NAME OF REFINERY/SHIPPING POINT, STREET ADDRESS, CITY, COUNTY, STATE AND ZIP CODE, TELEPHONE NO., AND NO. OF EMPLOYEES AT EACH SHIPPING POINT):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(DESC 52.208-9F05)

**K28.01 NOTIFICATION OF VESSEL EXPECTED TIME OF ARRIVAL (ETA) (DESC MAR 1992) (REV)**

As required by the TANKER DEMURRAGE AND LOADING CONDITIONS clause and/or the BARGE DEMURRAGE AND LOADING CONDITIONS clause, when Government vessel loadings are involved, offerors shall submit the following information for each port offered:

PORT: \_\_\_\_\_

NOTIFICATION TELEX NUMBER: \_\_\_\_\_

(DESC 52.247-9F95)

**K33.01 AUTHORIZED NEGOTIATORS (DESC JAN 1998)**

The first page of the offer must show names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate with the Government on the offeror's behalf in connection with this solicitation. The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations.

\_\_\_\_\_  
 \_\_\_\_\_

(DESC 52.215-9F28)

**THIS CLAUSE APPLIES ONLY TO DESC-FUNDED ITEMS.**

**K45.01 FACSIMILE OR ELECTRONIC INVOICING (DESC JAN 1998)**

**(a) FACSIMILE INVOICING.**

- (1) Submission of invoices by facsimile (FAX) is authorized when the offeror will utilize this method of invoicing at all times.
- (2) Offeror shall indicate whether or not he intends to submit invoices via FAX:

[ ] YES                      [ ] NO

- (3) See the SUBMISSION OF INVOICES FOR PAYMENT clause for FAX invoicing procedures.

**(4) RETURN OF INVOICES BY THE PAYING OFFICE.**

- (i) Invoices deemed improper in accordance with the Prompt Payment Act may be returned to the offeror via FAX with the reason for return.
- (ii) The offeror's FAX number for returning improper invoices is--

\_\_\_\_\_  
 (For overseas locations, include the country code)

**(b) ELECTRONIC INVOICING (EDI)**

- (1) Electronic submission of invoices via Electronic Data Interchange (EDI) for all applicable items (as defined in the SUBMISSION OF INVOICES FOR PAYMENT clause) is authorized when the offeror will utilize this method of invoicing at all times for those affected items.

- (2) The offeror shall indicate whether it intends to submit electronic invoices via EDI.

[ ] YES                      [ ] NO

- (3) See the SUBMISSION OF INVOICES FOR PAYMENT for electronic invoicing procedures.

(DESC 52.232-9F20)

**K85 DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A TERRORIST COUNTRY  
(MAR 1998)**

(a) **DEFINITIONS.** As used in this provision--

(1) **Government of a terrorist country** includes the state and the government of a terrorist country, as well as any political subdivision, agency, or instrumentality thereof.

(2) **Terrorist country** means a country determined by the Secretary of State, under Section 6(j)(1)(A) of the Export Administration Act of 1979 (50 U.S.C. App. 2405(j)(i)(A)), to be a country the government of which has repeatedly provided support for acts of international terrorism. As of the date of this provision, terrorist countries include Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria.

(3) **Significant interest**, as used in this provision means--

(i) Ownership of or beneficial interest in 5 percent or more of the firm's or subsidiary's securities. Beneficial interest includes holding 5 percent or more of any class of the firm's securities in "nominee shares," "street names," or some other method of holding securities that does not disclose the beneficial owner;

(ii) Holding a management position in the firm, such as director or officer;

(iii) Ability to control or influence the election, appointment, or tenure of directors or officers in the firm;

(iv) Ownership of 10 percent or more of the assets of a firm such as equipment, buildings, real estate, or other tangible assets of the firm; or

(v) Holding 50 percent or more of the indebtedness of a firm.

(b) **PROHIBITION ON AWARD.** In accordance with 10 U.S.C. 2327, no contract may be awarded to a firm or subsidiary of a firm if the government of a terrorist country has a significant interest in the firm or subsidiary or, in the case of a subsidiary, the firm that owns the subsidiary, unless a waiver is granted by the Secretary of Defense.

(c) **DISCLOSURE.**

If the government of a terrorist country has a significant interest in the offeror or a subsidiary of the offeror, the offeror shall disclose such interest in an attachment to its offer. If the offeror is a subsidiary, it shall also disclose any significant interest each government has in any firm that owns or controls the subsidiary. The disclosure shall include--

(1) Identification of each government holding a significant interest; and

(2) A description of the significant interest held by each Government.

(DFARS 252.209-7001)

**K93 REPRESENTATION OF EXTENT OF TRANSPORTATION BY SEA (AUG 1992)**

(a) The offeror shall indicate by checking the appropriate blank in paragraph (b) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the TRANSPORTATION OF SUPPLIES BY SEA clause of this solicitation.

(b) **REPRESENTATIONS.**

The offeror represents that it--

[ ] Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

[ ] Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(c) Any contract resulting from this solicitation will include the TRANSPORTATION OF SUPPLIES BY SEA clause. If the offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense FAR Supplement clause at 252.247-7024, NOTIFICATION OF TRANSPORTATION OF SUPPLIES BY SEA.

