

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE J		PAGE 1 of 5 and Attachments	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE April 16, 2004		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN RD., SUITE 4950 FT. BELVOIR, VA 22060-6222 BUYER/SYMBOL – LMcCANTS/DESC-FPA PHONE - (703) 767-9328 FAX - (703) 767- 9335 Email – Laura.McCants@dla.mil		CODE SCO600		7. ADMINISTERED BY (If other than Item 6) CODE SCO600	
8. NAME AND ADDRESS OF CONTRACTOR (NO., street,city,county,State,and ZIP Code)				9a. AMENDMENT OF SOLICITATION NO. SP0600-04-R-0032	
				9b. DATED (SEE ITEM 11) March 1, 2004	
				X 10a. MODIFICATION OF CONTRACT/ORDER NO.	
				10b. DATED (SEE ITEM 13)	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [X] is extended, [ ] is not extended Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:					
(a) By completing Items 8 and 15, and returning ____1____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. <b>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b> If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT OF THE PARTIES					
D. OTHER (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor [X] is not, [ ] is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This amendment includes the following: a. Corrected Clause B33.01.100 b. Clause I102.05 c. Answers to questions submitted prior to and after the pre-proposal conference. d. Roster of attendees at the pre-proposal conference. e. Clause H51.01 is hereby deleted in its entirety. f. With regard to changes made to the PWS (CG for the DFSP and CR for the Alongside), the pages provided are structures and numbered for a page for page replacement. Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME OF CONTRACTING OFFICER  <b>AMY V. LOAR</b>		
15B. NAME OF CONTRACTOR/OFFEROR  BY _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED

**SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS**

**B33.01.100 SERVICES TO BE FURNISHED AND PRICES (MULTIYEAR) (GOCO) (DESC FEB 2004)**

(a) The services to be furnished during the period specified herein and the unit prices are as follows:

LINE ITEM 0001: NONPERSONAL SERVICES: (FIRM-FIXED PRICE)

The Contractor shall operate, maintain, and protect the Government-owned bulk petroleum terminal at DFSP Norfolk, VA (Craney Island, Sewell’s Point and Yorktown) in accordance with Section C, and all other terms and conditions set forth herein for the period:

**BASE PERIOD**

Years 1 through 5 Price per month \$ \_\_\_\_\_

**OPTION PERIOD**

6 through 10 Price per month \$ \_\_\_\_\_

The following line items are cost reimbursable line items under which the Contractor shall furnish nonpersonal services and/or supplies and materials in accordance with Section CG-3.0 LOGISTICS SUPPORT. The Contractor will be reimbursed under these line items for services actually performed as approved by the Contracting Officer or COR. The "NOT TO EXCEED" amounts shown below are for Government administrative fund obligation and represent the Government's best estimate of the cost reimbursable supplies, services, and overtime for each contract year. Reimbursement under CLINs 0002, 0003 and 0005 shall be for the prime Contractor’s allowable, allocable and reasonable direct cost of any subcontracts for furnishing supplies, equipment, material and services specified in Section CG-3.0. No additional indirect/overhead costs or fee will be reimbursed.

Reimbursement for overtime, CLIN 0004, shall be for allowable, allocable and reasonable directed overtime labor costs plus fringe benefits and payroll taxes of the prime Contractor’s regular employees. Allowable, allocable and reasonable costs will be reimbursed pursuant to FAR, Section 31. No additional indirect/overhead costs or fee will be reimbursed.

- LINE ITEM 0002: MAINTENANCE AND REPAIR NOT TO EXCEED \$850,000.00
- LINE ITEM 0003: EMERGENCY SERVICES NOT TO EXCEED \$500,000.00
- LINE ITEM 0004: OVERTIME NOT TO EXCEED \$100,000.00
- LINE ITEM 0005: ENVIRONMENTAL SERVICES NOT TO EXCEED \$500,000.00

(DESC 52.207-9F90)

**\*Please use the following format to provide a breakdown of your price.**

CATEGORY	PRICE/MONTH	NOTES
Labor	\$	(e.g., includes all PT&I associated with direct labor costs)
Equipment	\$	(e.g., includes all vehicle maintenance, insurance, and depreciation using straight line method over _____ yrs)
Supplies	\$	
Other (explain in Notes)	\$	
G&A CLIN 0001	\$	
G&A CLIN 0002	\$	
G&A CLIN 0003	\$	
G&A CLIN 0004	\$	
G&A CLIN 0005	\$	
Profit CLIN 0001	\$	
Profit CLIN 0002	\$	
Profit CLIN 0003	\$	

Profit CLIN 0004	\$	
Profit CLIN 0005	\$	
Total Price	\$	

(c) The contractor shall provide Aircraft Fuel Services and Fuel Storage and Distribution at NS Norfolk and NAB Little Creek, Norfolk, VA in accordance with the Performance Work Statement for the period February 1, 2005 through January 31, 2010 with option periods of February 1, 2010 through January 31, 2012 and February 1, 2012 through January 31, 2015 as follows:

	<u>PRICE PER MONTH</u> Base Period, years 1 - 5	<u>PRICE PER MONTH</u> Options, years 6-10
LINE ITEM 0008: Aircraft Fuel Services to include the dispatch function. All Cold Refueling (truck services) (refuel/defuel) Direct Refueling at the Helicopter Hot Site Direct Refueling at the E2/C2 Hot Site	\$ _____	\$ _____
LINE ITEM 0009: Fuel Storage and Distribution to include the Fuel Laboratory Function at NS Norfolk	\$ _____	\$ _____
LINE ITEM 0010: Inventory and Accounting for NS Norfolk and NAB Little Creek at NS Norfolk	\$ _____	\$ _____
LINE ITEM 0011: Ground Fuel Delivery, NS Norfolk	\$ _____	\$ _____
LINE ITEM 0012: Used Oil Operations, NS Norfolk	\$ _____	\$ _____
LINE ITEM 0013: Fuel Service, NAB Little Creek, to include Truck delivery to ships and small craft Barge and pier refueling operations Quay Wall refueling operations	\$ _____	\$ _____
LINE ITEM 0013: DACU4 LCAC Refueling Services	\$ _____	\$ _____
LINE ITEM 0014: Fuel Storage and Distribution to include sampling of products and delivery of samples to NAS Norfolk	\$ _____	\$ _____
LINE ITEM 0015: Ground Delivery, NAB Little Creek	\$ _____	_____
LINE ITEM 0016: Service Station Operation, NAB Little Creek	\$ _____	\$ _____
LINE ITEM 0017 NONPERSONAL SERVICES AND SUPPLIES: (COST REIMBURSEMENT – MAINTENANCE) The contractor shall furnish nonpresonal services, maintenance, and supplies at Norfolk Regional Mid-Atlantic, in accordance with Segment II, Section C-4.0.		

NOTE: The contractor will be reimbursed for services under line Item 0017, actually performed as approved by the Contracting Officer's Representative, when applicable for purchases of supplies or services. The amount for this line item is for Government administrative fund obligation and represents the Government's best estimate of cost reimbursable supplies, services, and overtime for each contract year. All G&A and profit for these line items must be included in CLIN 0008. If the Government exceeds this estimate by 25 percent, G&A and profit will be allowed for any work beyond that amount.

\$5,000.00  
COST ESTIMATE/YEAR

LINE ITEM 0018 AUGMENTATION

(i) Payment for augmentation worked shall be at the following rates (show computation in (b) below):

<u>SUBLINE ITEM NUMBER</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
0018A	Truck Driver Tractor Trailer – Straight Time	\$ _____/hr
0018B	Truck Driver Trailer – Overtime	\$ _____/hr
0018AC	Fuel System Distribution Operator – Straight Time	\$ _____/hr
0018AD	Fuel System Distribution Operator – Overtime	\$ _____/hr

(ii) The Ordering Officer for augmentation shall be the Commanding Officer or designee.

(b) AUGMENTATION

(1) Payment for augmentation worked in accordance with the Performance Work Statement shall be at the rates in Line Item 0018. Computation follows:

CATEGORY

- Base Rate
- Plus applicable fringes
- Subtotal
- Plus PT&I\* (specify rate)
- Subtotal
- Plus Profit (specify rate)
- Total Straight Time Rate

\*Payroll Taxes and Insurance

(2) Payment for overtime augmentation worked in accordance with the Performance Work Statement shall be at the rates in Line Item 0019. Computations follows:

CATEGORY

- Base Rate times 1.5
- Plus PT&I\* (as specified above)
- Subtotal
- Plus Profit (as specified above)
- Total Overtime Rate

\*Payroll Taxes and Insurance

NOTE: When contract contains an option, proposed rates for option periods should be the same as for the basic contract period. When contract is a multiyear, proposed rates for each performance period should be the same as for the first performance period. Rates will be adjusted for performance periods with issuance of a new Wage Determination in Accordance with the FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT – PRICE ADJUSTMENT clause.

**I102.05 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION.

<b>EMPLOYEE CLASS</b>		<b>MONETARY WAGE - FRINGE BENEFITS</b>
31364	Truck Driver	WG-8
21010	Fuel Distribution System Operator	WG-6
23340	Fuel Distribution System Mechanic	WG-10
27101	Guard I	WG-4
27102	Guard II	WG-5
01312	Secretary II	WG-5

(FAR 52.222-42)

# SOLICITATION SP0600-04-R-0032

## Questions and Answers

No.	Reference	Question	Answer
1	CC-B33.01.100 (b)	The fourth sentence in paragraph B33.01.100 (b) of the Offeror Submission Package addresses CLINs 0002, 0004, and 0005. The second paragraph of B33.01.100 (b) addresses CLIN 0004 again. Should the first paragraph have addressed CLINS 0002, 0003, and 0005?	Yes. The contract clause has been corrected.
2	CC-B33.01.100 (b) (Bottom of OSP page 2)	The format provided in paragraph B33.01.100 (b) (bottom of OSP page 2) for breakdown of prices does not provide an area for Profit to be applied to the CLINs. Please clarify where the contractor is to enter profit.	The table has been revised per this amendment.
3	CC-B33.01.100 (b)	The second paragraph of B33.01.100 (b) of the OSP indicates that overhead and fee on overtime should be applied to Line Item 0004 yet Line 0018 Augmentation shows profit applied to the augmentation rates. This appears to be a conflict. Please clarify.	Note the revised B33.01.100 enclosed.
4	CC-B33.01.100 (b) OSP (bottom of page 2)	Paragraph of B33.01.100 (b) of the OSP (bottom of page 2) indicates that the contractor is to provide a breakdown of prices for CLINs 0001-0005; however, there is no similar breakdown for CLINs 0008-0016. What level of cost detail does the government require for CLINs 0008-0016?	No additional breakdown other than that indicated is required.
5	CC-B33.01.100(c) Line Item 0018 OSP (bottom of page 3)	Line Item 0018 Augmentation of the OSP indicates that Fringe Benefits are allowed in Straight Time Augmentation Rates but not in Overtime Augmentation Rates. Page 6 The Wage Determination (WD) supplied with the solicitation requires \$2.56 per hour be paid for all hours worked. This would include overtime hours. Please clarify.	DESC is currently studying this issue to determine the appropriate course of action.
6	CC-FAR	Ref: Previous Fiscal Year (FY03) and Current Fiscal Year (FY04) Contract Value with Modifications Affecting Cost (FAR Allowable Disclosure of Public Funds Information on Government Contracts). Please provide the previous contract year's total value and the current contract year's annualized value with any new modifications affecting cost of performance (increase or decrease in scope of work) for services being performed by the incumbent. Also, would the Government provide the current monthly and annualized man-hours for the same periods?	The current value of the contract was provided during the pre-bid on sit conference. With regard to manning and man-hours, we do not provide such information.
7	CC-H51.01 CC-H51.03	Section H Paragraph H51.01 seems to be in conflict with H51.03 regarding levels of coverage. Please clarify which level of Insurance coverage the government requires.	H51.01 has been deleted and H51.03 revised and applied.
8	CC-L.201.100 B.4 CG-1.5.2.2 CR-1.4.3	Product Quality Surveillance Plan. Section L and the DFSP PWS references both indicate the detailed Product Quality Surveillance Plan is to be submitted with the proposal (max 30 pages). The Refueling PWS indicates subject plan is due within 60 days of contract award. Request clarification. We assume the directions of Section L are correct and they override anything else that might be stated in the solicitation?	See the response to #9.
9	CC-L.201.100.B CG-1.5 CR-1.4	L.201.100.B requires 9 plans, one of which is essentially the technical proposal. PWS paragraphs CG-1.5 and CR-1.4 each require 12 plans. Are we to assume that the L.201.100.B requirement is correct?	Eight (8) plans common to both the DFSP and Alongside PWS. However, a Staffing Plan in the DFSP PWS and a Contingency and Environmental Plan in the Alongside PWS are applicable. Neither calls for an Equipment Plan. Note change to both PWS documents and the L201.100.
10	CC-L201.100 Pg 76	Paragraphs A. Offeror Submission Package, B. Operational Capability, C. Past Performance, and D. Socioeconomic Plan. The Government is requesting that these four submission sections be submitted in separately bound binders. Due to the relative size of paragraphs C and D requirements, can they be included in the Technical Capability (B.) binder under separately tabbed sections?	Deferred to DESC

Legend: CC = Contract Clause  
CG = CI/SP/YT PWS  
CR = NS CF/NAB PWS

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## Questions and Answers

11	CC-L201.100 Pg 76	Please confirm that the government is requesting no electronic media (Diskettes or CDs) with the hard copy submissions?	Hard copies as outlined in L201.100 are required. A CD of the technical proposal (no cost data) in pdf format shall also be provided. DESC has been asked to amend the L201.100 clause.
12	CC-L201.100	Will an index be considered as page count for the technical proposal?	No
13	CC-L201.100 B1	Operations and Staffing Plan. Referenced paragraph identifies the requirement for a ten (10)-page limit on the Operations and Training Plan (excluding resumes). Normal page count for technical proposals for DESC Alongside Aircraft solicitations is 25 pages. This particular contract is twice as complex in that it combines both types of contracts into large one. The Operations and Staffing Plan for this particular effort is the absolute "meat" of the entire technical proposal whereby organizational charts, employee staffing, job descriptions of all the various skill classifications, the number and type of each employee by work center, and the description of receipt, issue, and transfer procedures all need to be discussed.  Can DESC take note of this fact and PLEASE reconsider the page count on this particular section.... to 15, 20, or 25?	See the response to #9.
14	CC-L201.100 B7 CG-1.5.3.7 CR-1.4.11	Training Plan. Section L, Para L.201.100 B.7 states that a conceptual plan is required with the proposal not to exceed a maximum of 10 pages. Paragraph also states "A detailed Plan shall be provided within sixty (60) days after contract award per Section CG-1.4 of the PWS." Section CG-1.5 of the DFSP PWS identifies the Plans and Para CG-1.5.3.7 addresses the submission of a detailed training plan as a part of the technical proposal. The Refueling PWS, Para CR-1.4.11, indicates the submission of the detailed training plan will occur during contract turnover. Request clarification. We assume the directions of Section L are correct and they override anything else that might be stated in the solicitation?	See the response to #9.
15	CC-L201.100 B9	Should information on grounds maintenance vehicles and equipment be included in this table in our response?	Yes, the type, number, age, and condition of the grounds maintenance vehicles and equipment will be a factor in the technical evaluation and rating.
16	CC-L201.100.B	L.201.100.B requires a job description for each employee classification. This is one of the most significant evaluation criteria contained in M.100.100.B (i). We are currently utilizing 24 labor categories on this combined DFSP & Alongside effort and are finding it impossible to comply with the 10-page limitation in this area alone. Also, numerous job descriptions and experience requirements are contained in solicitation parts CG and CR (Starting on page 11), and others are DOL Wage Determination positions with job descriptions identified in the DOL Directory of Occupations. Our job descriptions must parrot yours to be compliant.  Please consider only requiring job descriptions for exempt employees not identified in the solicitation, or otherwise categorized by the DOL, or making this portion of the L.201.100.B requirement an annex with no less than a 10 page limit.	Job descriptions are required for all positions and may be submitted as an Annex or Appendix to the technical proposal. Job classifications and skills vary between the terminal and airfield activities. For instance the Driver/System Operators required at the airfield are not applicable to the terminal activity. Likewise, a Scheduler is not applicable to the airfield activity. However, an FDSO is essentially the same at both activities. The job descriptions provided may be those outlines in the DFSP and Alongside PWS or as synopsisized by the offeror. We simply want your understanding of what skills are required and offered.
17	CC-L201.100.D	Contracting Services – what is the expectation of the Government? Currently the Government relies on the contractor to provide Contract Services in excess of the spending limits established for Government Contracting Offices, i.e. awarding of contracts for services exceeding funding limits, i.e., Exceeding \$25,000, \$50,000, \$100,000 contracts. If these services will continue to be provided by the contractor, please provide historical/projected cost data on these services.	The contractor is expected to perform all contracting associated with the task order process. Under the current contract there have been several large dollar value contracts. These have been unique, one time requirements of an emergent nature (i.e. hurricane repairs). The contractor will be expected to handle emergent requirements.