(DFARS 252.247-7022)

**SECTION L**

**L65.10 REQUIREMENTS FOR COST OR PRICING DATA AND CLAIM FOR EXEMPTION (DESC MAR 1997)**

(a) **EXCEPTIONS FROM COST OR PRICING DATA.** In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the market (commercial sales) data information described in the following subparagraphs. It is incumbent upon the offeror to provide sufficient commercial sales data to demonstrate that an exemption exists and should be granted by the Contracting Officer. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(b) **REQUIREMENTS FOR COST OR PRICING DATA.**

(1) If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(i) The offeror shall submit cost or pricing data on Standard Form (SF) 1411, Contract Pricing Proposal Cover Sheet (Cost or Pricing Data Required), with supporting attachments prepared in accordance with Table 15-2 of FAR 15.804-6(b)(2).

(ii) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.804-4.

(iii) By submitting information to qualify for an exception, an offeror is not representing that this is the only exception that may apply.

(c) **COMMERCIAL SALES DATA.**

(1) Commercial sales are defined as sales to the general public as distinct from sales to the Federal Government. Commercial sales data submissions should not be restricted to industrial and commercial accounts but should include wholesale classes (bulk, resellers, jobbers, and dealers) and retail and bulk sales to airlines. The following commercial sales data, as a minimum, are required:

(i) By refinery and class of customer, total gallons sold to the general public, the weighted average price, and payment terms (e.g., Net 30 days) for this volume for the period of \_\_\_\_\_.

(ii) The price, payment terms, quantity, and date of the lowest price commercial sale for the period of \_\_\_\_\_.

(iii) The weighted average price, payment terms, and total sales volumes per customer for the three largest commercial customers for the period of \_\_\_\_\_.

(2) Commercial sales data should be submitted on an f.o.b. Refinery or Terminal basis for each refined product offered.

(3) Acceptable commercial sales data for the refined products being procured are set forth below.

(4) If the offeror believes its sales quantities and/or prices for the specified period were not representative during that period, it is additionally requested that the offeror provide the indicated sales data for the weekly periods preceding and following the period specified herein and an explanation of the reason for believing the requested information is not representative.

(5) For each military product offered (left column), sales data for commercial products (right column) are requested.

Military Product Offered

Commercial Product/Class of trade

**(Fill-in options to be selected by buyer at time of solicitation are as follows:)**

JP4	Regular gasoline sales to wholesale/jobber/bulk accounts AND unleaded gasoline sales to wholesale/jobber/bulk accounts, AND Jet A and/or Jet A-1 sales to airlines. If substantial Jet A and/or Jet A1 sales are not made, submit middle distillate (No. 1 FO, No. 2 FO, DF1, DF2 and Kerosene) sales to wholesale/jobber/bulk accounts.
-----	--

F76	High Sulfur No. 2 FO, DF2, marine gas oil, and F76 sales to wholesale/jobber/bulk accounts.
-----	---

JP5/JP8	Jet A and/or Jet A1 sales to airlines.
---------	--

Other	_____
-------	-------

(6) DESC may use the commercial sales data to develop a market price range for the refined products being procured. Commercial sales data submitted will be held confidential if so requested. Commercial sales data should be submitted directly to the Contracting Officer prior to the closing date of this solicitation.

(d) Following is a sample format which the offeror may use to submit commercial sales data. If this format is not suitable, the offeror's own format may be submitted. Alternatively, the EIA 782A, which shows monthly information, is an acceptable format.

**L65.10 (REQUIREMENTS FOR COST OR PRICING DATA AND CLAIM FOR EXEMPTION (DESC MAR 1997) (CONT'D)**

DESC COMMERCIAL SALES DATA FORM

FOR THE PERIOD OF \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMMERCIAL SALES DATA: THE COMMERCIAL SALES DATA ENTERED BELOW SHOULD REPRESENT SALES ON AN F.O.B. REFINERY OR TERMINAL BASIS TO WHOLESALE CUSTOMERS AND RETAIL SALES TO AIRLINES EXCLUSIVE OF SALES TO THE GOVERNMENT.

COMMERCIAL PRODUCT: \_\_\_\_\_

REFINERY OR TERMINAL WHERE COMMERCIAL SALES OCCURRED: \_\_\_\_\_

CLASS OF CUSTOMER (WHOLESALE, JOBBER, BULK, ETC.): \_\_\_\_\_

TOTAL PERIOD COMMERCIAL SALES VOLUMES: \_\_\_\_\_ (GALLONS),  
 WEIGHTED AVERAGE PRICE FOR THIS VOLUME: \_\_\_\_\_ (PER GALLON),  
 AND PAYMENT TERMS \_\_\_\_\_.

INDICATE PRICE, PAYMENT TERMS, QUANTITY, AND DATE OF THE LOWEST PRICE COMMERCIAL SALE FOR THE PERIOD SPECIFIED ABOVE.

PER GALLON: \_\_\_\_\_ PAYMENT TERMS: \_\_\_\_\_

GALLONS: \_\_\_\_\_ DATE OF SALE: \_\_\_\_\_

LOW PRICE \_\_\_\_\_ QUANTITY \_\_\_\_\_

LIST TOTAL MONTHLY SALES TO THE THREE LARGEST VOLUME COMMERCIAL CUSTOMERS AND PAYMENT TERMS FOR THE PERIOD SPECIFIED ABOVE.

CUSTOMER	WEIGHTED AVG PRICE PER GALLON	PAYMENT TERMS	TOTAL QUANTITY (GALLONS)
LARGEST	_____	_____	_____
2ND LARGEST	_____	_____	_____
3RD LARGEST	_____	_____	_____

**NOTE:** THE COMMERCIAL SALES DATA ON REFINED PRODUCT PRICES AND SALES VOLUME ARE NEEDED FOR EACH COMMERCIAL PRODUCT F.O.B. REFINERY OR TERMINAL WHICH SERVES AS THE BASIS FOR THE OFFEROR'S CLAIM FOR EXEMPTION. THIS FORM MAY BE DUPLICATED AS MANY TIMES AS IS NECESSARY TO ACCOMMODATE THE VARIOUS REFINED PRODUCTS AND POINTS OF COMMERCIAL SALE BEING REPORTED.

(DESC 52.215-9FD5)

<b>CONTRACTOR BULK LIQUID FACILITIES REPORT</b>										AS OF DATE				FORM APPROVED OMB TO 119-R0026					
NAME OF FIRM										TERMINAL NAME, ADDRESS AND ZIP CODE									
NEAREST CITY OR TOWN AND STATE					DISTANCE					DIRECTION				ROUTE NUMBER			TERMINAL PHONE NO.		
TERMINAL TRAFFIC MANAGER					HOME PHONE NO.					ASST. TERMINAL TRAFFIC MANAGER				HOME PHONE NO.					
RAILHEAD										TRUCK SHIPPING POINT									
RAILROAD(S) SERVING TERMINAL										BARGE AND TANKER SHIPPING POINT									
NAME OF PIPELINE SERVING TERMINAL					LINE SIZE					NORMAL WORK DAYS				NORMAL WORK HOURS					
<b>BULK PRODUCTS SHIPPING CAPABILITY</b>																			
GRADE (Insert Bulk Product Handled) _____>																			
CATEGORY		SHIP		NO. OF LOADING SPOTS	SHIP		NO. OF LOADING SPOTS	SHIP		NO. OF LOADING SPOTS	SHIP		NO. OF LOADING SPOTS	SHIP		NO. OF LOADING SPOTS			
		YES	NO		YES	NO		YES	NO		YES	NO		YES	NO				
TANK CARS	10,000																		
	20,000																		
TANK TRUCK																			
BARGE																			
TANKER																			
PIPELINE																			
<b>MAXIMUM NUMBER OF TANK TRUCKS THAT CAN BE LOADED</b>																			
CATEGORY		8 HRS	16 HRS	24 HRS	8 HRS	16 HRS	24 HRS	8 HRS	16 HRS	24 HRS	8 HRS	16 HRS	24 HRS	8 HRS	16 HRS	24 HRS			
TANK CARS	10,000																		
	20,000																		
TANK TRUCK																			
<b>MAXIMUM SHIPPING RATES IN BARRELS PER HOUR</b>																			
BARGE																			
TANKER																			
PIPELINE																			
IS RECIPROCAL SWITCHING IN EFFECT?	YES	NO. OF SWITCHES				TIME OF DAY SWITCHING IS PERFORMED						ARE SWITCHES PERFORMED BY THE RAILROAD ADEQUATE TO MEET YOUR NEEDS?				YES			
	NO															NO			
HOW MANY TANK CARS CAN BE ACCOMMODATED ON TRACK AGE OTHER THAN THOSE IN POSITION FOR LOADING?									10,000 GALLON TANK CARS				20,000 GALLON TANK CARS						
WHERE BOTH TT AND TC FACILITIES AVAILABLE, STATE ANY LIMITATION FOR SHIPPING BY ONE OR BOTH MODES																			
MAXIMUM BARGE SIZE YOUR FACILITY CAN HANDLE								MAXIMUM TANKER SIZE YOUR FACILITY CAN HANDLE											
CARGO CAPACITY:					DRAFT:			CARGO CAPACITY:					DRAFT:						
LENGTH:				BEAM:				LENGTH:				BEAM:							
CAN YOU LOAD BY ALL MODES SIMULTANEOUSLY?								IF "NO" STATE WHAT MODES CAN BE LOADED SIMULTANEOUSLY											
<input type="checkbox"/> YES <input type="checkbox"/> NO																			
FURTHER INFORMATION THAT CAN BE FURNISHED TO ASSIST IN ROUTING (Continue on reverse side if necessary)																			
TYPED NAME OF TERMINAL MANAGER					TELEPHONE NO.				SIGNATURE				DATE						

**TANKER/BARGE FACILITY RESTRICTIONS**

Specify any other port restrictions that would apply to a vessel loading at the facility (i.e., height restrictions from vessel waterline to vessel manifold; vessel deadweight tonnage (DWT); requirements for inert gas systems (IGS), vapor control hook-ups, closed loading and vessel inspections; etc.)

Specify operating hours for berthing and loading

Specify maximum ballast receiving capability. (See Claus F52.11)

SMALL BUSINESS SUBCONTRACTING PLAN		
Offeror name and address:	Date:	
	Type of plan (check one): If Individual, supply solicitation number; if Commercial, supply effective period.	
	<input type="checkbox"/> Individual <div style="margin-left: 100px;">Solicitation number _____</div>	
	<input type="checkbox"/> Commercial <div style="margin-left: 100px;">Effective begin date _____</div> <div style="margin-left: 100px;">Effective end date _____</div>	
<b>The following, along with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507, Public Law 99-661, and paragraph (d) of FAR Clause 52.219-9, Small Business Subcontracting Plan.</b>		
<b>TERMS AND DEFINITIONS</b>		
The following terms and acronyms are used throughout this form:		
<ul style="list-style-type: none"> <li>• <b>Commercial Plan</b> – a subcontracting plan (including goals) that covers the offeror’s fiscal year and that applies to the entire production of commercial items sold by either the company or a portion thereof (e.g. division, plant, or production line).</li> <li>• <b>Individual Plan</b> – a subcontracting plan that covers the entire contract period.</li> <li>• <b>SB</b> – Small Business concern</li> <li>• <b>VOSB</b> – Veteran Owned Small Business concern</li> <li>• <b>SD-VOSB</b> – Service-Disabled Veteran Owned Small Business concern</li> <li>• <b>HUBZone</b> – Historically Underutilized Business Zone</li> <li>• <b>SDB</b> – Small Disadvantaged Business concern</li> <li>• <b>WOSB</b> – Women-Owned Small Business concern</li> <li>• <b>Direct and Indirect Cost</b> – Overhead activities may be used to supplement direct charge activities. Contractors are encouraged to use indirect costs to meet goals when direct costs subcontracting opportunities are restrictive toward meeting established goals.</li> </ul>		
<b>PART 1 – SUBCONTRACTING GOALS</b>		
A. Total dollars planned to be subcontracted: \$ _____		
B. Dollars and percentages planned to be subcontracted to each of the SB concerns. Percentages should be expressed as a percentage of the total dollars planned to be subcontracted. The offeror shall include all subcontracts that contribute to contract performance.	Dollars	Percentage
SB	\$	%
VOSB	\$	%
SD-VOSB	\$	%
HUBZone	\$	%
SDB	\$	%
WOSB	\$	%
C. Description of principal types of supplies and services to be subcontracted to each of the SB concerns:		
SB		
VOSB		
SD-VOSB		
HUBZone		
SDB		
WOSB		