Legend: CC = Contract Clause  
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## Questions and Answers

18	CC-L7 Pg 75	We have attempted to locate, on the DESC Website, what appears to be DESC regulations listed below many of the instructions (e.g., DESC 52.215-9F71 under L75, page 75, Socioeconomic Proposal). Under the Small Business Administration's guidelines we are classified as a small business (SB). Normally SB companies are not required to file a Socioeconomic Plan. We would like to check the DESC regulations on this issue; however, the listed numbers do not correspond to DESC regulations. Would you please provide the appropriate DESC Regulation number concerning this topic and confirm that small businesses are not required to submit the referenced plan?	All must submit a socioeconomic plan while small business do not have to submit a sub-contracting plan. The DESC number referred to is nothing more than a reference number.
19	CG-1.12.2.3 CG-1.12.3.3 Pg 10.	<p>Referenced paragraphs address the issue of both the Terminal Superintendent and the Assistant having specific HAZMAT training courses. Paragraph CG-1.12.2.3 indicates that a proposed individual for the Terminal Superintendent's position must possess all of this training before his/her resume can even appear in the offeror's proposal. Paragraph CG-1.12.3.3 indicates that the Assistant must have the same degree of training " prior to or within six months of the contract start date or the individual's hiring date." In the case of the Terminal Superintendent, this degree of qualification makes it extremely difficult for the offeror to come up with a "suitable candidate" that not only possesses all of the specialized requirements but the HAZMAT training criteria as well. Also, is it realistic to even consider the Terminal Superintendent of such a large operation as this, that is spread out over such a large geographical area, to even be considered as the Facility Spill Coordinator (FSC) and On Scene Coordinator (OSC) or should these responsibilities be designated to individuals further down the chain of command who are closer to the action in their respective areas of responsibility?</p> <p>1. Do candidates for the Terminal Superintendent's position have to have all of the training indicated in Paragraph CG-1.12.2.3 before their names can even appear in the offeror's proposal?</p> <p>2. Can a Terminal Superintendent candidate be granted the same "grace period" criteria as indicated for the Assistant in Paragraph CG-1.12.3.3?</p> <p>3. Paragraph CG-1.12.2.3 specifically identifies these courses as being offered by "Texas A&amp;M, Texas Engineering Extension Service or documented equivalent courses." Please provide examples of "other equivalent courses".</p> <p>4. Is it realistic to even consider the Terminal Superintendent of such a large operation as this, that is spread out over such a large geographical area, to even be considered as the Facility Spill Coordinator (FSC) and On Scene Coordinator (OSC) or should these responsibilities be designated to individuals further down the chain of command who are closer to the action in their respective areas of responsibility?</p>	<p>The contractor will be responsible for spills that occur under its operation.</p> <p>1. Under the existing FRP, the Terminal Superintendent at Craney Island and Yorktown and the Alternate Qualified Individual at Sewell's Point. He may appoint additional Alternate Qualified Individuals as necessary. Under the new contract the Superintendent will also be designated the Alternate Qualified Individual at Chambers Field and Little Creek. This is consistent with contractor responsibility for spills at all locations. The contractor will be responsible for ensuring that all terminals are staffed with qualified employees to immediately respond to spills. Senior managers will be qualified to direct spill containment and clean up efforts at all locations.</p> <p>2. The government will allow a 120-day qualification period for the Terminal Superintendent to get all required HAZMAT training.</p> <p>3. Contractor will have to submit specific courses for approval. The Texas A&amp;M course was provided as a guideline.</p> <p>Note the Changes made to CG-1.12.2.3, Spill Response and Hazardous Waste Management Qualifications.</p>
20	CG-1.13 CR-1.9	Job Descriptions identified in PWS paragraphs CG-1.13 and CR-1.9 have different requirements for experience and qualifications. Which is correct, or are there different requirements for the DFSP and Alongside Refueling portions of the contract?	Yes there are different requirements for the DFSP and the Alongside Refueling portions of the contract as the skill requirements vary by location. See the reply to #16 above.
21	CG-1.13 CG-1.14	Are Tanker man (USCG Classification, 46 CFR) qualified personnel required to operate barges, or is the Navy exempt from this requirement	Yes, personnel operating barges will be required to be qualified as a Tankerman. Personnel should be qualified within 180 days of start date.

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## Questions and Answers

22	CG-1.6.1.17 CR-3.1.2 CR-3.1.3.2.1	CR-3.1.2 specifies 3 axles rated at a minimum of 14/20/20 for 5,000-gallon tankers. CR-3.1.3.2.1 requires 2 axles rated at 20/20 or greater for 5,000-gallon tankers. No axle rating requirements are identified for refuelers to be provided for Section DFSP. Which CR paragraph is correct? Also, do axle ratings specified in PWS Section CR also apply to vehicles provided to fulfill requirements identified in PWS Section DFSP?	All refuelers must comply with Federal, State and local laws and regulations. Axle ratings do apply to all refuelers regardless of location. Note the change to the PWS, Section CG-1.6.1.17.2, Tank Trucks, and the cross-reference to the alongside PWS.
23	DFSP-2.1.2.1.5	Are the barges at Craney Island equipped with winches like commercial barges, or will the faking out of hoses have to be accomplished by hand?	The barges at Craney Island are <b>NOT</b> equipped with winches. Contractor will handle hoses by hand or can provide appropriate equipment.
24	CG-2.1.2.3.1.5 Should refer to .4.	Requires all vessels to be boomed. This is currently not required for barges. Does this require all parties to effectively have a boat crew manned 24/7 to support incoming vessels, specifically barges? Stormy weather, which dictates heavy seas, and generates conditions unsafe for booming operations, creates delays that are not the fault to the contractor. How should this be addressed? Also, no booming requirement is identified for Yorktown, is this correct?	For staffing requirements see Sections CG 1.8, 1.9 and 1.10. All vessels at Craney Island will be boomed. Request for no booming due to weather conditions will be referred to the Fuel Director by the COR. No booming is required at Yorktown at this time. Note changes to the PWS, Section CG-2.1.2.3.1.4, Barge Shipments.
25	CG-2.1.3	A comment was made at the site visit that the recently installed Double Block and Bleed Valves at Sewell's Point would be removed from the pump room and returned to Craney Island. Are these valves available for contractor use, based upon need, within the Craney Island/Yorktown facilities, or will they also "disappear"?	DB&B valves removed from Sewell's Point will be stored at returned to Craney Island and available to the contractor to undertake repair task orders that may be issued for repair projects.
26	CG-2.1.3	Numerous Sewell's Point facilities are identified to be under "Caretaker Status".  1. What does this mean from a liability and piping responsibility?  2. Has all piping to piers and inland been pressure tested?  3. Is this realistic to say Caretaker status as facilities could not be returned to service without major modifications and required regulatory testing?  4. Will each bidder be given a list of valves, equipment to be specifically tested under the Caretaker status to allow labor costing of effort?  5. What pier facilities are active and will be the responsibility of the Contractor for Operations and spill response?  6. Is the Loading Arm, though not connected to active piping, required to be pressure tested IAW 33CFR156.170?	1. The contractor shall be responsible for preventive maintenance of facilities in a caretaker status. The contractor will monitor all assigned facilities, including those in caretaker status. The contractor will be responsible for spills from facilities in caretaker status.  2. Inactive pipelines have not been pressure tested and are awaiting demolition.  3. Facilities in caretaker status at Sewell's Point could not be returned to service without major modifications.  4. A list of equipment being maintained under the PM system was provided during on site visit.  5. There are no active pier facilities at Sewell's Point; however lines still exist. The Contractor will be responsible for spill response for spills from lines on the piers.  6. The two fueling arms are OOS awaiting demolition.  See Appendix D, Caretaker Status.
27	CG-2.1.3.3	Sewell's Point – Can the contractor tie into the steam line to provide steam to contractor provided trucks for heating lube oil?	If a contractor chooses so, a written request must be submitted by the contractor and authorized by PWC Norfolk. Any work and modifications to the steam system shall be negotiated with PWC and will be at the contractor's expense.
28	CG-2.1.4	Currently there is no tankage available for stripping water from active tanks at Yorktown. Should all bidders provide a cost for a temporary tank, or vehicle to provide for stripping? What will the Contractor be required to do with the water. Manifest? Water could contain additives and be Hazardous Waste. Is this the responsibility of the Operator?	The contractor will be responsible for stripping water from active tanks at Yorktown and transporting contaminated water to the water treatment plant at Craney Island. The contractor shall adhere to all Federal, state, and local environmental and transportation laws, rules, and code applicable to this operation.

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## Questions and Answers

29	CG-2.4.3.3.1.2 CG-2.4.3.3.26.2  CR-2.12.2.1.1 CR-2.12.2.3	Solicitation section CG-2.4.3.3.1.2 seems to be in conflict with CR-2.12.2.1.1 in that the first allows the contractor to use insecticides and rodenticides and the second prohibits it. Please clarify the contractor's responsibilities and limitations regarding Pest and Rodent control.  Solicitation section CG-2.4.3.3.26.2 seems to be in conflict with CR-2.12.2.3 in that the first allows the contractor to use herbicides and the second prohibits it. Please clarify the contractor's responsibilities and limitations regarding the use of herbicides.	Again, different activities and commands under a combined contract. At Craney Island this application is a contractor responsibility and the use of pesticides and rodenticides is authorized to be undertaken by a "qualified" contract employee. At Chambers Field and Little Creek these services are provided by PWC.
30	CG-2.4.3.3.14	Water in Valve Pits – If water does not have "sheen" thus is not oily waste – can water be drained onto the ground after verification that no "sheen" exists? Question specifically addressed to the Yorktown operation, as this would require use of Vacuum truck for all water to be recovered from these pits, and the water to subsequently be transported to Craney Island for disposal. (See C.G.-2.4.3.3.14.)	Water cannot be drained or pumped to the ground. Note the change to the PWS.
31	CG-2.4.3.3.16	C.G.-2.4.3.3.16 – Oily Water Separator Cleaning – states each separator shall be cleaned yearly "(as a minimum)", or as directed by the COR. This requirement can be open ended based on COR discretion. Please clarify the frequency of cleaning, or provide historical data supporting this workload.	Separators are currently cleaned on an annual basis. The contract requires an annual cleaning schedule to be submitted to the COR for approval. Any additional cleaning requirements will be by task order.
32	CG-2.4.3.3.19	Fuel Meters are identified as requiring semi-annual calibration. This does not appear consistent with API procedures required to be complied with under DOD 4140.25M. 1. Are High Volume meters to be calibrated "semi-annually" and will this be accepted to be consistent with the DOD 4140.25M 2. Will High Volume "pier" meters be accepted for custody transfer based on the above? 3. Will meter-proving equipment be provided i.e. meter carts – these are not on the GFE list. Will the AFHE Operator be responsible for meter cart operation, and meter factor entry into the AFHE program, or is this the responsibility of the Operator. If not, will an outside Contractor be required to provide meter proving equipment? If so, will this be a "semi-annual" requirement?	1. The high volume meters will be calibrated semi-annually consistent with DOD 4140.25M and as such will be accepted for custody transfer.  2. T high volume meter proving equipment is in the custody of the AFHE contractor, currently AFS. The AFHE contractor is responsible for calibration of high volume meters. Contractor support will be required during calibration for handling hoses, system set up, etc.  3. Small meters (e.g. truck rack) will be calibrated by the contractor under the task order process.  4. See 4140.25M, Chap 5F4
33	CG-2.4.3.3.20	High Volume Strainers are not identified in the GFE listing and require much more labor to remove baskets. How many are there? Industry standards normally go by pressure differential readings whereas the requirement states monthly, is this accurate? If so, how many High Volume strainers will be required PM monthly?	It is acceptable to perform PM according to Pressure Differential vs. monthly. There are currently 6 high volume strainers. Note the change to the PWS, Table 1: Minimum Frequencies for Preventive Maintenance.
34	CG-2.4.3.3.25 Pg 39	Pressure Testing - requires blanking of lines as the means of isolating them. Can installed "double block and bleed" valves serve as a means of isolation if they are confirmed to hold and effectively isolate the system?	Yes, DB&B valves can be used for isolation.
35	CG-2.4.3.3.26	Grounds Maintenance requirements dictate that "Vegetation shall be cleared 5 feet outside of the fence line". Are all trees and plants, to include sea grass and brush to be removed? Please define responsibility. Is there a time limit placed on completion of this requirement? Are Coast Guard or EPA environmental permits required? Will fences, out buildings, etc., in the Navy Family Housing Area be removed by the contractor, or the residents? Are trees within 5 feet of the fence line in the Navy Family Housing Area to be removed by the contractor?	Vegetation shall be cleared 5 feet outside the fence line wherever possible. In no cases shall wetlands be disturbed. In some areas it may be impossible or impractical to clear 5 feet from fence. In these areas vegetation shall be cut and trimmed to prohibit access to the facilities. All fence lines (the fence itself) shall be maintained free of vegetation The housing area bordering Craney island is civilian housing and not under navy control.
36	CG-2.4.3.3.6	Since heavy equipment is being turned in – in reference to canal cleaning – the build-up of debris would appear to come under the heading of "Corrective Maintenance". Will the Government approve a Task Order for needed equipment to support canal cleaning?	As they stand, the canals are free of debris and simply have to be maintained in that condition. Maintaining the canals free of debris is considered preventive maintenance. The contractor will supply any needed equipment to support canal cleaning.

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37	CG-2.6 CR-2.14	Gas Free Services – Under OSHA, internal tank inspections for entry purposes do not require a Marine Chemist certificate. Will this industry standard be applied to interior tank farm tank entry or will the Gov't be responsible for Marine Chemist services on tank farm entry requirements?	Local safety instructions require a Marine Chemist certificate for entry into internal tanks. The contractor will be responsible for complying with this requirement.
38	CG-2.7 CR-2.15	Oil Spill Responsibility. Currently all spills are required to be reported. This is not consistent with the regulatory requirements, i.e. 1-gallon spill in berm, which is contained, is not a reportable incident. Failure of gaskets and systems are not necessarily neglectful in these situations. Will Spill Response to these Admin spills be required to be reported and, if they occur during non-work periods will they be considered for reimbursement? Is historical data available to discern costs of remediation for this type of spill?	Local Navy regulations require ALL oil spills to be reported. The contractor is responsible for responding to all spills.  The government does not have historical cost data for remediation of small “admin” type spills.
39	CG-2.7.8 CR-2.15	Hazardous Waste Disposal – Multiple Site Generator I.D. numbers per EPA/State are required as Wastes is Site Specific. If the Contractor is required to perform per this section and be responsible for HAZWASTE manifesting – the Contractor must apply to the State (VA)/EPA for multiple site Generator ID's. Is the handling of HAZWASTE for Chambers Field and Little Creek's operation to be accomplished consistent with this requirement – in order for the Contractors to assess costs and requirements for applying for the Generator ID's. Will the Gov't provide historical waste manifesting data, i.e. quantities to determine what size of Generator Permit application will be required?	Any issues dealing with Hazardous Waste are to be coordinated with the Regional Environmental Group. The contractor should have no direct dealings with VDEQ or EPA. This is a government responsibility. There has been no hazardous waste manifested by the contractor at any of the fuel terminals. Operations at all fuel terminals will generate tank strippings and contaminated water, which can be transported to a recycling facility and not considered hazardous waste. See Section CG 2.7.
40	CG-2.7.8	Hazardous Waste Disposal – Since the facilities are Government owned – the Generator # used on manifesting will have to be provided by the Government. Will the Government specify, or is it up to the Contractor to decide, where “wastes” shall be manifested to, i.e. type of disposal facility? Is the Government considered a “small” or “large” quantity generator? Will the Contractor be responsible for disposal of wastes from Separators, tank cleaning, spill control materials?	See #39 above. The contractor will not be responsible for manifesting hazardous waste.  The contractor will be responsible for disposal of contaminated fuel and water from separators, tank cleaning, etc. Disposal of spill control materials will be coordinated with the COR. See Section CG 2.7.
41	CG-2.8	Will the Operator be required to submit to the USCG a Letter of Intent and Operations Manual prior to assuming the responsibility of the Operation, per 33CFR154, or is the requirement not applicable to DOD activities?	An Operations Manual must be submitted to the COR for approval.
42	CG-4.0 (page 56 of Attachment 1)	CG-4.0(page 56 of Attachment 1) addresses CLINs 0006 and 0007 and states that these CLINs will require separate proposals. Can the contractor assume that these proposals will be submitted on an as-need basis determined by on-going government activities?	The two CLINs will be satisfied by task order as required.
43	CG-Appendix A Tank Listing on page 62	Tank Listing on page 62 indicates tanks with Floating Roofs are indicated with an asterisk only the smaller tanks are asterisked. Some of the newer tanks also have floating roofs. Please verify which tanks actually have floating roofs.	Tanks 40, 42, 43, 476, 477, 478, 479 are fixed roof/floating pan tanks. Note the change to the listing of Tank Characteristics: Craney Island, Page 61 and 62.
44	CG-Appendix A Tank Listing for Yorktown	Tank Listing for Yorktown is not complete. Group D tanks do not appear to be listed (Tanks 186, etc.). What role will the Contractor have, if any, on these tanks?	Group D tanks have been abandoned in place. The contractor will have no responsibility for these tanks. Furthermore, the tanks will not be used to hold water stripped from active tanks.
45	CG-Appendix B	Will other valves, motors, gaskets, hardware, forklifts, tugs on the piers, and ancillary equipment currently in inventory that can be utilized within the DFSPs be made available to the contractor, or will these items also “disappear”? We are confused on what vehicles and equipment is staying and what is to be contractor provided.	There will be no GFE. All vehicles and equipment will be contractor provided. See Section CG-1.6 and Appendix B.