<b>SMALL BUSINESS SUBCONTRACTING PLAN</b>													
D. Describe method used to develop these goals (e.g. based on procurement history, available resources, etc.):													
E. Were indirect costs included in establishing these goals? <input type="checkbox"/> Yes <input type="checkbox"/> No													
If yes, describe the method used to determine proportionate share of indirect costs to be incurred with each of the SB concerns:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; padding: 2px;">SB</td><td style="width: 50%;"></td></tr> <tr><td style="padding: 2px;">VOSB</td><td></td></tr> <tr><td style="padding: 2px;">SD-VOSB</td><td></td></tr> <tr><td style="padding: 2px;">HUBZone</td><td></td></tr> <tr><td style="padding: 2px;">SDB</td><td></td></tr> <tr><td style="padding: 2px;">WOSB</td><td></td></tr> </table>	SB		VOSB		SD-VOSB		HUBZone		SDB		WOSB	
SB													
VOSB													
SD-VOSB													
HUBZone													
SDB													
WOSB													
<b>PART 2 – SUBCONTRACTING PROCEDURES</b>													
A. Individual who will administer the offeror's subcontracting program													
(Reference FAR Part 52.219-9, Small Business Subcontracting Plan, (Para 9-11) for specific duties as they relate to the firm's subcontracting program and include additional duties the company has designated).													
Name:													
Title:													
Phone:													
Description of duties:													
B. Indicate methods used to identify potential sources for solicitation purposes:													
<input type="checkbox"/> Existing company source lists <input type="checkbox"/> SBA Procurement and Marketing Access Network (PRO-Net) <input type="checkbox"/> National Minority Purchasing Council Vendor Information Service <input type="checkbox"/> Trade associations <input type="checkbox"/> Federal government development centers such as DoD's Procurement Technical Assistance Center (PTAC), SBA's Small Business Development Center (SBDC) and Department of Commerce's Minority Business Development Center (MBDC) <input type="checkbox"/> Other: _____													

### SMALL BUSINESS SUBCONTRACTING PLAN

C. Describe methods used to assure that SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns are provided an equitable opportunity to compete for subcontracts.

### PART 3 – SUBCONTRACTING PLAN MANAGEMENT

The offeror certifies, by signature on this plan, that the following procedures regarding management of this subcontracting plan will be enacted and maintained. The contractor agrees to provide the following:

- (1) Assistance to SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate participation by such concerns.
- (2) Adequate and timely consideration of the potentialities of SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns in all "make or buy" decisions.
- (3) Counseling and discussion of subcontracting opportunities with representatives of SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns.
- (4) Emphasis on and notice to subcontractors of the penalties and remedies for misrepresentations of business status for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's Subcontracting Plan.
- (5) Assurance that the clause entitled "Utilization of Small Business Concerns" (latest revision), contained in the referenced solicitation, will be included in all subcontracts that offer subcontracting opportunities and that all large business subcontractors receiving a subcontract in excess of \$500,000 to adopt a subcontracting plan that complies with the requirements of this clause.
- (6) Preparation and submission of periodic subcontracting reports required (\$1,000,000 for construction of any public facility) to adopt a plan that complies with the requirements of the clause at FAR 52.219-9.
- (7) Assurances that the offeror will—
  - (a) Cooperate in any studies or surveys as may be required.
  - (b) Submit periodic reports in order that the Government can determine the extent of compliance by the offeror with the subcontracting plan.
  - (c) Submit the SF 295, Summary Subcontract Report, following the instructions either on the forms or as provided in agency regulations.
  - (d) Ensure that its subcontractors agree to submit the SF295.
- (8) Establishment and maintenance of records of solicitations and subcontract activity that include the procedures that have been adopted to comply with the requirements and goals in the plan; and a description of the efforts to locate SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns for subcontract awards; and at least the following records/information on a plant-wide or company-wide basis.
  - (a) Source lists (e.g., PRO-Net), guides, and other data that identify SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns.
  - (b) Organizations contacted in an attempt to locate sources that are SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB concerns.
  - (c) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating—
    - (1) Whether SB concerns were solicited, and if not, why not;
    - (2) Whether VOSB concerns were solicited, and if not, why not;
    - (3) Whether SD-VOSB concerns were solicited, and if not why not;
    - (4) Whether HUBZone concerns were solicited, and if not, why not;
    - (5) Whether SDB concerns were solicited, and if not, why not;
    - (6) Whether WOSB concerns were solicited, and if not, why not; and
    - (7) If applicable, the reason award was not made to a SB concern.

<b>SMALL BUSINESS SUBCONTRACTING PLAN</b>		
<ul style="list-style-type: none"> <li>(d) Records of outreach efforts to contact—                             <ul style="list-style-type: none"> <li>(1) Trade associations;</li> <li>(2) Business development organizations; and</li> <li>(3) Conferences and trade fairs to locate SB, VOSB, SD-VOSB, HUBZone, SDB and WOSB sources.</li> </ul> </li> <li>(e) Records of internal guidance and encouragement provided to buyers through—                             <ul style="list-style-type: none"> <li>(1) Workshops, seminars, training, etc., and</li> <li>(2) Monitoring performance to evaluate compliance with the program's requirements.</li> </ul> </li> <li>(f) On a contract-by-contract basis, supporting information for award data submitted by the contractor to the Government, including the name, address, and business size of each subcontractor.</li> </ul>		
<b>PART 4 – AGREEMENT AND APPROVAL SIGNATURES</b>		
<b>A. Offeror's agreement</b>		
_____	_____	_____
Offeror's signature	Typed name and title	Date
<b>B. Contracting Officer's determination of acceptance</b>		
_____	_____	_____
Contracting Officer's signature	Typed name and title	Date
<b>C. Deputy or Director's approval</b>		
Is SDB goal less than 5%? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, a Deputy or Director's signature two levels above Contracting Officer is required:		
_____	_____	_____
Deputy's/Director's signature	Typed name and title	Date
<b>D. Small Business Office</b> <input type="checkbox"/> Concur <input type="checkbox"/> Non-concur		
_____	_____	_____
Small Business Specialist's signature	Typed name and title	Date
<b>Rationale:</b>		
<b>E. Contracting Officer's approval</b>		
_____	_____	_____
Contracting Officer's signature	Typed name and title	Date

# STANDARDIZED FORMAT FOR USE IN THE PREPARATION OF PRODUCT TEST REPORTS

## GENERAL INSTRUCTIONS

September 2001

These instructions are designed for use as a guide in preparing/formatting test reports in a consistent manner. Computer generated or typed test reports are acceptable. A Standardized Test report format is provided at Figure I and includes all tests approved for all refined products. The Test Codes used in this standard report format will be incorporated into future Electronic Data Interchange (EDI) transmissions of test result data.

The ASTM Aviation Turbine Fuel Report Form found in ASTM Method D-1655 was used as a template for the expanded “generic” standard test report form for other refined products. The codes containing an alpha character indicate alternative methods used to measure a property or characteristic. A numeric change of “1” unit indicates one or more measurements, ratings or test conditions which can be reported for a particular method. All measurements are in metric units, except for the API gravity reported at 60°F.

The use of this code provides flexibility in adding or deleting test methods while not affecting the existing methods and thus eliminates the need for additional programming. For example, an ASTM method may have an equivalent ISO or other method. If the ASTM test method number is used as a reference, the ISO equivalent may be lost unless new programming is established to make it a choice. With the code, the equivalency will continue without any additional programming. Another example is adding a new test method for Freezing Point. There are currently 3 methods (300A-C) for measuring the characteristic of freezing point. The new method would be assigned the code “300D” and would be available immediately as an alternative method for determination of freezing point while retaining the old methods without having to renumber the whole list and change associated database programming.

Each test report should be tailored to include only those rows of information that are applicable to the specific product being tested and the methods used to evaluate each property. Select only those methods authorized by the product specification unless otherwise stated in the contract. The code used should be limited to the actual test method used for a particular analysis. If an analysis is performed which is not cited by the specification, report the result, units and method used at the bottom of the report. If a test code does not appear for a specification or contract approved method, contact the Defense Energy Support Center (DESC) at commercial (703) 767-8356.

## DETAILED INSTRUCTIONS FOR THE STANDARD TEST REPORT FORMAT (FIGURE 1)

**Item 1:** This date is the tank approval date, which is usually the date the testing is completed or the report date.

**Item 2B:** The City should match the “Shipped From” city on the DD 250-series document.

**Item 6A:** Record the basic slate of crudes from which this product is derived.

**Item 6B:** Annotate the refining processes used in the production of this product (e.g., Atmospheric Distillation; Hydrogenation, Hydrocracking, etc)

**Item 8:** Report the quantity in US Gallons shipped from the above batch in the above tank under DESC Contract. This entry need not be completed if the same batch will be used for subsequent shipments. In this case, assure that the tank number, batch number and report date are on the DD-250-series documents for shipments made from this tank

**Items 600-series:** The JFTOT test, although done using one ASTM test method, can be performed at different temperatures. Also, results for separate JFTOT analysis performed at two different temperatures can be reported on the same report. If test results for only one temperature is being reported, use Item 600 A-C to report the temperature of the test and 601, 602 and 603 as appropriate to report the results. If a second temperature is being reported, use Item 604 to report the temperature of this second run and Items 605-607 to report the corresponding values for the second test.

**Item 750:** Use this item to report the result of the Water Separometer Index - Modified (WSIM) which is performed for product acceptance.

**Item 751:** This code for this item describes what additives were present in the fuel sample tested for WSIM and for which the result was reported in Item 750. Each code value represents a combination of the five additives possible in jet fuel. The codes and corresponding combinations are found in Table A below.

**Item 750X:** This item is used to report the special hand blend of all additives which are required by the fuel specification, regardless of whether or not the additives are required by contract. These additives include anti-oxidant, corrosion inhibitor, fuel system icing inhibitor, static dissipater additive and, if permitted by contract, metal deactivator. The result for this special test is a report only and is used as a base line in determining if the time and/or place of additive injection affects fuel quality. This reporting requirement is in addition to other reporting requirements for WSIM.