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46	CG-Appendix B	<p>Base Stations capable of transmitting to all DFSP locations are being provided at Craney Island, Yorktown, and Sewell's Point as GFE under the DFSP Norfolk GOCO portion of the contract.</p> <p>Questions: Will the Government allow the contractor to relocate the Sewell's Point base station to Chambers Field? Will the Government provide a base station at Little Creek to aid in controlling tanker/barge evolutions at that facility?</p>	<p>The Sewell's Point base station cannot be relocated. The contractor will provide a base station and antenna at all locations. The Contractor will provide radios. Note changes to the PWS.</p>
47	CG-Appendix B	<p>Only one Government provided telephone line for conducting official government business is identified in Appendix B to be furnished at each terminal. Will the contractor be required to furnish telephone service between the fuels accounting office, fuels laboratory, maintenance operation, etc.?</p>	<p>Note changes to the PWS regarding telephones at all locations.</p>
48	CG-Appendix B	<p>In the current DFSP contract vehicles required to accomplish terminal functions, vessel refueling by tanker, maintenance vehicles, etc. are Government furnished. Are these vehicles to be provided by the contractor for this solicitation? If so, please provide a listing of the Government provided vehicles currently hand received to the contractor.</p>	<p>Vehicles and equipment were furnished under the current contract because the contractor was required to perform corrective and breakdown maintenance. Under the new contract, corrective and break down maintenance will be accomplished via task order and any vehicle and equipment requirements, should they occur, will have to be considered. Beyond those vehicle requirements identified, the contractor will have to determine vehicle requirements.</p>
49	CG-Appendix B	<p>Is other specialized equipment being provided to the current contractor by the Government that we will be required to purchase for performance of the solicited services identified in this procurement? If so, please provide a listing of the Government provided specialized equipment currently hand received to the incumbent contractor.</p>	<p>The contractor is responsible for determining specialized equipment requirements. See # 48 above.</p>
50	CR 3.1.10 CR Appendix B	<p>At the site visit, Mr. Ron Adams (NOLSC Petroleum) identified a requirement to provide a prefabricated building for sheltering personnel at the Helicopter Hot Pit. CR-3.1.10 requires a prefabricated building, and Appendix B states that the government will provide electricity, natural gas/propane, heating/power production fuels, water, and sewage services for this building. Since all contractor operations are conducted in Government Facilities, is the above referenced prefabricated building meant to provide shelter for hot-pit personnel? If so, will utilities and sewer be provided? Where will this building be positioned?</p>	<p>There is no water, sewage, telephone, or local area network (LAN) connection available at this site. The government will provide an electrical connection at the site and provide electrical power to the contractor's building. The contractor shall be responsible for any and all electrical equipment within this prefabricated building and for connecting it to the source provided by the government. The pre-approved site is adjacent to the control tower LAG-110 outside the perimeter fence of the helicopter hot refueling site. There are head facilities in the same area where the building is sited for use of the hot pit crew.</p>
51	CR Appendix B	<p>Appendix B of Section CR states that the government will furnish fuel for contractor fuel servicing equipment; however, there is no like statement covering such equipment in Section CG. Is it the government's intent to furnish fuel for contractor fuel servicing equipment under Section CG?</p>	<p>The government will furnish fuel for aircraft and ground fuel servicing equipment, those vehicles that would not normally be used for administrative use. The contractor shall provide fuel for contractor provided administrative type vehicles, sedans, pickups, and vans by whatever means available. Note changes to Section CG-1.6.1.17.4, Fuel, Oil, and Maintenance and Appendix B regarding the provisioning of fuel products.</p>
52	CR Appendix B Pgs 72 & 73	<p>The Government Furnished Equipment (GFE) lists two 2,000-gallon fuel vehicles for contractor use. Would the Government provide either its estimate of additionally required fuel support vehicles by type and capacity or, provide the current number and type of fueling vehicles being used by the incumbent contractor for these services?</p>	<p>Under a performance-based contract, the contractor is responsible for determining vehicle requirements. Furthermore, we have reconsidered the provisioning of this equipment. It will not be rovided under the follow-on contract.</p>
53	CR-1.9.2.3 CG-1.13.2	<p>CR-1.9.2.3 classifies Dispatchers as Computer Operator IV. CG-1.13.2 does not identify a DOL labor category for the Automated Fuel Handling Equipment (AFHE) Operators who are also Computer Operators. Will the Government provide a Labor Classification for AFHE Operators, or will classification of these employees be at contractor discretion?</p>	<p>NOLSC Petroleum is considering changing the Dispatcher/Computer Operator IV to that of a Dispatcher conformed to a truck driver. The issue is equal or better pay to stabilize the critical dispatcher positions.</p>

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54	CR-1.9.2.4.2	CR-1.9.2.4.2 requires all drivers to possess a Virginia Commercial Drivers License (CDL). DOT and state law only requires a CDL driver for operating on public roads, not on Government Bases/Installations. Is this requirement correct? If so, does it also apply to drivers at the fuels terminals?	Yes, vehicles requiring CDL drivers under state law will also require CDL drivers on all government facilities. NS Norfolk legal made the determination they wanted all truck drivers to be CDL operators.
55	CR-2.12.2.1.1 CR-2.12.2.3  CG-2.4.3.3.1.2 CG-2.4.3.3.26.2	Solicitation section CG-2.4.3.3.1.2 seems to be in conflict with CR-2.12.2.1.1 in that the first allows the contractor to use insecticides and rodenticides and the second prohibits it. Please clarify the contractor's responsibilities and limitations regarding Pest and Rodent control.  Solicitation section CG-2.4.3.3.26.2 seems to be in conflict with CR-2.12.2.3 in that the first allows the contractor to use herbicides and the second prohibits it. Please clarify the contractor's responsibilities and limitations regarding the use of herbicides.	See # 29 Above
56	CR-2.15 (Chambers Field/Little Creek)	HAZWASTE is not addressed. Will the contractor be required to manifest HAZWASTE, and if so, will the Government provide a Generator # for manifesting?	See #39 above
57	CR-2.4	At the site visit it was stated that the Little Creek service station is scheduled to be converted to an automated facility. Please provide the scheduled completion date for this project.	The current estimated completion date is 30 October 2004.
58	CR-3.1.2 CR-3.1.3.2.1 CG-1.6.1.17	CR-3.1.2 specifies 3 axles rated at a minimum of 14/20/20 for 5,000-gallon tankers. CR-3.1.3.2.1 requires 2 axles rated at 20/20 or greater for 5,000-gallon tankers. No axle rating requirements are identified for refuelers to be provided for Section CG. Which CR paragraph is correct? Also, do axle ratings specified in PWS Section CR also apply to vehicles provided to fulfill requirements identified in PWS Section CG?	See #22 above.
59	CR-3.1.3.1.1	CR-3.1.3.1.1 requires a 600 GPM pump rate for 8,000 gallon refueling vehicles. Does the 600 GPM requirements also pertain to the equipment stationed at the Helicopter hot-pit pantograph?	All 8,000-gallon refuelers will be capable of pumping at the stated rate of 600 GPM regardless of where they are employed. The 600 GPM requirement is for maximum flow rate through two hoses. The contractor may provide equipment that can be set in a high/low flow mode. As outlined in the PWS, 5 and 8K units shall be provided. The 5K units are used to service aircraft in the more congested hangar areas. Its is irrelevant which units are used at the hot sites as they can be set in a low flow mode.
60	CR-3.3.1.8	Paragraph CR-3.3.1.8 states that the contractor will provide spares for GFE/Facilities. Please provide an estimate of the annual historical costs of spares for GFE/Facilities.	Annual historical costs of spares for GFE/Facilities are not available. What is being asked for is the supply of consumables that break, ware out, and over time, must be replaced to maintain a system in ready to use condition.
61	CR-3.3.1.8.2	Paragraph CR-3.3.1.8.2 In-place Assets references Section CR-3.4.1.8; however, we have been unable to locate this section. Please provide Section CR-3.4.1.8 and indicate the annual historical costs to the contractor of repair and replacement of these assets.	Note the change to the PWS. Reference to Section CR-3.4.1.8 has been deleted.
62	General	Will the oncoming Contractor be provided with existing files of reports for continuity, and to comply with USCG requirements for record retention?	The oncoming contractor will be provided with existing files during contract turnover period.
63	General	To be sure offerors can present sufficient information in the Operations and Staffing Plan will the Government exclude the Position Descriptions from the page limitations?	See #16 above.
64	General Appendix B	Will the Government provide fuel for all contractor furnished vehicles at all locations?	See #51 above
65	General	Forklifts for utilization by the contractor and Navy personnel to on and offload cargo on the pier are currently GFE. Will these forklifts remain GFE? If forklifts are not GFE and are to be contractor provided, liability issues are involved when Navy personnel are also utilizing these vehicles.	There will be no GFE forklifts. Ships will be required to provide their own forklifts to move stores.

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66	General	CR (Fueling) PWS and CG (GOCO) PWS and assumptions. Our pricing will be based on the assumption that all fuel distribution systems, Tanks and tank gauging equipment, Automated Fuel Handling Equipment (AFHE), facilities and grounds will be within performance specifications and mission capable. Is this a correct assumption?	Yes, equipment will be mission capable. See Section CG 1.8 through 1.10 for Staffing Requirements.
67	General	Are there any protected wetland areas at any of the sites?	Yes there are wetland areas throughout Craney Island and at Yorktown.
68	General	Can a contractor allow an employee to use their POV to undertake contract (Government) business?	The contractor is prohibited from requiring any employee to use their POV to travel between worksites, carry hazardous materials, i.e., fuel samples. See change made to CG-1.6.1.17.1, General Purpose Vehicles.

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**ATTENDEES AT PREPROPOSAL CONFERENCE**  
 SP0600-04-R-0032  
 MARCH 16-17, 2004

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**CG-1.5.3 Contract Performance Period Plans:** Following the start of the contract performance period, the Contractor shall have 60 days, unless otherwise indicated, to submit the following detailed plans.

**CG-1.5.3.1 Environmental Protection Plan:** Based on the requirements of Section CG-2.7, Environmental Protection, the Contractor shall submit a comprehensive and detailed plan outlining procedures necessary to protect the environment in accordance with all applicable DOD, USN regulations, and local laws.

**CG-1.5.3.2 Contract Contingency Plan:** The Contract Contingency Plan shall outline Contractor actions to ensure there are no significant interruption of services resulting from labor disputes, catastrophic failure of equipment, or the effects of national disasters/emergencies within the Contractor's control. The plan shall provide specific details regarding labor issues as may result from potential strike actions, military contingency and war time manning requirements, subcontracting as may be required to meet manning requirements, and the replacement of equipment anticipated to be out of service for more than 72 hours. The Contractor shall be responsible for repairing or replacing inoperable equipment or obtaining additional equipment and manpower required to carry out day-to-day and contingency operations. Upgrading or modifying equipment to meet specific off station and public, over-the-road requirements, licensing or obtaining permits for equipment and personnel to operate on public roads, and adherence to insurance requirements shall be the responsibility of the Contractor.

**CG-1.5.3.3 Maintenance Plan:** The plan shall clearly outline the procedures for accomplishing the periodic scheduled inspections and minor repairs designed to preserve and maintain equipment, apparatus and facilities in such condition that they may be effectively used for their intended purposes.

**CG-1.5.3.4 Operation Plan:** The plan shall provide comprehensive and detailed step-by-step procedures covering all requirements specified in Section CG-2.0, Specific Tasks. The plan shall also include contingency procedures for power outages and inoperative automated fuel handling equipment (AFHE).

**CG-1.5.3.5 Product Inventory Control and Accountability Plan:** The plan shall provide comprehensive, auditable and detailed procedures to ensure compliance with the requirements of *Clause 1119.04, Inventory Control Records and System Records*, DoD 4140.25M, and Section CG-2.3, Inventory, Accounting, and Administration, of the PWS.

**CG-1.5.3.6 Safety Plan:** The detailed plan shall outline procedures necessary to maintain safety in accordance with applicable federal, state and local laws and regulations.

**CG-1.5.3.7 Security Plan:** The plan shall clearly identify staffing and procedures necessary to maintain security as outlined in Section CG-2.9. The security plan shall include the number of proposed employees identified by wage determination and job classification.

**CG-1.5.3.8 Training Plan:** The detailed plan shall identify federally mandated and general required safety training courses, length of training, training source, and a brief description of the course. The plan shall also identify the employees to be trained (by job classification), the frequency of training and method of monitoring plan compliance. This plan shall include all elements of the concept plan that was submitted as part of the technical proposal. Table 7 of Section CG-2.5 should be used as a guide for preparing the plan.

**CG-1.5.3.9 Staffing Plan:** The plan shall include an organization chart showing the number of employees identified by wage determination, job classification, and full/part time employee status. See [Clause L201.100, Instructions to Offerors \(GOCO Services-Source Selection\)](#).

**CG-1.5.3.10 Equipment Provisioning Plan:** As outline in Section CG-1.6.1.17, Vehicles, the contractor shall indicate the type and quantity of vehicles to be provided in support of all location identified under this contract. Furthermore, unless the task of grounds maintenance is sub-contracted (indicate so) powered grounds maintenance equipment shall be include in the Equipment Provisioning Plan. See [Clause L201.100, Instructions to Offerors \(GOCO Services-Source Selection\)](#), [Section B9](#) regarding the required information format.

## **CG-1.6 Contractor Furnished Equipment, Supplies, and Services**

**CG-1.6.1 General:** The Contractor shall provide all equipment, grounds maintenance equipment, vehicles, tools, supplies, office equipment and furniture, and other items (not otherwise specified as Government-furnished) necessary to complete any and all tasks outlined in Section CG-2.0 or as required to perform in accordance with federal, state and local laws and regulations at all three (3) terminal areas. The following list is not all-inclusive but does provide examples of what the Contractor shall furnish to accomplish the tasks outlined.

**CG-1.6.1.1 Petroleum Products Measurement Equipment:** All supplies, to include but not limited to, gauging tapes, thermometers, fuel finding paste, and water finding paste conforming to MIL-W-83779.

**CG-1.6.1.2 Petroleum Products Sampling Equipment and Supplies:** All equipment and supplies to include weighted bottles, beakers, and holder for sampling bulk storage tanks, vessel tanks, tank trucks, Bacon Bomb samplers, and an adequate supply of one quart/liter clear glass sampling bottles with corks. The contractor shall also provide an adequate supply of one gallon (4 liter) and five-gallon (20 liter) epoxy coated sample cans and approved shipping containers suitable for the shipment of petroleum products samples.

**CG-1.6.1.3 Petroleum Products Sample Shipment Services:** At the Contractor's expense, provide the capability to pack and ship approximately fifty petroleum product samples to DESC designated laboratories (DoD and commercial) each 12 month contract period.

**CG-1.6.1.4 Administrative and Computer Supplies:** Provide all administrative and computer supplies as well as copy machines and supplies (letter and legal size).

**CG-1.6.1.5 Janitorial and Housekeeping Equipment and Supplies:**

**CG-1.6.1.6 First-Aid Equipment and Supplies:**

**CG-1.6.1.7 Tank Truck Seals and Placards:** Provide seals that are sequentially numbered and a secure container in which to store/control the seals provided. Provide placards in accordance with the Department of Transportation regulations.

**CG-1.6.1.8 Combination Flammability and Oxygen Deficiency Monitors:** Provide all applicable equipment to include a serviceable oxygen sensor.

**CG-1.6.1.9 "Gas-Free" Equipment/Services:** The Contractor shall provide gas-free monitoring equipment for use by certified Contractor personnel or contracted "gas-free" services for a certified gas-free engineer.

**CG-1.6.1.10 Half-Face Organic Vapor Respirators:** The Contractor shall provide fit tested respirators for all Contractor employees (one each) who would normally perform tasks where exposure to fuel vapors might occur or be likely, or may perform maintenance or emergency repairs where exposures might occur. Respirators may also be used to prevent exposure during liquid/chemical transfers, such as the transfer of fuel additives from open containers to drums. The contractor shall ensure that the oxygen sensor is maintained in a serviceable condition and changed at least once each 12-month period. The Contractor shall check the combustion sensor daily per manufacturer's instructions and replace the sensor as necessary. The contractor shall comply with the requirements of OSHA 29 CFR 1910.134, Respirator Protection, with regard to medical surveillance and protection of employees using respirators.

**CG-1.6.1.11 Incidental Fuel Cleanup Supplies:** The Contractor shall provide incidental fuel spill cleanup supplies, i.e., absorbent pads, drying materials, and booms, for cleanup, storage, and disposal of incidental spills in accordance with 40 CFR Part 262, Standards Applicable to Generator of Hazardous Waste, and Section CG-2.7, Environmental Protection, herein.

**CG-1.6.1.12 Solid Waste Management and Collection Services:** The Contractor shall be responsible for the management and collection of all trash; to include wind blown and water carried trash and debris. Under no circumstances will the Contractor allow trash to accumulate in any part of the terminals not designated as a trash collection site, nor shall the Contractor permit or allow trash to be burned or disposed of within the terminals. The Contractor shall use the solid waste management collection service provided by the Navy and actively participate in and support local Government sponsored recycling and solid waste management programs. The Contractor shall inform the Fuel Officer or COR if there are problems with ship trash.

**CG-1.6.1.13 Facility Identification Signs:** The Contractor shall maintain the permanent facility identification signs (Government-provided) posted at the entrance of the Craney Island, Sewell's Point, and Yorktown terminals. The facility signs are constructed of a weatherproof material with the name of the terminal and the words "Operating Contractor (add company name)."

**CG-1.6.1.14 Grounds Maintenance Equipment and Supplies:** The Contractor shall furnish all vehicles, grass/brush cutting equipment, tools, materials, supplies, and labor necessary to provide grounds maintenance services within the terminal areas designated by Section CG-2.4.3.3.26, Grounds Maintenance, and the grounds maintenance maps provided in Appendix F in accordance with federal, state, and local laws and regulations. Grounds maintenance services may be sub-contracted, however, the Contractor is ultimately responsible for maintaining the grounds as specified herein.

**CG-1.6.1.15 Potable Water Sampling:** Using sample bottles/apparatus provided by PWC Norfolk, the Contractor shall take alternate monthly water samples from Buildings 288 and 453 and annual water samples from Buildings 82, 84, 86, 288, and 453 and hold such sample for PWC Norfolk pickup and testing.

**CG-1.6.1.16 Communication Services:**

**CG-1.6.1.16.1 Telephones:** As outlined in Appendix B, Government Furnished Equipment, one (1) commercial telephone line and instrument shall be provided by the Government at the main terminal office for Craney Island, Sewell's Point, and Yorktown. The Government will provide access to the installed commercial telephone lines. Beyond that access, all costs associated with commercial telephone services, to include Internet and computer connections, the activation of existing lines, increased capacity or the addition of lines, and the provisioning of equipment and instruments shall be borne by the contractor. Government-furnished telephone systems provided under Appendix B shall be used to conduct "Official Government Business" only.

**CG-1.6.1.16.2 Internet Connection and Computer System:** The computer systems and service connections referred to in *Clause I119.04, Inventory Control Records and Systems of Record (DESC JAN 2003)* shall, as outlined therein, be provided by the Contractor. The system shall also be used to maintain the data collection and records keeping associated with product quality surveillance, i.e., product analysis and test reports, the data collection and records associated with the Contractor's preventive maintenance program, and other data systems and reports as outlined in Appendix G, Required Reports, and Appendix H, Data Elements for Required Reports.

**CG-1.6.1.16.3 Access and Use of Government's Electronic Bill Paying System:** The Contractor shall obtain access to "Power Track" through DESC in order to use the Government's electronic bill paying system to create documentation necessary to pay for commercial tug services used for moving fuel barges to and from customers.

**CG-1.6.1.16.4 Radios:** The Contractor shall provide sufficient multi-channel, intrinsically safe radios and supporting communication equipment for used by Contract personnel and terminal quality surveillance representatives during all aspects of terminal operations, i.e., loading/offloading tankers and barges, pipeline operations, pipeline patrols, and other activities as deemed necessary to ensure compliance with 33CFR, Part 154.550(a)(2), Emergency Shutdown. The equipment shall be fully capable of communications between the three (3) terminal areas and NAVSTA Norfolk (Chambers Field). The Contractor shall include a detailed description of the radios, the number of instruments, batteries, and chargers units to be provided, with the contract proposal. The Contractor shall secure the operating frequencies as may be required by the local/base communications organizations prior to the contract start date.

**CG-1.6.1.17 Vehicles:**

**CG-1.6.1.17.1 General Purpose Vehicles:** The Contractor shall provide all general-purpose vehicles, i.e., pick-up trucks and passenger carrying vehicles, required to operate and maintain the terminals and to transportation of the terminal personnel to their specific work sites during the course of their daily functions. **Contract personnel shall not be required to use a privately owned vehicle (POV) to travel between work sites or otherwise transport work related tools or materials between sites or to other areas.**

**CG-1.6.1.17.2 Tank Trucks:** The Contractor shall provide the tank trucks sized to meet customer quantity requirements **as outline herein**, within their requested delivery times, and to accommodate pier restrictions. The [Exhibit of DFSP Workload Data](#) (see the lines for Navy trucks) provides historic shipment quantities. The Contractor shall provide qualified drivers for delivering petroleum products over water in accordance with federal, state, and local laws and regulations. The Contractor shall be capable of meeting emergent truck delivery requirements. **See truck specifications outlined in Section CR (Refueling), Section C-3.1, Vehicles.**

**CG-1.6.1.17.3. Four-wheel Drive Vehicles:** In addition to the vehicles that are required by the Contractor to operate and maintain the terminals, the Contractor shall provide two heavy-duty, four-wheel drive vehicles (minimum ¾ ton rating) with trailer hitch, wiring, licensing, and needed accessories to provide for the capability to tow terminal boats, spill containment skimmers, equipment, etc. One shall be assigned to Craney Island, the other to Yorktown and used for towing the aforementioned equipment to provide immediate response to terminal emergencies and to contain any petroleum spill, leak, or seepage.

**CG-1.6.1.17.4 Fuel, Oil, and Maintenance:** The Contractor shall supply all fuels and lubricants (gasoline, diesel fuels, and oils.) **for use in contractor provided utility vehicles, i.e., pickup, vans, and sedans, that can be routinely used off station. The Contractor shall fully maintain all classes of Contractor furnished vehicles.** All vehicles shall be maintained in accordance with federal, state, and local regulations and reflect the highest presentable corporate image.

**CG-1.6.1.17.5 Identification and Appearance:** Each Contractor vehicle shall be marked with a permanently affixed company name or logo in a manner and size that is clearly visible. The name or logo shall be applied in a professional manner, reflective of company pride and professionalism. Stenciled or spray painted logos or magnetic placards shall not be used. All vehicles shall display a valid state license plate and safety inspection sticker, and placards as applicable, and shall be maintained in a safe and operable condition. All vehicles shall present a clean, professional appearance.

**CG-1.6.1.17.6 Vehicle Stickers:** The Contractor shall meet all base vehicle access requirements for the area installations in order to drive vehicles on the installations to service customers.

**CG-1.6.1.18 Uniforms:** All contract personnel, including site managers, shall wear a distinctive company uniform in performance of their duties. Pursuant to US Department of Labor wage determinations, the Contractor shall provide seasonal uniforms consisting of a shirt and pants or coveralls, a matching seasonal jacket/coat, and a matching baseball type cap. Except for distinctive management dress shirts, all contract personnel shall be provided and wear the same type, style, or design uniform. All shirts, coveralls, jackets, coats, and caps shall be emblazoned with a readily identifiable company name or logo. All shirts, coveralls, jackets, and coats shall also have the employee's nametag affixed. Laundry services or compensation for such services shall also be provided as stipulated by the applicable wage agreement/determination. Uniforms material blends equivalent to the Navy work dungarees (65/35 polyester/cotton) or the Marine Corps fatigue uniform (50/50 polyester/cotton), are acceptable. Static producing synthetic materials such as 100 percent nylon, polyester, Dacron, rayon, banlon, and silks, shall not be provided as a uniform or worn as an under or outer garment.

**CG-1.6.1.18.1 Safety Equipment:** The Contractor shall provide its employees with safety equipment such as sound suppression devices and safety goggles. If applicable, other special safety equipment for specific operations, i.e., cranial protection, fire retardant overalls, and test equipment for the monitoring of oxygen deficient or explosive atmospheres in confined spaces shall also be furnished by the Contractor.

**CG-1.6.1.18.2 Personal Clothing/Equipment:** The Contractor shall ensure that employees adhere to all foot, hand, and eye protection programs and that each employee provides and uses personal clothing and safety equipment such as safety shoes, prescription safety glasses, and gloves.

## CG-1.7 Planning Information

**CG-1.7.1 General.** Table (1), Historic Throughput FY 2000-2003, below provides cumulative terminal workload data in terms of product movement for fiscal years 2000-2003. For the purposes of estimating workload, the Contractor should use the quantity noted in the Monthly Throughput row for each terminal. Throughput as defined in Note (2) below, does not include the movement of re-graded product, internal transfers, or the movement of water between the terminals and PWC. The [Exhibit of Product Throughput](#) and the [Exhibit of DFSP Workload Data](#) provide a more definitive breakdown of workload data with regard to receipts, product issues (shipment), and internal transfers of products and water waste.

**Table 1: Historic Throughput FY 2000-2003**

<i>Measure</i> <sup>(1)</sup>	<i>Craney Island</i>		<i>Sewell's Point (In Gallons)</i>		<i>Yorktown</i>
	<i>F-76</i>	<i>JP-5</i>	<i>LTL</i>	<i>LO6</i>	<i>JP-8</i>
<i>Received</i>	11,679,920	13,409,702	814,956	419,471	10,741,891
<i>Shipped</i>	12,207,124	12,815,636	803,123	444,673	10,674,260
<i>Receipts + Shipped</i>	23,887,044	26,225,338	1,618,079	864,144	21,416,151
<i>2000-2003 Throughput</i>	<i>11,943,522</i>	<i>13,112,669</i>	<i>809,040</i>	<i>432,072</i>	<i>10,708,076</i>
<i>Annual Throughput</i>	<i>6,266,548</i>		<i>310,278</i>		<i>2,677,019</i>
<i>Monthly Throughput</i> <sup>2</sup>	<i>522,004</i> <sup>(3)</sup>		<i>25,857</i> <sup>(3)</sup>		<i>223,085</i>

- (1) The reflected values do not include Oily Waste/Waste Water received from US Navy vessels at the Craney Island, or Fuel Oil Recovered (FOR) collections and storage operations. See the [Exhibit of DFSP Workload Data](#).
- (2) Throughput, a rough measure of workload, is equal to the total of receipts and shipments divided by two. The data shown is a combined monthly average of the four (4) years of historical data reflected in the [Exhibit of Product Throughput](#). Note that the data for Craney Island and Yorktown are in *barrels* while the data for Sewell's Point is in *gallons*.
- (3) The total of 2000-2003 throughput data divided by 48 months or the average monthly throughput, by terminal, over the past four years.

## CG-1.8 Personnel Staffing Objectives

**CG-1.8 General:** The Contractor shall provide sufficient personnel staffing to accomplish terminal functions and tasks identified in Section CG-2.0, Specific Tasks. The Contractor's staffing and personnel objectives shall be flexible and capable of meeting the demands of simultaneous operations. The most frequent simultaneous operations involve tank truck shipments; pipeline receipts, pier operations, and other tasks identified therein, barge, tanker, and ship operations. The Contractor shall schedule personnel so that no individual works more than 12 continuous hours, followed by an 8 hour break, except in emergency situations approved by the COR. The Contractor shall meet emergent fleet requirements with less than 24 hours notice.

## CG-1.9 Operating Hours

Terminal operating hours are outlined in Table 2 that follows. Normal workday operations include product receipts, issues, transfers and the blending of product, quality surveillance, preventive and corrective maintenance, security, and other supporting functions as described in Section CG-2.0, Specific Tasks. All costs associated with these operations shall be included in the price for CLIN 0001.

**Table 2: Operating Hours**

<i>DFSPs Norfolk</i>				
<i>Function</i> <sup>(1)</sup>	<i>Operating Hours</i> <sup>(2)</sup>	<i>CI</i>	<i>Y</i>	<i>SP</i>
Terminal Control Center Operations	24/7	X	X	
Scheduling Operations <sup>(3)</sup>	0730-1600, Mon thru Fri <sup>(9)</sup>	X	X	
Terminal Operations				<sup>(10)</sup>
Pipeline Operations <sup>(5)</sup>	24/7	X	X	
Barge Operations <sup>(4)(5)</sup>	24/7	X	X	
Pier Side Operations <sup>(5)</sup>	24/7	X	X	
Pier Side Lube Oil Operations <sup>(5)</sup>	Sunrise-Sunset			X
Truck Fill & Off-Load Operations <sup>(5)</sup>	24/7	X	X	X
Security <sup>(6)</sup>	24/7	X	X	
System Maintenance	0700-2400, 7 days per week	X	X	X
Spill Response	24/7	X	X	X
Inventory <sup>(7)</sup>	0700-2400, 7 days per week	X	X	X
Accounting and Administration <sup>(7)</sup>	0700-1600, Mon thru Fri <sup>(11)</sup>	X		
All Other Terminal Functions <sup>(8)</sup>	0700-2400, 7 days per week	X	X	X

- (1) Hours of operation outlined herein apply to the applicable terminal specified in the three columns to the right of the table.
- (2) Except for Terminal Control Center Operations, 24/7 (24-hours per day, 7-days per week) should not be construed as a requirement for continuous staffing when receipt/issue operations are not occurring
- (3) Capable of receiving customer requests for service by direct contact, email, answering machine, or other means 24 hours per day
- (4) Includes all barge refuel and defuel operations at any Tidewater area location
- (5) To include all pre and post load and off-load quality surveillance actions required and necessary to ensure the quality of product loaded before that product reaches its delivery destination
- (6) See Section CG-2.9, Terminal Security, for specific security manning as it applies to each specific terminal area
- (7) To include all manning required to undertake end-of month/year inventory, accounting, and administrative actions that may fall on weekends/holidays
- (8) "Other Terminal Functions" are defined as all other work applicable to the operation of the terminal system, i.e., intra-terminal transfers, tank stripping, berm and canal de-watering, shop repairs of equipment, grounds care and maintenance, etc., and associated administrative functions.
- (9) Excludes weekends and holidays as stipulated in the wage determination
- (10) Except as required to perform preventive maintenance and maintain systems, perform inventories, undertake security responsibilities and provide access for authorized personnel, and to perform specific receipt, issue, and transfer (JP5 valve pit setup/monitoring) tasks, there are no operators assigned to Sewell's Point.
- (11) Basic administrative and accounting functions performed at all three terminals (forms, documentation, reports, and other data as may be applicable to accounting and administration) are forwarded to the central office at Craney Island 24 hours per day, 7 days per week.