**Items 801, 811, 821, 831, and 841:** These codes indicate when an additive was injected during the procurement process. It is a one-character field and is “S” if the additive was blended into the shipping tank, “I” if the additive was line injected, or blank if the additive was not injected at the refinery or terminal location.

**Table A**

<u>Code</u>	<u>Additives</u>								
01	Neat	07	AO/CI	13	CI/MDA	19	AO/CI/MDA	25	FSII/SDA/MDA
02	AO	08	AO/FSII	14	FSII/SDA	20	AO/FSII/MDA	26	AO/CI/FSII/SDA
03	CI	09	AO/SDA	15	FSII/MDA	21	AO/FSII/SDA	27	AO/FSII/SDA/MDA
04	FSII	10	AO/MDA	16	MDA/SDA	22	AO/SDA/MDA	28	CI/FSII/SDA/MDA
05	SDA	11	CI/FSII	17	AO/CI/FSII	23	CI/FSII/SDA	29	AO/CI/FSII/SDA/MDA
06	MDA	12	CI/SDA	18	AO/CI/SDA	24	CI/FSII/MDA		

**FIGURE I - STANDARD TEST REPORT FORMAT**

1 REPORT DATE: (MM/DD/YY) \_\_\_\_\_  
 2A CONTRACTOR: \_\_\_\_\_  
 2B REFINERY CITY: \_\_\_\_\_  
 2C STATE/COUNTRY: \_\_\_\_\_  
 3A CONTRACT NUMBER: (SPO600-YY-D-NNNN) \_\_\_\_\_  
 3B CONTRACT LINE ITEM NUMBER: \_\_\_\_\_  
 3C DESC ORDER NUMBER \_\_\_\_\_  
 4A TANK NUMBER: \_\_\_\_\_  
 4B BATCH NUMBER (In Tank): \_\_\_\_\_  
 4C SAMPLE NUMBER: \_\_\_\_\_  
 5 PRODUCT: \_\_\_\_\_  
 6A CRUDE OIL SLATE: \_\_\_\_\_  
 6B CRUDE PROCESSING TECHNIQUE: \_\_\_\_\_  
 7 SHIPPED TO: \_\_\_\_\_  
 8 QUANTITY FROM TANK SHIPPED TO DESC: \_\_\_\_\_ USG

**APPEARANCE**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
010A	D-156	Saybolt Color	1-Color	021	D-4176	Haze Rating	Method
010B	D-6045	Saybolt Color (Spectro)	1-Color	030A	D-1500	ASTM Color	0.5-Color
020	D-4176	Visual appearance	Pass/Fail	030B	D-6045	ASTM Color (Spectro)	0.5-Color

**COMPOSITION**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
100A	D-664	Total Acid Number – Potent	mg KOH/g	150E	D-3120	Trace Sulfur	ppm
100B	D-974	Acid Number - Color Titrat	mg KOH/g	150F	D-4294	Sulfur by X-Ray Flour	mass %
100C	D-3242	Acidity in Aviation Fuels	mg KOH/g	150G	D-5453	Sulfur by UV	ppm
100D	D-3339	Acid Number, Semi-Micro	mg KOH/g	160A	D-3343	Hydrogen Content	mass %
101	IP-182	Inorganic Acid Number	mg KOH/g	160B	D-3701	Hydrogen Content - NMR	mass %
102	FTM-5101	Neutrality	Method	160C	D-4808	Hydrogen Cont LoRes NMR	mass %
110A	D-1319	Aromatics	vol%	160D	D-5291	Hydrogen Cont – Instrument	mass%
110B	D-4420	Aromatics by GC	vol%	165	D-5184	Al plus Si (ISO 10478)	ppm
115	D-1319	Olefins	vol%	170A	D-3237	Lead in Gasoline by AA	g/L
120	D-1840	Naphthalene	vol%	170B	D-3341	Lead in Gasoline by ICl	g/L
125A	D-4420	Benzene	vol%	170C	D-5059	Lead in Gasoline by X-Ray	g/L
125B	D-3606	Benzene	vol%	180A	D-4815	Ethers and Alcohols by GC	mass %
130	D-3227	Mercaptan Sulfur	mass %	180B	D-5845	Ethers and Alcohols by IR	mass %
135	D-3231	Phosphorous	0.1 mg/L	190	D-3605	Trace Metals - Calcium	mg/L
140	D-4952	Doctor Test	Pos/Neg	191	D-3605	Trace Metals - Lead	mg/L
150A	D-129	Sulfur by Oxygen Bomb	mass %	192	D-3605	Trace Metals - Na & K	mg/L
150B	D-1266	Sulfur by Lamp	mass %	193A	D-3605	Trace Metals - Vanadium	mg/L
150C	D-1552	Sulfur - Furnace	mass %	193B	ISO14597	Trace Metals – Vanadium	mg/L
150D	D-2622	Sulfur by X-Ray Spec	mass %	195	D-3703	Peroxide Content	mg/kg