## **CG-1.10 Continuous Capability Operations**

**CG-1.10.1 Receipt and Issue Operations:** The Contractor shall be capable of conducting receipt/issue operations via tanker, barge, US Navy ships, and US Navy sponsored ships 24-hours per day, seven days per week. The contractor shall be capable of sampling and testing fuel for these operations on a 24-hours per day, seven days per week basis.

**CG-1.10.2 Staffing Requirement:** The 24 hour per day, seven days per week capability should not be construed as a requirement for continuous staffing when receipt/shipment operations are not occurring. Terminal control centers located in Craney Island Bldg. 288 and Yorktown Bldg 139 shall be manned 24/7.

**CG-1.10.3 Transportation Equipment:** The Contractor shall use Government-furnished barges to the maximum extent possible when issuing fuel to authorized customers on a **24-hours per day, seven days per week basis**. Use of a contracted conveyance for the delivery of fuel shall be approved in advance by the COR and shall be accomplished in accordance with DESC-Americas East guidance and routing orders. Constant communications must be maintained with all vessels to determine exact arrival times for scheduling Contractor's work force.

## CG-1.11 Personnel Qualifications

The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance standards and comply with all applicable federal, state, and local laws and regulations. They shall be able to speak, read and comprehend English (be literate) to the extent of reading and understanding printed regulations, detailed written orders and operating procedures, training instructions and materials and be able to compose reports which convey complete information.

## CG-1.12 Key Personnel

**CG-1.12.1 Corporate Executive Officer:** To assure continuity between the Terminal Superintendent and the Contractor's home office, the Contractor shall, for the duration of the contract, employ an executive officer who has the authority to make decisions concerning this contract; a complete understanding of the terms and conditions of this contract; and working experience in the operation and maintenance of bulk fuel storage facilities equivalent to that managed under this contract.

### CG-1.12.2 Terminal Superintendent

**CG-1.12.2.1 Specialized Experience:** The Terminal Superintendent shall have a minimum of six (6) years (collective) of specialized experience in bulk fuel terminal operations to include the receipt, storage and internal handling, and shipment of petroleum products via modes of transport ranging from motor tank wagon to ocean tanker and barge, and pipeline. Specialized experience is defined as, but not necessarily limited to, the knowledge, skills, and abilities obtained as a result of direct participation in the aforementioned bulk fuel terminal operations. Of the six (6) years, a minimum of three (3) years will be upper level management experience at a deepwater bulk fuel terminal with direct oversight and management responsibilities for the entire terminal, i.e., Superintendent or Assistant Superintendent position. Practical experience shall include the operation and maintenance of bulk petroleum storage tank systems; the interconnecting pipelines, receipt headers, and fillstand facilities, as well as the maintenance and upkeep of pier facilities, environmental systems, and area grounds. The Terminal Superintendent shall also have a working knowledge of aircraft fuel services operations, quality surveillance, inventory and accounting, and preventive maintenance systems to the extent that he/she understands the documents and reports for which he/she will be responsible.

**CG-1.12.2.2 Supervisory Experience:** The Terminal Superintendent shall have a minimum of three years of management/supervisory experience gained within five years immediately prior to the latter of the contract start date or the individual's hiring date, and a minimum of two years of supervisory experience in bulk fuel terminal operations with emphasis in systems operations and maintenance and environmental compliance.

**CG-1.12.2.3 Spill Response and Hazardous Waste Management Qualifications:** The Terminal Superintendent shall be a qualified Facility Spill Coordinator (FSC) and On Scene Coordinator (OSC) and shall be qualified in the management of hazardous waste and present a certificate of completion for HAZWOPER training (40 hours) on or before the contract start date. In addition, the following Texas A&M University, Texas Engineering Extension Service, or documented equivalent courses shall be completed within 120 days of the contract start date.

- ✓ CMST, SMTQUI, Spill Management Team-Qualified Individual OPA 90 (40 hours)
- ✓ ESTI, 701007, HAZWOPER for Supervisors and Managers (8 hours)

- ✓ PST, HW1001, Hazardous Waste Management (24 hours), or Taylor Morgan course DESC DOT Hazardous Material Regulations (8 hours)

**CG-1.12.2.4 Collateral Duties:** The Terminal Superintendent position shall not be a collateral function nor shall he/she be assigned or perform collateral duties.

**CG-1.12.3 Assistant Terminal Superintendent:**

**CG-1.12.3.1 Specialized Experience:** The Assistant Terminal Superintendent shall have a minimum of three years of specialized experience equivalent to that outlined in Section CG-1.12.2.1 above.

**CG-1.12.3.2 Supervisory Experience:** The Assistant Terminal Superintendent shall have a minimum of two years of supervisory experience in bulk fuel terminal operations with emphasis in operations and maintenance and environmental compliance.

**CG-1.12.3.3 Spill Response and Hazardous Waste Management Qualifications:** The training identified for the terminal superintendent, also applies to the assistant terminal superintendent; however, he/she must have the training prior to or within six months of the contract start date or the individual's hiring date.

**CG-1.12.3.4 Collateral Duties:** The Assistant Terminal Superintendent position shall not be a collateral function nor shall he/she be assigned or perform collateral duties.

**CG-1.12.4 Availability:** Either the Terminal Superintendent or Assistant Terminal Superintendent shall be locally available for terminal oversight 24 hours per day, seven days per week, year round, including holidays.

**CG-1.12.5 Replacement of Key Personnel:** Should it become necessary to replace a key person, the Contractor shall, to the extent possible, provide the Government advance notice and a resume of the proposed candidate that supports the experience requirements listed above. In an emergency, the installation of new key personnel shall be followed by a resume of the proposed candidate within 10 working days. Key personnel positions vacated for more than 30 consecutive calendar days shall result in reduced payment to the Contractor equal to the wages and benefits applicable to the position for the period exceeding the 30-day grace period.

**CG-1.12.6 Substitutions:** If key personnel for whatever reason become unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the Contractor's proposal, the Contractor shall propose a substitution of such personnel in accordance with the following:

**CG-1.12.6.1 Substitution Requests:** All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least 15 days (30 days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

**CG-1.12.7 Level of Effort Increases:** In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

**CG-1.12.8 Contracting Officer's Actions**

**CG-1.12.8.1 Responses to Requests:** The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

**CG-1.12.8.2 Contract Termination:** If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or are unavailable to perform under the contract is not reasonably

forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, she/he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

## **CG-1.13 Additional Personnel Requirements**

**CG-1.13.1 General:** The following positions are required for the safe and efficient operations of the DFSP Norfolk terminals. The number of personnel filling the positions will be in accordance with the Contractor's manning plan. In accordance with that plan and as outline in Appendix G, Required Reports, the Contractor shall submit to the COR a monthly manning roster that, at a minimum, identifies personnel by name, position, full or part time status, and their date of hire for all three terminal facilities. The monthly manning roster shall be provided prior to the beginning of business of the first workday of the month.

**CG-1.13.1.1 Replacement of Personnel:** Replacements for any vacancies should be aggressively pursued. So as to provide a complete understanding of the workforce available, the Contractor shall report to the COR in writing all vacancies as they occur and an estimate as to the time it will take to fill the vacancy and to indoctrinate the new employee in that position.

**CG-1.13.2 Automated Fuel Handling Equipment Operator:** Shall be qualified as a Fuel Distribution System Operator with a minimum of two years of operational experience at a fuel terminal. The Operator shall be trained in automated fuel handling equipment and possess sufficient computer and radio skills to monitor and control an automated fuel distribution system (tanks, valves, pumps, etc.) of a bulk fuel terminal. Using the AFHE system, the operator shall define, initiate, control, and monitor fuel evolutions from a central control panel. In addition to operational control, the operator shall monitor alarms and inventory levels. The AFHE Operator shall not perform or be assigned collateral duties.

**CG-1.13.3 Electrician:** (as defined in the Service Contract Act, Directory of *Occupations*): The Electrician shall have a minimum of one-year experience at a bulk fuel terminal. The electrician shall not perform or be assigned collateral duties.

**CG-1.13.4 Fuel Accounting Clerk:** The Fuel Accounting Clerk shall be fully knowledgeable of manual and automated fuel management and accounting systems such as the Fuels Automated System (FAS) and FAS Enterprise Server (FES). The fuel accountant shall also be knowledgeable and capable of work within all systems as they relate to fuel management accounting. The Fuel Accounting Clerk shall possess sufficient computer skills to use client/server applications in a Microsoft Windows environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; send and receive email; and to use web browsers to send and receive information. The use of Microsoft standard office products such as Word, Excel, and PowerPoint; other commercial off the shelf applications, utilities; and custom software in such a manner that daily fuel operations are effectively and efficiently conducted may also be required. Those skills shall include the use of the real time information systems, the manipulation data within the Fuel Manager system and the related fuel management modules and status systems. The Clerk shall have a minimum of one year of experience. The Fuel Accounting Clerk shall not perform or be assigned collateral duties.

**Note:** The Fuel Accounting Clerk shall be capable of completing a security background check and meet the ADP Level III non-critical/sensitive classification requirements necessary to obtain a log-on identification and password to accomplish FES data entry.

**CG-1.13.5 Fuel Terminal Scheduler:** Shall have a minimum of two years of bulk fuel marine terminal experience. Shall be computer literate to include the ability to logon; shutdown; initiate modems; manipulate files; send and receive email; and to use web browsers to send and receive information. He/she shall also be familiar with the use of word processing and spreadsheet software, other commercial off the shelf applications and utilities; and custom software, as may be required, to ensure that daily fuel scheduling operations are conducted in an effective and efficient manner. The Scheduler shall be knowledgeable in radio communications, instructions/regulations pertaining to fueling and defueling of Government vessels, and Government forms used to document fuel servicing. The Scheduler shall be capable of communicating in English. The Scheduler shall not perform or be assigned collateral duties.

**CG-1.13.6 Fuel Distribution System Operator:** Shall have a minimum of one year of operational experience in storage and distribution of bulk petroleum. Lead Operators shall have a minimum of two years of operational experience. *Anyone failing to meet these qualifications and experience requirements shall be considered a trainee. No more than one trainee per shift and location shall be allowed to work.* Trainees shall neither work alone nor be given responsibilities for which they are not qualified to perform. Trainees shall have at least one year of operational experience to become a qualified Fuel Distribution System Operator.

**CG-1.13.7 Fuel Distribution System Mechanic:** Shall have a minimum of two-years experience to include at least one year at a bulk fuel terminal as a mechanic. The Liquid Fuel Distribution System Mechanic shall not perform or be assigned collateral duties.

**CG-1.13.8 Lead Quality Surveillance Technician:** Shall have the same qualifications as a Fuels Distribution System Operator and a minimum of six months experience in the quality surveillance field at a bulk fuel terminal. The Quality Surveillance Technician shall be experienced in the use of common fuel sampling equipment, storage tanks and conveyance sampling procedures, and conducting Type C testing required for all products stored at DFSP Norfolk. His/Her experience, as reflected by the individuals training record, shall include knowledge of the properties, characteristics and specifications of the petroleum products stocked and handled, the various means used to sample fuel handling equipment and systems, from receipt to product issue. Individual must be knowledgeable in the operation, maintenance and calibration of lab equipment, record keeping and laboratory safety procedures. Individual is responsible for the proper training of other personnel required to perform quality functions. The Quality Surveillance Technician shall not perform or be assigned collateral duties.

## CG-1.14 Other Personnel Requirements

**CG-1.14.1 Special Licenses, Skills, Training, and Certifications:** The tasks outlined in Section CG-2.0, Specific Tasks, may require other special licenses, i.e. commercial drivers license (CDL), tankerman, etc., skills, training or certifications. Personnel will be required to operate heavy equipment (forklift and crane), boats, tank trucks, and semi-trailers, both on and off base. A list of all equipment is provided in the database provided to the Contractor during the solicitation period. The Contractor shall evaluate task requirements and provide qualified personnel to complete tasks in accordance with all applicable federal, state, and local laws and regulations. The Contractor shall provide, as part of his proposal, documentation which outlines how he intends to maintain and ensure compliance with all applicable federal, state, and local laws and regulations involving special licenses, skills, training, or certification, i.e., barge operators, heavy duty and special purpose equipment operators/drivers, marine equipment operators, etc.

**CG-1.14.2 Security Clearances:** Certain administrative tasks will require a Confidential Security Clearance. The Contractor's personnel shall provide the necessary information for obtaining a security clearance, if required.

## CG-1.15 Personnel Replacements

**CG-1.15.1 Replacements:** If the personnel listed in Section CG-1.13, for whatever reason, become unavailable for work under this contract for a continuous period exceeding 30 calendar days, or is expected to devote substantially less effort to the work than indicated in the Contractor's proposal, the Contractor shall replace such personnel in accordance with the following:

- ✓ The Contractor shall provide the COR a detailed explanation of the circumstances necessitating the replacement,
- ✓ The Contractor shall provide the COR a complete resume of the replacement, and any other information required by the Contracting Officer or COR to review the replacement's qualifications.
- ✓ All replacements (no matter when they replace other personnel during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.
- ✓ The Contractor shall not have the position vacant for more than 30 calendar days, unless authorized by the Contracting Officer.

**CG-1.15.2 Contract Termination:** If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or are unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, she/he may equitably adjust the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

## **CG-1.16 Correspondence and Visits**

**CG-1.16.1 Correspondence:** The Contractor shall be responsible for preparation of all correspondence pertaining to the operation of the DFSP including military message traffic.

**CG-1.16.2 Visits:** The Contractor shall notify the COR of any and all visits or notice of intent to visit contract management, its employees, or the contracted facilities by any federal, state, local government, base (military) office/agency, union representative, or contract corporate officer. Except for that considered to be company or proprietary documents, the Contractor shall provide the COR copies of all correspondence resulting from such visits.

## **CG-1.17 Defense Energy Support Center-Americas East**

**CG-1.17.1 General:** The Defense Energy Support Center-Americas East (DESC-Americas East) is responsible for defining authorized customers within the region. The DESC-Americas East has complete jurisdiction over the movement of fuel. DESC-Americas East will define the customers and quantities of fuel to be moved. Daily coordination of fuel movement shall be left to the Contractor, as long as customers and quantities match the Source Identification and Ordering Authorization (SIOATH). The Contractor shall refer all problems pertaining to transportation (such as demurrage, routing and loss of product while in transit, furnished tank trucks, damage to Government facilities caused by commercial transporters, etc.) to DESC-Americas East and notify the COR. The Contractor shall schedule the loading of DESC-Americas East designated tank trucks and barges with the contracted carrier. The DESC-Americas East will notify all activities to be supported and a copy of this notification will be furnished to the Contractor. This notification will also serve as a release document for the Contractor and may be in SIOATH or other format.

## **CG-1.18 Information and Records Management**

**CG-1.18.1 General:** Documents held or generated by the Contractor may take the form of personnel files, i.e., individual training records, company records and reports such as internal monthly management reports, and Government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered internal company records, all correspondence, records, to include Contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the Contractor shall be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records, except personnel training records, Contractor's owned equipment history records, and internal company management records, shall be turned over to the Government.

**CG-1.18.2 Reports:** The Contractor shall submit reports to the COR per Appendix G. The Contractor shall provide special reports as requested by the Government for audits, inspections, reviews, and research.

**CG-1.18.3 Historical Information:** The Contractor shall collect and maintain accurate historical information on receipts, shipments, waste water and internal transfers, draining of tank and berm water, defueling services, and quality surveillance testing as outlined in the embedded tables and attached exhibits. The Contractor shall present the historical data by product, mode, number of receipts, shipments, and transfers/tests, quantities, and totals. The Contractor shall update the information on a monthly basis and make it available COR. Furthermore, documents held or generated by the Contractor may take the form of personnel files, i.e., individual driver and training records, proprietary company records and reports such as internal monthly management reports, and Government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered proprietary company records, all correspondence, records, to include Contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the Contractor shall be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records except personnel driver and training records, Contractor's owned equipment history records, and proprietary company management records shall be turned over to the Government.