**VOLATILITY**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
200A	D-86	Distillation by Auto/Manual		220D	D-3828	Flash Point - Seta, Method B	°C
200B	D-2887	Distillation by GC		220E	IP-170	Flash Point - Abel	°C
201		Initial Boiling Point	°C	221	D-3828	Flash Point - Seta (Flash/No F)	“F” or “N”
202		10% Recovered	°C	230A	D-1298	Density @ 15°C -Hydrom	kg\L
203		20% Recovered	°C	230B	D-4052	Density @ 15°C - Digital	kg\L
204		50% Recovered	°C	231A	D-1298	API Gravity @ 60°F	°API
205		85% Recovered	°C	231B	D-4052	API Gravity @ 60°F	°API
206		90% Recovered	°C	231C	D-287	API Gravity @ 60°F	°API
207		95% Recovered	°C	240A	D-323	RVP	kPa
208		Evaporated @ 70°C	vol%	240B	D-4953	Vapor Press - Dry Meth	kPa
209		Evaporated @ 100°C	vol%	240C	D-5190	Vapor Press - Automatic	kPa
210		Evaporated @ 180°C	vol%	240D	D-5191	Vapor Press - Mini Meth	kPa
211		Final Boiling Point	°C	240E	D-5482	Vapor Press - Mini -Atm	kPa
212		% Recovered	vol%	250A	D-2533	V/L Ratio - Buret	Unit@°C
213		% Residue	vol%	250B	D-5188	V/L Ratio - Evac Chamb	Unit@°C
214		% Loss	vol%	250C	D-4814	Estimated V/L Ratio	Unit@°C
215		% Residue + Loss	vol%	260	STANAG 7090	Vapor Lock Index	
220A	D-56	Flash Point - Tag	°C				
220B	D-93	Flash Point - P/M	°C				
220C	D-3828	Flash Point - Seta, Method A	°C				

**FLUIDITY**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
300A	D-2386	Freezing Point	°C	320D	D-5773	Cloud Point (Constant Cool)	°C
300B	D-5901	Freezing Point	°C	321A	IP-309	Cold Filter Plugging Point	°C
300C	D-5972	Freezing Point	°C	321B	D-6371	Cold Filter Plugging Point	°C
300D	D-4305	Freezing Point, Low Temps	°C	321C	D-6371(M)	Cold Filter Plugging Point	°C
310	D-445	Viscosity	cSt	330A	D-97	Pour Point	°C
311	D-445	Viscosity Temperature	°C	300B	D-5949	Pour Point – Pulsing Method	°C
320A	D-2500	Cloud Point	°C	340	D-6079	Lubricity (Wear Scar)	0.01 mm
320B	D-5771	Cloud Point (Optical)	°C				
320C	D-5772	Cloud Point (Linear Cool)	°C				

**COMBUSTION**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
400A	D-240	Net Heat by Bomb	MJ/kg	410	D-1740	Luminometer Number	Unit
400B	D-1405	Net Heat (Anal-Grav(°F),S)	MJ/kg	420	D-1322	Smoke Point	mm
400C	D-3338	Net Heat (Aromat,API,Dist,S)	MJ/kg	430	D-482	Ash Content	mass %
400D	D-4529	Net Heat (Dens-Anal(°C),S)	MJ/kg	440A	D-189	Conradson Carbon Res	mass %
400E	D-4809	Net Heat by Bomb-Precision	MJ/kg	440B	D-524	Ramsbottom Carbon Res	mass %
400F	D-4868	Net and Gross Heat	MJ/kg	440C	D-4530	Carbon Residue - Micro	mass %

**CORROSION**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
500	D-130	Copper Strip Corrosion	Method	510	IP-227	Silver Strip Corrosion	Method

**STABILITY**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
600A	D-3241	JFTOT @ 275°C		606	D-3241	Visual Rating @ Other Temp	Method
600B	D-3241	JFTOT @ 260°C		607	D-3241	Spun Rating @ Other Temp	Method
600C	D-3241	JFTOT @ 245°C		610	D-525	Ox Stability -Gasoline	minute
601	D-3241	Pressure Change	mm Hg	620A	D-2274	Accelerated Stability	mg/100mL
602	D-3241	Visual Rating	Method	620B	D-5304	Accelerated Stab - O <sub>2</sub> Opres	mg/100mL
603	D-3241	Spun Rating	Method	620C	ISO10307	Tot Sed in Residual Fuels	%mass
604	D-3241	Other JFTOT Temperature	°C				
605	D-3241	Pressure Change @ Other Temp	mm Hg				

**CONTAMINANTS**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
700	IP-225	Copper Content	ppb	761	D-4814	Phase Separation (Sep)	°C
710	D-381	Existent Gum	mg/100mL	770	D-1401	Demulsification @ 25°C	minutes
711	D-381	Washed Gum	mg/100mL	780A	D-1796	Water & Sed	vol%
720A	D-2276	Particulate Cont	mg/L	780B	D-2709	Water & Sed	vol%
720B	D-5452	Particulate Cont	mg/L	781A	D-95	Water by Distillation	vol%
730	Annex	Filtration Time	minutes	781B	D-6304	Water by Karl Fischer	mg/kg
740	D-1094	Water Reaction - Interface	Method	782	D-473	Sediment by Extraction	mass %
741	D-1094	Water Reaction - Separation	Method	795	SW-846	EPA Metals - As	Method
742	D-1094	Water Reaction - Vol Chng	Method	796	SW-846	EPA Metals - Cd	Method
750	D-3948	WSIM	Method	797	SW-846	EPA Metals - Cr	Method
751		Additives Present (See Note)	(List A)	798	SW-846	EPA Metals - Pb	Method
750X	D-3948	WSIM - Special (See Note)	Method	799	SW-846	Total Halogens	Method
760	D-4814	Phase Separation (Haze)	°C				