**CG-2.1.2.3.1.1 Pipeline Shipments:** JP5 to transferred to Chambers Field at Naval Station Norfolk through the Government-owned ten-inch underwater pipeline system. This pipeline originates at the pumps in Building 87 and terminates at the Naval Air Station bulk storage system. The flow rate varies from 1,200 to 1,500 barrels per hour, depending on the source tank and the number of pumps in operation.

**CG-2.1.2.3.1.2 Vessel Shipments:** With the exception of tanks 40, 42, and 43 that are normally used to supply JP5 to the tank truck fillstand, terminal pipeline manifold connections allow all major tank groups to be issue resources to ships and barges at the piers. Custody transfer is based on automatic tank gauge or manual gauging of shore tanks. Individual issues to tankers average 80,000 barrels while issues to US Navy and commercial barges fall in the ranging of 8,000 to 30,000 barrels. All vessels require line handling. All tankers and ships loading or off loading product at the terminal pier facilities require booming.

**CG-2.1.2.3.1.3 Fillstand to Truck Shipments:** Issues of F76 and JP5 to tank truck occur at the tank truck fillstand, Building 251, located in the eastern central portion of Craney Island. Custody transfer occurs at the fillstand meter. The fillstand is a covered facility equipped with sixteen meters supplied by four pumps. There are four loading positions, each of which is served by two F76 and two JP5 meters.

**CG-2.1.2.3.1.4 Barge Shipments:** Government and commercial barges are used to transport fuel to and from US Navy ships berthed at Sewell's Point, Norfolk Naval Shipyard, Little Creek Amphibious Base, local private shipyards, North Landing, and other locations. **All barges loading or off loading product at the terminal pier facilities require booming.**

**CG-2.1.2.3.1.5 Truck Issues:** Using Contractor furnished equipment, the Contract shall be responsible for the delivery of bulk JP5 and F76 to various Navy, DOD, and USCG activities within the Hampton Roads area. See the [Exhibit of DFSP Workload Data](#), the worksheet labeled Issues for Craney Island and the lines for F76 and JP5 issued by "Navy Trucks" for historical delivery data. The requirements to deliver will be random or as called for by customers.

**CG-2.1.2.3.1.6 Workload Data:** See the [Exhibit of DFSP Workload Data](#) regarding the specific workload applicable to Craney Island. It reflects historical workload data, relevant product movement actions, and should be used as the baseline for future workload.

➤ **Requirement:**

- ✓ The Contractor shall ship all authorized products.
- ✓ The Contractor shall immediately notify the COR of any operational discrepancies.
- ✓ All individual bulk deliveries of petroleum products in excess of 3,500 gallons shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables.
- ✓ The Contractor shall coordinate commercial carrier delivery 24 hours in advance to avoid emergency transportation charges. The only exception to this shall be customer-initiated requests for transportation of fuel within a 24-hour period.
- ✓ Each fuel pier transfer operation shall not occur until the vessel is properly boomed.
- ✓ The Contractor shall prepare all documents required for product Shipments.
- ✓ **The Contractor shall provide the trucks (CFE) required to make random deliveries of JP5 and F76 within the Hampton Roads area.**

➤ **Minimum Performance Standards:**

- ✓ All petroleum products shall be shipped on-specification, unless authorized by the COR.
- ✓ No fuel spills due to Contractor fault, negligence or misconduct.
- ✓ No quantity variations outside the tolerance as defined in Appendix D. Variations out of the tolerance factor shall be thoroughly investigated and documented.
- ✓ No Contractor caused demurrage charges during tanker, **barge**, or tank truck issue operations.
- ✓ No operational delays in excess of one hour; time commences once the tanker/barge/truck is ready to receive.

**Table 1: Minimum Frequencies for Preventive Maintenance**

<i>Line</i>	<i>Item</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>S-Annual</i>	<i>Annual</i>
1	Barges (Certification)					XX
2	Barges (Electrical)			XX		
3	Barges (Hull Inspection)					XX
4	Barges (Lube)			XX		
5	Barges (Winch)				XX	
6	Boats/Skimmer					XX
7	Buildings					XX
8	Compressors			XX		
9	Drainage Canals					XX
10	Expansion Joints					XX
11	Fences/Gates					XX
12	Filter Separators					XX
13	Fire Protection System		XX			
14	Flame Arrestors			XX		
15	Floors, Office (Strip)			XX		
16	Floors, Office (Wax)		XX			
17	Generators				XX	
18	Grounding/Bonding			XX		
19	High/Low Level Alarms		XX			
20	High Volume Strainers (as PSI dictates)					
21	Hoses					XX
22	HVAC				XX	
23	Lab Equipment (Calibration)					XX
24	Lighting Systems			XX		
25	Loading Arms		XX		XX	
26	Locks					XX
27	Meters				XX	
28	Oil Spill Boom					XX
29	Outboard Engines				XX	XX
30	OW Separators					XX
31	Piers					XX
32	Pipelines			XX		XX
33	Pressure Gauges					XX
34	Pumps			XX		
35	Radios (Base unit system only)					XX
36	Rectifiers			XX		
37	Shop Equipment				XX	
38	Showers/Eye Wash Stations	XX				
39	Sounding Tapes					XX
40	Storage Tanks			XX		

<i>Line</i>	<i>Item</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>S-Annual</i>	<i>Annual</i>
41	Strainers			XX		
42	Tank Level Gauges					XX
43	Tank vents				XX	
44	Transformers					XX
45	Transportation Equipment		XX			
46	Truck Fill Stand		XX			
47	Valve Pits			XX		
48	Valves, Ball			XX		
49	Valves, Berm Drain			XX		
50	Valves, Butterfly			XX		
51	Valves, Check					XX
52	Valves, Globe			XX		
53	Valves, Low Point Drain			XX		
54	Valves, Motor Operated			XX		
55	Valves, Plug			XX		
56	Valves, Relief			XX		
57	Valves, Twin Seal				XX	

**CG-2.4.3.2 Preventive Maintenance Inspections:** In all cases, discrepancies noted as part of the daily system inspections and the preventive/operator maintenance program shall be fully documented, reported, and corrected. Repair requirements deemed beyond the expertise of the Contractor or outside normal preventive maintenance practices shall be documented and reported to the appropriate work center via the COR. However, the Contractor may be tasked under Section CG-3.0, Logistics Support, Cost Reimbursable, and shall take the appropriate action dictated by such a tasking.

**CG-2.4.3.3 Specific Maintenance Requirements**

**CG-2.4.3.3.1 Buildings and Structures:** The Contractor shall ensure that all buildings, structures, and facilities used by or under Contractor control are kept clean and sanitary. The Contractor shall sweep, mop, strip and wax floors and wash windows and walls of occupied buildings or office spaces to present a clean, orderly appearance. Maintenance and storage buildings shall be kept in clean and orderly manner. Areas immediately around buildings for which the Contractor is responsible shall be kept free of debris. The Contractor shall not allow fire hazards, such as oily rags, loose paper, and trash to accumulate in or around buildings, structures, facilities, and areas used, occupied, or controlled by the Contractor. The Contractor shall, at his own cost, replace broken window glass, repair minor electrical failures (e.g.: change fuses, reset circuit breakers), and furnish and replace burned out bulbs and fluorescent tubes.

**CG-2.4.3.3.1.1 Heating Oil:** Heating oil is delivered as needed under a government contract to the boilers located in buildings 82, 288, and 453 at Craney Island and building 139 at Yorktown to maintain habitability. The boilers in these buildings are currently using low sulfur diesel (LSD). Contractor shall monitor fuel level, notify COR when heating oil is required, escort delivery personnel, and accept deliveries.

**CG-2.4.3.3.1.2 Pest Control:** The Contractor shall ensure that the terminal buildings, structures, and facilities are maintained in a clean and pest free (roaches, ants, flies, spiders, etc.) condition. If the Contractor uses insecticides or rodenticides, only premixed products (aerosols or baits) classified as slightly toxic, signal word “CAUTION” on the label, shall be used. Products classified as highly or moderately toxic, signal words “DANGER” or “WARNING” on the label, shall not be used. Additional requirements for the control of mosquitoes are in Section CG-2.4.3.3.2.6.2, Maintenance Requirements, under grounds maintenance.

**CG-2.4.3.3.1.3 General Maintenance:** The Contractor shall reset circuit breakers and switches, furnish and replace burned out standard and fluorescent lights, and plunge sinks and toilets to keep them serviceable. The requirement for other building/structure maintenance, i.e., electric, carpentry, and other skilled trade work shall be documented and forwarded to the COR. The Contractor shall not alter any structure or allow it to be altered without explicit written approval by the Government. The Contractor shall monitor the vacant and unused buildings located on the terminal and ensure that the buildings are kept clean and free of debris. The Contractor may use a specific building, at the option of the Government, for protection and storage of Contractor-owned equipment provided that prior written approval is obtained from the COR. The Contractor shall not permit other non-Government activities access to the vacant buildings.

**CG-2.4.3.3.1.4 Designated Areas:** The Contractor shall establish a smoking policy that prohibits smoking in other than Government designated areas in accordance with DoD policies.

**CG-2.4.3.3.2 Roads and Paved Surfaces:** All roads, paved surfaces, curbing, and sidewalks within contracted fuel management areas shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the COR via the Facility Manager.

**CG-2.4.3.3.2.1 Road Maintenance:** The Contractor shall be responsible for:

- ✓ Removing snow and ice from roads and sidewalks
- ✓ Removing gravel from paved roadways
- ✓ Maintaining all roads pothole and debris free. The Government will provide road repair materials such as crush and run and cold patch materials

**CG-2.4.3.3.3 Lighting:** The Contractor shall monitor exterior lighting, security lighting, and exterior building lights on a continuous basis. Damage, defects, and the need for repairs shall be documented and reported to the COR via the Facility Manager. The Contractor shall repair lighting fixtures and replace lights as specified by the COR.

**CG-2.4.3.3.4 Other Facilities, Equipment, and Utilities:** The Contractor shall continuously monitor other facilities, equipment, and utilities, i.e., storm drains, exterior water systems, power poles, lines and transformers, and exterior telephones within Fuel Management areas. Deficiencies noted shall be documented and reported to the COR.

**CG-2.4.3.3.5 Storage Tanks:** The Contractor shall visually inspect the exterior of all storage tanks and tank components and visually examine the various samples taken from the tanks in accordance with the Operations and Maintenance Manual. All inspections and visual examinations shall be documented and corrective action within the scope of PM/operator maintenance accomplished as deficiencies are noted. Maintenance requirements such as the **stripping of bulk tanks into Contractor furnished tank trucks and transport of water bottoms to the Craney Island reclamation system as outlined in Section CG-2.1.5, Fuel Oil Reclaimed**, the need for exterior corrosion control and painting of tank(s) and tank inspection/cleaning as may be indicated by the visual examination of drawn samples shall be recorded on the appropriate inspection documents. Damage, defects, and the need for repairs shall be documented.

**CG-2.4.3.3.5.1 Tank Maintenance:** The Government will be responsible for the complete painting of tanks and internal tank inspection and cleaning. Upon notification of a cleaning or repair project, the Contractor shall, to the extent possible, use installed system-pumping equipment to empty/ready all selected tanks for cleaning and inspection. On completion of tank cleaning or repairs by another party, the Government will accept the project and the Contractor shall perform and document a complete external tank/system inspection to ensure all components are ready to be returned to service. The Contractor shall update all PM systems, programs, and records.

**CG-2.4.3.3.6 Berms/Canals/Containment Systems:** The Contractor shall ensure that all berms and containment systems are kept clean and free of vegetation and other debris that may hamper proper system drainage. The berms for Tanks 472, 473, 474, and 475 shall be maintained free of vegetation to protect the buried berm liner. The above ground liners for Tanks 476, 477, 478, and 479 shall be kept free of silt and the gravel borders around the tanks, drop inlets, and access roads to the tanks will be maintained vegetation free. Canals shall be maintained free of vegetation, debris (e.g. limbs, grass clippings, etc), and silt that would hamper the flow of water and block drains. No more than two (2) inches of silt shall be allowed to accumulate in any portion of the drainage canal system; therefore, canals may require cleaning more than once a year to maintain proper drainage of the area. Debris and silt removed from canals shall be transported to a site designated by the COR. The Contractor shall not allow water to accumulate in any berm, drainage canal, or containment system. All drain valves shall be secured in a closed position when not in use. Drain valves shall be inspected and actuated monthly. The direct discharge of any liquid from any berm, drainage canal, or containment system shall comply with the Spill Prevention Control and Countermeasures (SPCC) plan, National Pollution Discharge Elimination System (NPDES) permit, and 40 CFR 112.8, as applicable. The Contractor shall maintain a clear, concise and accurate log as to the dates and times berms and containment systems are drained, observed condition and quality of the water drained, who performed the drainage operation, and who supervised the opening and resealing of the drain valve.

**CG-2.4.3.3.7 Gauges (Pressure, Differential, and Vacuum):** The Contractor shall inspect gauges continuously and as part of the scheduled PM program. The Contractor shall remove, calibrate or arrange to have calibrations performed by an agent certified for such work, and replace all such gauges in accordance with *NAVFAC MO-230, Maintenance, and Operation of Petroleum Facilities*.

**CG-2.4.3.3.8 Pressure/Thermal Relief Valves:** The Contractor shall monitor all installed pressure/thermal relief valves as part of its daily inspection program. As scheduled within the PM system, the Contractor shall remove, bench test, and replace pressure/thermal relief valves in accordance with *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities*, or the manufacturer's recommendations.

**CG-2.4.3.3.9 Piping/Pipelines:** The Contractor shall monitor piping and pipeline systems, to include all types of expansion joints, continuously. Active cross-country pipelines and pipelines outside of fuel management compounds, shall be monitored by line patrol. All piping shall be identified in accordance with the most current *MIL-STD-161, Identification Methods for Bulk Petroleum Products Systems Including Hydrocarbon Missile Fuels*, and inspected and maintained in accordance with *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities*. The Contractor shall be responsible for spot painting/re-marking of lines, keeping pipelines free of water/solids through low point drains, and keeping line/valve pits clean and dry. The Contractor shall maintain the pipeline right-of-way.

**CG-2.4.3.3.10 Loading Arms:** The Contractor shall inspect and maintain all loading arms in accordance with the Operations and Maintenance Manual.

**CG-2.4.3.3.10.1 Inspection:** The Contractor shall inspect and monitor all loading arm components, to include all swivel joints, fulcrum swivel, locking pins, remote pendant, hydraulic lines, hydraulic cylinders, etc. Leaks, wet spots, erratic mechanical operation, and the need for excessive force to operate such equipment shall be documented and reported to the COR via the Facility Manager.

**CG-2.4.3.3.10.2 Maintenance:** Contractor shall repair/replace hydraulic lines, cylinders, fluids and hoses, remote pendant, triple swivel seals, all associated valves, console light bulbs, locking pins, etc.

**CG-2.4.3.3.11 Shower and Eyewash Stations:** The Contractor shall inspect, test, and maintain shower and eyewash stations for proper function.

**CG-2.4.3.3.12 Minor Painting and Spot Painting:** Painting is needed to preserve and protect equipment, pipes, tanks, buildings, fences, etc., when paint has chipped, loosened, or deteriorated to allow rust to form on surfaces. The Contractor shall accomplish minor painting as part of housekeeping requirements to protect surfaces from corrosion and to preserve appearances. Minor painting shall consist of proper surface preparation, applying primer, and repainting surface areas and small components, i.e., pumps, valves, strainers, motors, etc.; and applying color code bands as prescribed by Military Standard Identification Methods for Bulk Petroleum Products Systems, MIL-STD-161. Paint and primer used shall be oil base type suitable for use on metal, exterior surfaces and shall be matching and compatible with existing surface paint.

**CG-2.4.3.3.12.1 Locator Markings, Identification Plates, etc.:** During minor and spot painting, the Contractor shall not paint over locator markings, identification plate, etc., placed on pipelines as part of the API 570 inspection. These markings indicated where baseline readings were taken during the inspection and relate to markings on pipeline drawings as well as a table of pipe thickness measurements.

**CG-2.4.3.3.12.2 Testing Paint for Lead:** Due to the age of the facility, the Contractor shall test all paint and primer for lead prior to beginning any minor or spot painting project. If lead is found, follow applicable federal, state, and local laws and regulations.

**CG-2.4.3.3.12.3 Large Surfaces:** The Contractor will not be required to paint large vertical surfaces such as buildings and tanks or entire pipeline systems.

**CG-2.4.3.3.13 Pumps:** The Contractor shall maintain all the terminal pumps in a serviceable condition by performing inspections and maintenance, such as adjusting the packing, checking vibration and pump motor alignment, packing glands, mechanical seals, providing lubrication, replacing gaskets and pump seals, tightening loose bolts and repairing and adjusting valves. Inspection and maintenance shall be performed as outlined in the Preventive Maintenance Plan. The Contractor shall maintain all terminal electric motors in a serviceable condition by performing inspections and maintenance, such as electrical checks, lubrication, and motor/pump alignment.

**CG-2.4.3.3.14 Valves and Valve Motor Operators:** The Contractor shall inspect and maintain all types of valves (gate, ball, globe, plug, pressure relief, check, double block and bleed) and valve motor operators. The Contractor shall, as required, effect minor repairs to replace worn parts, replace gaskets, repack stuffing glands, lubricate and provide for frequent inspection and operation of each valve in the terminal manifold and pipeline system as outlined in the Preventive Maintenance Plan. Examples of work on valve motor operators include checking operation of hand/off/auto switch, replacing indicator lights, and adjusting torque settings and limit switches.

**CG-2.4.3.3.14.1 Valve Overhauls and Replacements:** The Contractor shall perform complete valve overhaul or replace unserviceable and worn out valves with new Government-furnished valves or Contractor acquired valves as determined by the COR under Section CG-3.0, LOGISTICS SUPPORT. The Contractor shall provide the necessary lifting device required for valve installation if not otherwise provided as Government Furnished Equipment.

**CG-2.4.3.3.14.2 Tank Valves:** The Contractor shall ensure that the valves at each tank are in the closed position except when the tank is actually being utilized to receive, issue, or transfer product. The Contractor shall ensure that all applicable valves (e.g. the terminal pump house, booster pump house) are in the closed position except when product is actually being received, issued or transferred through a particular pipeline, manifold or system. The exception to this requirement is the Contractor shall ensure all systems valves are aligned to allow for thermal expansion and pressure relief to prevent over pressurizing pipelines.

**CG-2.4.3.3.14.3 High/Low Level Alarms and Control Valves:** The Contractor shall functionally test installed alarm systems, i.e., low, high, and high-high tank level horns, lights, control board status lights and signals, and low/high level control valves, in coordination with the AFHE service contract. A systems status report shall be forwarded to the COR on completion of testing.

**CG-2.4.3.3.14.4 Automated Tank Gauge (ATG) System:** The Contractor shall monitor ATG systems continuously. ATG readings shall be validated by manual gauging quarterly or as directed by local policy. A systems status report shall be forwarded to the COR on completion of gauge validation/testing.

**CG-2.4.3.3.14.5 Valves and Valve Motor Operators:** The Contractor shall inspect and perform preventive/operator maintenance on all types of valves (gate, ball, globe, plug, both lubricated and non-lubricated, check, and double block and bleed, etc.). The Contractor shall inspect, clean, lubricate as needed, and operate/actuate each system valve to ensure proper function. Motor operators shall be inspected, cleaned/lubricated as needed and actuated to ensure proper operation.

**CG-2.4.3.3.14.6 Valve Sub-Assemblies:** Flow control valves with pilot, solenoid, and pressure relief control assemblies shall be monitored on a continuous basis. Discrepancies such as erratic performance or valve failure shall be documented and reported to the COR.

**CG-2.4.3.3.14.7 Miscellaneous Small Valves:** All types less than 2.5 inches shall be monitored continuously. Noted discrepancies shall be recorded and the Contractor shall undertake the work necessary to repair or replace such valves found to be defective.

**CG-2.4.3.3.14.8 Valve Pits:** There are 51 valve pits, 10 at Craney Island, 12 at Sewell’s Point and 29 at Yorktown. The pits vary in depth from 4 to 10 feet. The Contractor shall keep all valve pits clean and free of debris, water, and fuel. The Contractor shall remove water from the valve pits using Government furnished vacuum trucks and transport the recovered water to the oily wastewater treatment plant at Craney Island for processing using Contractor furnished tank trucks. Prior to entry, all confined spaces shall be certified safe for entry in accordance with 29 CFR, OSHA Confined Space Regulations. The Contractor shall periodically allow the pits to air so that moisture can escape and reduce/prevent corrosion by oxidation. In the event any pit appears to contain excessive fuel vapors or if there is free fuel in the pit, the Contractor shall inspect all pipeline connections (flanges), valves, controls, etc., in order to locate the source of the leak. The Contractor shall immediately take action to correct the defect if considered a minor repair. The Contractor shall maintain those valve pits listed as “out of service” in Appendix A in a “Caretaker” status as described in the Operations and Maintenance Manual. Other maintenance and repair will be approved by the COR and scheduled via Section CG-3.0, Logistics Support, Cost Reimbursable.

**CG-2.4.3.3.15 Pier Facilities:** Pier fuel facilities, buildings, piping, risers, connectors, valves, and gauges, shall be inspected on a continuous basis. Pressure/thermal relief valves, pressure gauges, valves, and other components as may be installed shall be monitored, inspected, tested, and calibrated as outlined for the specific type of component installed. The pier structure itself, pilings, driving surfaces, walkways, railings, and lighting systems shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the COR via the Facility Manager.

**CG-2.4.3.3.16 Oil/Water Separator System:** The oil/water separator system consists of a series of under flow weir plate-separators. There are nine oil/water separators strategically located throughout the Craney Island Terminal and one at the Yorktown Terminal. The Contractor shall provide the labor, material, equipment and vehicle resources, as necessary, to operate and maintain the oil/water separators seven days per week and to clean each separator yearly (as a minimum), or as directed by the COR. Noted discrepancies shall be documented and reported to the COR via the Facility Manager. Discharge of the separators is in coordination with PWC Environmental.

**Table 2: Oil / Water Separators**

<i>Terminal</i>	<i>Number</i>	<i>Location</i>
Craney Island	801	Rail Road (West end)
Craney Island	002	Main Road (East end) (an above ground separator)
Craney Island	003	Main Road (at intersection with Motor Pool Road)
Craney Island	004	Rail Road (at intersection with Main Road)
Craney Island	005	Ocean Road (East of Tank 477)
Craney Island	006	North Shore Road
Craney Island	007	Main Road (West of Bldg. 87)
Craney Island	008	South Perimeter Road (West end)
Craney Island	None	South of Solar Pad
Yorktown	215	South Truck Fillstand

**CG-2.4.3.3.25.1 Pipelines Repairs:** The Government will be responsible for pipeline replacement, major repairs, and hydrostatic testing after repairs are made. After any testing/repair action, the Contractor shall inspect, pressurize, and re-inspect the affected lines to ensure the integrity of the line and repairs performed before returning the pipeline to service.

**CG-2.4.3.3.26 Grounds Maintenance:**

**CG-2.4.3.3.26.1 Equipment and Supplies:** The Contractor shall furnish all the equipment, vehicles, labor, tools, grass and brush cutting equipment, material, supplies and management necessary to provide grounds maintenance services within the terminal areas designated on the grounds maintenance maps provided in Appendix F in accordance with federal, state and local laws and regulations. The Contractor has the option to contract-out grounds maintenance services.

**CG-2.4.3.3.26.2 Maintenance Requirements:** The Contractor's grounds maintenance services shall include, but are not necessarily limited to:

- ✓ Maintaining lawns and beds
- ✓ Mowing, cutting and trimming all grasses, weeds and other vegetation. All grasses within 20' feet of facilities, buildings, tanks, pits, pipelines, and fire hydrants for example, shall be maintained between 2 to 3 inches. Field grass, slopes, hills, swales and ditches, shall be maintained between 4 to 6 inches
- ✓ Edging and/or trimming grass along curbs, driveways, sidewalks, and buildings
- ✓ Removing cut grass from walks, driveways, and parking lots
- ✓ Cultivating beds to remove grass and weeds
- ✓ Fertilizing, watering, seeding, sodding, repairing, weeding, controlling pest, mulching, applying herbicides and lime so as to enhance the natural growth habit and attractive appearance of grasses and shrubs
- ✓ Pruning and trimming shrubs and hedges according to their natural growth habit, for proper health, attractive appearance and to prevent interference with pedestrian and vehicular traffic
- ✓ Removing all vegetation from fence lines and within the berms but not the outside slope of the berm mounds. Vegetation shall be cleared 5 feet outside of fence line and overhead clearance of 20 feet.
- ✓ Weeding and controlling brush throughout the terminal drainage ditch system and keeping the system clear of sediment build-up
- ✓ Removing leaves, brush, vines, bushes, limbs, or small trees, as necessary, so as to prevent interference with pedestrian and vehicular traffic. Roadways shall be clear of vegetation 10 feet out and overhead clearance 20 feet from the roadways and shoulders
- ✓ Removing and replacing plants, shrubs and trees, as necessary
- ✓ Limiting and controlling the amount of standing water on the terminal grounds to eliminate, or reduce as much as possible, mosquito breeding areas

**CG-2.4.3.3.27 Trash Collection:** The Contractor shall be responsible for the collection of accumulated trash, to include wind blown and water carried trash, debris and trash deposited by ship personnel into furnished pier cans (Craney Island only), from all of the DFSP Norfolk sites into Government furnished dumpsters. The Government will dispose of the trash in the dumpsters. Under no circumstances shall the Contractor permit or allow accumulated trash to be burned or disposed of within the terminal. The Contractor shall participate in and support any recycling programs.

**CG-2.4.3.3.28 Fire Protection Systems:** The Fire Protection Systems at Sewell's Point and Yorktown consist of a series of conventional water lines and fire hydrants. In addition, the system on Craney Island employs water pumps, foam injection systems, and two (2) water storage tanks. The Fire Protection Systems are strategically located throughout the fuel terminals and on the Government owned barges moored at Caney Island. The installed Fire Protection Systems for Sewell's Point and Yorktown are maintained by NAVSTA Norfolk and NAVWPNSTA Yorktown respectively. At those locations, the Contractor shall monitor, document, and report all observed deficiencies to the COR as they are noted.

**CG-2.4.3.3.28.1 System Monitoring:** The Contractor shall patrol and monitor all Fire Protection Systems, to those on Government owned barges moored at Craney Island, on a daily basis. All observed system damage, defective equipment/components, and the need for repairs to maintain system integrity and to prevent system leakage shall be fully documented and reported to the COR for corrective action. On Craney Island, the Contractor shall undertake preventive and minor maintenance such as, but not necessarily limited to, the coordinated Fuels/Fire Department testing of alarm systems, the tightening of loose screws, nuts, and bolts to stabilize components and prevent leakage, the inspection, testing, and observation of pump/manifold systems, the corrosion control and spot painting of exposed components, and the performance of scheduled system flushing operations. The Contractor will be tasked under **Section CG-3.2, CLIN 0002**, to undertake major repairs of the fire protection systems on Craney Island.

- ✓ PWC provides fire alarm repairs on a reimbursable basis
- ✓ Craney Island Fire Department performs the routine testing of the water/foam distribution system

**CG-2.4.3.3.28.1 System Monitoring:** The Contractor shall monitor the Fire Protection Systems on a continuous basis. Damages, defects, and the need for repairs shall be documented and reported to the COR. The following apply: (1) PWC provides fire alarm repairs on a reimbursable basis, and (2) the Craney Island Fire Department performs the routine testing of the water/foam distribution system. The Craney Island Fire Department will respond if called. At those locations that are equipped with AFFF facilities/systems, the Contractor shall monitor such facilities/systems continuously. Any noted discrepancies shall be reported to the Fire Department via the COR.

**CG-2.4.3.3.29 Fences and Gates:** The Contractor shall inspect all fences, to include signs, markings, barbed wire, gates, and automatic gate openers, of fuel management compounds. Discrepancies shall be recorded and a work request forwarded to the COR via the Facility Manager.

**CG-2.4.3.3.30 Vehicles:** Appendix B provides a list of government-furnished equipment. The contractor shall have vehicles inspected in accordance with state and local requirements for safety and reliability. The inspection shall include but not be limited to brakes, lights, instruments, control and warning devices, exhaust emission (if required by location restrictions) and exhaust emission controls. Commercial motor vehicle inspection documentation shall be in compliance with 49 CFR 396.17. Preventative Maintenance shall be performed per manufacturers' recommended service intervals.

**CG-2.4.3.3.31 Workload:** The following information pertains to workload projections, requirements, and minimum performance standards for preventive maintenance.

**CG-2.4.3.3.31.1 Workload Projection:** An electronic database shall be provided to the Contractor during the solicitation period that lists the facilities and equipment to be maintained by the Contractor. The Contractor shall utilize this electronic database to develop and execute the Preventive Maintenance Plan.

**CG-2.4.3.3.31.2 Joint Inventory:** At contract turnover as outlined in Section CG-1.13, Contract Turnover, representatives of the Contractor and Government will conduct a joint inventory of all Government furnished facilities, systems, equipment, supplies, and other property to be furnished by the Government to the Contractor. They will jointly validate the list of facilities; fuel systems, equipment, and components listed in Appendixes A, Government Furnished Facilities, and update the appendix to fully account for Government assets to be placed under the care and control of the Contractor. They will also update and jointly validate Appendix B, Government Furnished Equipment, Supplies, and Services to provide an inventory of all other Government furnished minor property.

**CG-2.4.3.3.31.3 Disposition of Government Property:** The Government reserves the right to dispose of any excess or unserviceable facilities, equipment, components, parts, materials, supplies, or other items as may have been furnished at any time over the course of the contract. The Government will replace items critical to the Contractor's performance as determined by the Government; however, the Contractor may be tasked under Section CG-3.1.1, Task Orders and Task Order Requests, to provide replacement items or procure repairs. Furthermore, the Government reserves the right to dispose of any excess or unserviceable common use items such as but not limited to office and rest area furniture, decorative pieces, and appliances such as coffee machines, microwave ovens, and refrigerators without replacement. Appliances and furniture items accumulated, collected, or otherwise provided by the Contractor over the course of the contract shall be removed from the base or otherwise disposed of at the end of the Contract. All facilities, equipment, components, parts, materials, supplies, or other items furnished by the Government to the Contractor shall be returned to the Government in as good a condition as received, allowing for normal wear and tear.

**CG-2.4.3.3.31.4 Annual Property Inventory:** As outlined in *Section I, Clause 1114, Government Property (Fixed-Price Contracts)*, the Contractor shall account for all properties, maintain records, and submit a report of Government Furnished Equipment/Property in the custody of the Contractor, annually, as of the anniversary of the contract. The report shall be forwarded to the COR not later than 30 days from the anniversary date each year of the contract. The Contractor's report shall provide a complete inventory of Government-furnished property under its custody. The Contractor shall identify all property deleted and received since the preparation of the last inventory or as they occur and provide copies of source documents, i. e., Contractor/vendors invoices, for each item of Government-furnished property.

➤ **Requirement:**

- ✓ All Government property shall be maintained in a safe working condition in accordance with the Operations and Maintenance Manuals
- ✓ The COR shall be informed immediately of abnormal wear, tear, malfunction or breakdown, etc., of Government facilities or equipment
- ✓ Maintenance Records: The Contractor shall keep records up to date and make them available to the COR for review upon request and surrender all such records and engineering data to the COR at the expiration or termination of this contract
- ✓ The Contractor shall ensure that all operations and maintenance are performed in accordance with applicable standards and procedures and/or accepted plans
- ✓ The Contractor shall coordinate with the COR prior to taking any action that may affect or alter government facilities
- ✓ Inspect and maintain fuel facilities and equipment so as to be fully capable of performing all scheduled product receipt and delivery operations and/or respond to non-scheduled service requests received by the fuel control center
- ✓ Capture workload data and maintain records that fully summarize work accomplished in terms of time, cost, and materials.
- ✓ Advise the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

➤ **Minimum Performance Standards:**

- ✓ Fuel terminal operations shall not be delayed/limited as a result of facilities or equipment downtime.
- ✓ All equipment and facilities shall be maintained in accordance with the manufacturer's recommendations and accepted Preventive Maintenance Plans.
- ✓ Assigned system operators shall be qualified and knowledgeable of inspection and maintenance requirements. Training records shall be current.
- ✓ Facilities, structures, equipment, and grounds shall be maintained so as to present a clean and orderly appearance and a safe work environment
- ✓ Facility, system, and equipment reference files shall be maintained and current
- ✓ The Preventive Maintenance (PM) program shall be installed, maintained and current
- ✓ Preventive/operator maintenance shall be performed as scheduled/required
- ✓ Preventive/operator inspections and maintenance shall be fully documented
- ✓ Maintenance beyond normal PM/operator programs shall be documented and reported to the COR

## CG-2.5 Training and Records Keeping

**CG-2.5.1 General:** The Contractor shall establish and maintain, during the lifetime of this contract, a training program to ensure that applicable personnel receive training in the areas defined in the Contractor’s Training Plan and that meets federal, state, and local laws and regulations.