**ADDITIVES**

<b>Code</b>	<b>Method</b>	<b>Test/Additive</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test/Additive</b>	<b>Unit</b>
800A	Antioxidant	Topanol A	mg/L	830E	FSII – Calculated		vol%
800B	Antioxidant	HITEC 4733	mg/L	831	Additive Injection Point		(Note)
800C	Antioxidant	AN 733	mg/L	840A	Corr Inhibitor	PRI-19	mg/L
800D	Antioxidant	AO-31	mg/L	840B	Corr Inhibitor	DCI-4A	mg/L
800E	Antioxidant	AO-30	mg/L	840C	Corr Inhibitor	DCI-6A	mg/L
800F	Antioxidant	AO-29	mg/L	840D	Corr Inhibitor	HITEC 580	mg/L
800G	Antioxidant	Nalco EC5208A	mg/L	840E	Corr Inhibitor	Petrolite NC-351	mg/L
800H	Antioxidant	TOLAD 3915	mg/L	840F	Corr Inhibitor	NALCO 5403	mg/L
800I	Antioxidant	TOLAD 3920	mg/L	840G	Corr Inhibitor	TOLAD 3220	mg/L
800J	Antioxidant	TOPANOL AN	mg/L	840H	Corr Inhibitor	UNICOR J	mg/L
800K	Antioxidant	CHIMIC 4327	mg/L	840I	Corr Inhibitor	IPC-4410	mg/L
800L	Antioxidant	AO-37	mg/L	840J	Corr Inhibitor	IPC-4445	mg/L
800M	Antioxidant	BETZ BQ203	mg/L	840K	Corr Inhibitor	MOBILAD F800	mg/L
800N	Antioxidant	Chemlink No 4650	mg/L	840L	Corr Inhibitor	NALCO 5405	mg/L
800O	Antioxidant	Petroxylin E219	mg/L	840M	Corr Inhibitor	NUCHEM PCI-105	mg/L
800P	Antioxidant	Kerobit TP-26	mg/L	840N	Corr Inhibitor	TOLAD 249	mg/L
800Q	Antioxidant	Pet411K	mg/L	840O	Corr Inhibitor	WELCHEM 91120	mg/L
800R	Antioxidant	ISONOX 133	mg/L	840P	Corr Inhibitor	SPEC-AID 8021	mg/L
800S	Antioxidant	AO-37B	mg/L	840Q	Corr Inhibitor	RPS-613	mg/L
800T	Antioxidant	ISONOX 75	mg/L	840R	Corr Inhibitor	SPEC AID 8Q22	mg/L
800U	Antioxidant	HITEC 4775	mg/L	840S	Corr Inhibitor	TOLAD 4410	mg/L
801	Additive Injection Point		(Note)	841	Additive Injection Point		(Note)
810A	Metal Deactivator (DMD)		mg/L	850	Thermal Stability Additive		mg/L
810B	Metal Deactivator (DMD-2)		mg/L	851	Additive Injection Point		(Note)
811	Additive Injection Point		(Note)	860	Diesel Fuel Stabilizer Additive		mg/L
820	Conductivity Improver	mg/L		861	Additive Injection Point		(Note)
821	Additive Injection Point		(Note)	870	Ignition Improver		mg/L
830A	FSII (D-5006)		vol%	871	Additive Injection Point		(Note)
830B	FSII (FTM-5327)		vol%				
830C	FSII (FTM-5340)		vol%				
830D	FSII (FTM-5340) - EGME		vol%				

**OTHER TESTS**

<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>	<b>Code</b>	<b>Method</b>	<b>Test</b>	<b>Unit</b>
900	D-2624	Conductivity	pS/m				
901	D-2624	Temperature at Measurement	°C				
910A	D-976	Calc Cetane Index - 2 Var	Method				
910B	D-4737	Calc Cetane Index - 4 Var	Method				
911	D-613	Cetane Number	Method				
920A	D-2699	Research Octane Number	Method				
920B	D-2885	Research Octane Number	Method				
921A	D-2700	Motor Octane Number	Method				
921B	D-2885	Motor Octane Number	Method				
930	D-611	Aniline Point	°C				
940	D-4814	Water Tolerance	°C				

## Signature Sheet for Bulk PORTS

*Please check the appropriate box(es) that pertain to you, then check the document(s) to which you require access.*

<input type="checkbox"/> DESC Regional Activity <input type="checkbox"/> Contractor <input type="checkbox"/> QAR <input type="checkbox"/> DFSP <input type="checkbox"/> QSR <input type="checkbox"/> DESC HQ Personnel (Read Only)	<input type="checkbox"/> Order SF 1155  <input type="checkbox"/> Receive DD 250 and/or DD 250-1
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My signature in the box below indicates that I am authorized, pursuant to FAR 16.505(a) or 46.601 to sign SF 1155, 'Order for Supplies or Services' or DD Form 250, 'Tanker/Barge Material Inspection & Receiving Report.' I understand that the signature will be electronically generated and inserted in Block 24 of the SF 1449 or Block 29 or 30 of the DD Form 250 respectively, when submitted by computer/internet utilizing my DESC-assigned Personal Identification Number (PIN).

**\*\*\*\* Note: Please provide written signature in black ink within the box below. Please be sure to keep your signature small without crossing the lines of the box.**

**State/Region:** \_\_\_\_\_ **Signature:**

Contract Number(s) and Line Item(s):	Contract(s)	Line Item(s)

**Typed Name:** \_\_\_\_\_

**Location / DoDAAC:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Please fax the completed signature sheet to Sharon Gleason at (703) 767-8506 or DSN 427-8506.

DESC Office Use Only			
<b>User ID:</b>		<b>Signature File Name:</b>	
<b>Password:</b>		<b>Date Signature Entered:</b>	
<b>PIN:</b>		<b>Date Notification Sent:</b>	