**CG-2.5.2 Training Plan and Program:** The Contractor shall establish and maintain a training program that is acceptable to the Government. The Contractor shall provide all supplies, materials, and equipment necessary for training employees. The plan, both summary and final, shall be provided to the Government as outlined in Section CG-1.5.3.7, Training Plan. On acceptance, the complete training plan shall become a part of the contract. The training plan/program shall ensure that all contract personnel receive training ranging from initial employee indoctrination to fuel safety and environmental issues as may be outlined in, but not necessarily limited to, the following table. Training shall be fully documented within each individuals training record.

**CG-2.5.3 Training Monitor:** The Contractor shall appoint a responsible individual as the Training Monitor; the primary point of contact regarding training and records keeping issues.

**CG-2.5.4 Training Records:** Training records shall be kept current and information posted thereto as training occurs. Training records shall be made available to the Government on request. All training documents or a complete copy thereof, excluding proprietary company information, shall be provided without cost to an employee on termination of duties with the contractor.

**Table 1: Training Requirements and Responsibilities**

<i>Requirements<sup>(1)</sup></i>	<i>Responsibilities</i>
New Employee Indoctrination	Contractor Provided
Marine Terminal Operator	Contractor Provided
Fire Prevention and Control	Contractor Provided
Confined Space Entry (as applicable)	Contractor Provided
Protection of the Environment	Contractor Provided
Spill Response <sup>(2)</sup>	Contractor Provided
Facility Incident Commander (FIC) and Qualified Individual (QI)	Contractor Provided
Radio Communication	Contractor Provided
Hazardous Waste Operations and Emergency Response <sup>(2)</sup>	Contractor Provided
EPA Hazardous Waste Handling and Disposal <sup>(2)</sup>	Contractor Provided
Lock-Out/Tag-Out Procedures	Contractor Provided
Personal Protective Equipment	Contractor Provided
Safe Transportation of Hazardous Materials	Contractor Provided
Fuel Terminal Safety	Contractor Provided
Fuel Terminal Security Awareness	Contractor Provided
Fuels Automated System (FAS)	Government Provided
Automated Fuel Handling Equipment (AFHE)	Government Provided
Weight Handling Equipment	Contractor Provided
Other Training (as may be required by federal, state and local agencies and defined by the contract activity)	Contractor or Government provided, as applicable

(1) Except as may be specified by other sections of this contract, the government is not obligated to train or provide training to contract personnel. However, incidental training as may be mandated by the region and provided without cost to the Contractor, i.e., fire prevention or base familiarization, shall be fully documented within an employee’s training record.

(2) Required training for the Superintendent and Assistant Superintendent shall be accomplished by the Contractor prior to employment.

➤ **Requirement:** The Contractor shall:

- ✓ Continually develop and train personnel to enhance work habits and improve skills applicable to the petroleum management mission. Training relevant to equipment operation, product handling and safety procedures, quality and quantity determination, environmental protection, and administrative/accounting functions shall be provided as applicable.

- ✓ Train all personnel to be able to recognize and respond to potential hazards to avoid dangerous exposure and to develop safe working habits, practices, and skills.
  - ✓ Advise the Government of any circumstance that may result in the inability to perform the required services.
- **Minimum Performance Standards.**
- ✓ 100% compliance with the government accepted training standards
  - ✓ All training records complete and annotated regarding required training as outline in the training plan
  - ✓ Training materials, literature, documents, aids, and information readily available to all personnel

## CG-2.6 Safety Program

**CG-2.6.1 Safety Plan:** The Contractor shall publish and maintain a comprehensive petroleum safety program that complies with applicable federal, state, and local laws and Navy instructions and regulations. The following table lists those safety plans/topics to be provided by the Contractor and Government plans to be incorporated in the Contractor’s final safety plan. On acceptance, the safety plan shall become a part of the contract.

**Table 2: Safety Plan**

<b>Required Safety Plans</b>
Industrial Hygiene Plan (Physical survey performed by the Government.)
Confined Space Entry Plan (Provided by the Contractor as applicable.)
Disaster Preparedness Plan (Provided by the Government.)
Fire Prevention and Protection Plan (Provided by the Contractor for all Contractor used and controlled systems and facilities.)
Hazardous Waste Operations and Facility Response Plan (Provided by the Government.)
Personal Protective Equipment Plan
Safety and Health Standards Plan
Accident/Incident Reporting
Destructive Weather Plan (Provided by the Government.)
Winter Storm Condition Plan (Provided by the Government.)

**CG-2.6.2 Safety Officer:** The Contractor shall appoint a responsible individual the collateral duty of safety program monitor, the primary point of contact regarding the Contractor’s safety program.

**CG-2.6.3 Safety Materials:** A copy of the safety plan supported by applicable safety literature, training aids, and other safety training materials shall be made available to contract employees.

**CG-2.6.4 Accident/Incident Reporting:** All duty related accidents and incidents, to include traffic violations involving Contractor operated equipment, for which the Contractor or contract personnel are responsible or involved in shall be reported to the COR immediately or, depending on the severity and circumstances, as soon as practical. All accidents and incidents shall be fully documented and a copy of all initial draft and final accident/incident reports forwarded to the COR with the next duty day documents and reports. Also see Section CG-2.7.6, Spill Reporting, regarding product/material spills.

- **Requirement:** The Contractor shall:
  - ✓ Establish a comprehensive safety program and publish a safety plan.
  - ✓ Train all personnel to recognize potential hazards, avoid exposure to danger, and to develop safe working habits and skills applicable to petroleum related operations so as to minimize disruptions to customer support.
  - ✓ Advise the Government of any circumstance that may result in the inability to perform the required services.
  - ✓ Establish and maintain a smoking policy that prohibits smoking other than in Government designated areas on the terminal grounds in accordance with Department of Defense policy.
  
- **Minimum Performance Standards:**
  - ✓ The Contract's Safety Plan available to the Government and contract personnel
  - ✓ All safety materials, training aids and documents readily available to contract personnel
  - ✓ Contractor safety officer appointed
  - ✓ 100% documentation and compliance with government approved safety plans and procedures

## CG-2.7 Environmental Protection

**CG-2.7.1 Compliance:** In addition to the provisions of *Clauses 1116, Responsibility for Government-Owned Petroleum Products*, and *Clause 1180.02, Environmental Protection (Storage)*, the Contractor's performance shall be in accordance with environmental plans listed in Table 10 which will be provided by the Government. Compliance requirements as negotiated by the Government may change during the contract period and the Contractor shall modify standard operating procedures and work practices to ensure compliance with any new or revised permits, licenses, laws or regulations.

**CG-2.7.2 Permits and Licenses:** Environmental permits and licenses required for the operation of Government fuel facilities will be obtained by and kept on file by the Government.

**CG-2.7.3 Training, Exercises, Testing and Inspections:** The environmental training listed in Section CG-2.5, Training and Records Keeping, or as may be relevant to the requirements of this section shall be the responsibility of the Contractor. The Contractor shall conduct and document the training, exercises, equipment testing and inspections, meetings, facility inspections, and briefings required by the facility response plans for each terminal.

### CG-2.7.4 Spill Response:

**CG-2.7.4.1 Under CLIN 0001:** Contractor responsibilities for spill response under the CLIN 0001 portion of this contract shall include the response, reporting, and cleanup actions identified in the Oil and Hazardous Substance Facility Response Plan (OHSFRP or FRP) for each of the fuel terminals. These actions include, but are not limited to, immediate response and cleanup of spills occurring during fueling operations, regardless of Contractor/DoD customer responsibility. The Contractor shall:

- ✓ Have sufficient personnel available to effectively employ all spill response equipment.
- ✓ Maintain spill response equipment in operational condition at all times.
- ✓ Ensure that Contractor personnel are trained in the safe and efficient use of all spill response equipment.
- ✓ Comply with all drill and exercise requirements mandated under OPA 90 and Navy requirements.
- ✓ Provide coordination and assistance for other spill response services and cleanup actions.
- ✓ Provide spill response labor and materials until the spill is cleaned up.
- ✓ Maintain a spill response event log.
- ✓ Maintain an action log to document manpower and supplies used during spill cleanup. The log will include the times resources are used and the names of individuals involved.

**CG-2.7.4.1.1 Consumables:** The Contractor shall maintain spill response consumable materials at the required inventory levels specified in the facility response plans. Replacement of consumables utilized during spill response activities shall be at the Contractor's expense. Consumables shall be replenished anytime the quantity on hand drops below the required inventory level. The Contractor shall replenish the inventory within two weeks from the time the consumables are used. The Contractor shall consolidate materials used for spill cleanups and contact PWC to arrange for the pickup and disposal of the solid waste materials to comply with federal and state regulations on accumulation times, specifically: 40 CFR 262.34 and 9 VAC 20-80-60.D.6. Consumable materials include, but are not limited to, the following items: absorbent pads, booms, sweeps, and litter; rags; rubber gloves and boots; coveralls; squeegees; safety goggles; trash bags; brooms; and 55 gallon drums.

**CG-2.7.4.1.2 Assignments:** The terminal Spill Prevention Control and Countermeasures (SPCC) Plans and Facility Response Plans (FRP) may designate contract management/personnel to serve as the Facility Incident Commander (FIC) and/or the Qualified Individual (QI) relevant to fuel facilities under the control of the Contractor. In addition, the Fuel Control Center (FCC) and/or fuel dispatchers may be designated as the contract fuels management Initial Point of Contact (IPOC) regarding fuel spills within fuel management areas under the control of the Contractor, or actions relevant to operations involving contract personnel. In concert with the base/regional environmental goals, the Contractor shall train personnel regarding all required duties relevant to the assigned tasks.

**CG-2.7.4.2 Under CLIN 0005:** Spill response actions beyond those outlined above are reimbursable under *Section 3.0 Logistics Support* and shall be documented and executed in accordance with CLIN 0004 and CLIN 0005. These actions may include providing assistance, equipment, and materials in response to regional spills at facilities not under the control of the Contractor.

**CG-2.7.5 Supplies and Equipment:** The Contractor shall be responsible for the inspection, inventory, and care of the spill response and cleanup kits. Spill response kits are maintained and staged throughout the facilities (in orange containers) at various locations. Consumables, i.e., small spill barriers, absorbent pads and compounds, squeegees, mops, rags, and other materials, required to maintain all kits at the 100 percent required inventory level shall be provided by the Contractor.

**CG-2.7.6 Spill Reporting:** The Contractor shall be responsible for making all required spill reports and drafting Navy oil spill messages in accordance with the facility response plans (FRPs) and Regional requirements. In addition to any and all formal Government requirements for the reporting of fuel spills, the Contractor shall provide a simplified report of all spills involving the Contractor, its personnel, equipment, systems, and processes for which it is responsible. Outside of minor seepage or weepage of system/equipment components, or the capture of small amounts of fuel in drip pans incidental to maintenance, i.e. hose changes or strainer cleaning, the spill and loss or recovery of product shall be verbally reported to the COR immediately. A written report shall be forwarded to the COR on the same day with details of the circumstances surrounding the spill, the estimated amount of the spill, and actions taken to remediate the spill.

**CG-2.7.7 Environmental Remediation:** The Contractor shall provide all labor, material, equipment and vehicle resources necessary to periodically pump out the oil from the holding tanks associated with the oil recovery wells and solar collection systems at the terminals. The oil shall be transported and discharged into the oil reclamation system.

**CG-2.7.8 Hazardous Material Waste Disposal:** The Contractor shall dispose of all hazardous material waste in accordance with applicable federal, state, and local laws and regulations.

**CG-2.7.9 Recycle Programs:** The Contractor shall use the Government's recycle programs when disposing of materials. Examples of recyclable material include: white office paper, computer paper, cardboard, soda cans, metal items, dock lines, 55 gallon drums, compressed gas cylinders, newspapers, phone books, motor vehicle parts, oil filters, lead acid batteries encased in plastic, aerosol cans, and plastic cans.

**Table 3: Government Provided Environmental Documents**

<i>Government Provided Plans</i>	<i>Required By:</i>	<i>CI</i>	<i>Y</i>	<i>SP</i>
Pollution Prevention Plan	E.O. 12856	X	X	X
Facility/Emergency Response Plan (OPA 90)	33 CFR 154 40 CFR 112 49 CFR 194	X	X	X
National Pollutant Discharge Elimination System Permit Plan	40 CFR 122	X		
Oil Pollution Prevention Operations Manual	33 CFR 154	X	X	X
Spill Prevention Control and Countermeasures (SPCC) Plan	40 CFR 112	X	X	X
Clean Air Act Emissions Inventory Standard	40 CFR 70	X	X	
Storm Water Pollution Prevention Plan	40 CFR 122	X	X	

- **Requirement:**
  - ✓ Ensure that all necessary actions are taken to prevent, control and abate environmental incidents relative to the fuel facilities, activities, and programs under the Contractor's control and responsibility.
  - ✓ Ensure all personnel are trained and have the requisite knowledge in spill response and environmental protection.
  - ✓ Maintain spill response and cleanup kits to respond to and control spills.
  - ✓ Notify the Government of any circumstance that may result in the inability to perform the required services.
  - ✓ Immediately notify the Contracting Officer and the COR if a Notice of Violation is received.
  - ✓ Immediately notify the COR of any size spill.
  - ✓ Draft a spill message.
  
- **Minimum Performance Standards:**
  - ✓ 100% compliance with all federal, state and local environmental laws and regulations and Government provided environmental documents, i.e., no spills
  - ✓ Maintain copies of the current Government Spill Prevention Control and Countermeasures (SPCC) Plans on hand and available to Contractor personnel
  - ✓ Maintain copies of the current Government Facilities Response Plans (FRP) on hand and available to Contractor personnel.
  - ✓ As applicable, Initial Point of Contact (IPOC) assigned and trained regarding responsibilities
  - ✓ As applicable, Facility Incident Commanders (FIC) and Qualified Individuals (QI) assigned and trained regarding responsibilities
  - ✓ Maintain spill response and cleanup kits at 100 % of the required inventory level
  - ✓ Hazardous material spills, regardless of size, reported to the COR and the Emergency Communication Center (ECC)
  - ✓ Spill message drafted and submitted as soon as practical, but no later than 2 hours after the discovery of the spill.
  - ✓ Notice of Violation forwarded to the COR

## CG-2.8 Mission Support

**CG-2.8.1 General:** The Contractor shall establish a working relationship with medical personnel and ambulance services, local fire departments, local police, US Coast Guard, EPA and other federal agencies as directed by the DEO, local Civil Defense organizations and the Federal Emergency Management Agency (FEMA). The Contractor's purpose in establishing working relationships shall be to advise officials that they are operating a Government-Owned facility under the provisions of a Government contract and that in the event of an emergency; local assistance may be requested as appropriate. The Contractor shall also establish a working relationship with base officials (Naval Base officials, Military Police, Fire Department, Public Works, etc.). In establishing working relationships, the Contractor shall maintain a position of responsibility as specified in contract provisions and recognize that any outside assistance requested shall be intended as a means of enhancing the Contractor's ability to continue terminal operations. The Contractor shall establish relationships to facilitate the services as listed in Table 11 below.

**Table 4: Areas for Mission Support**

<i>Service</i>	<i>Service Currently Provided By:</i>
AFHE Maintenance	DESC designated contractor
Air Compressor Certification	PWC Norfolk
AST Leak Detection	PWC Norfolk
Backflow Certification	PWC Norfolk
Boiler Certification	PWC Norfolk
Commercial Barges and Tank Trucks	DESC designated contractor
Elevator Certification	PWC Norfolk
Environmental Remediation	PWC Norfolk designated contractor
Environmental Testing	PWC Norfolk
Fleet Tanker Coordination	Military Sealift Command (MSC) Operations
Heating Fuel Service	DESC designated contractor
Hull Inspection (Barge)	Government Personnel
Line Handling for MSC Tankers and Barges	MSC Operations
Maintenance, Repair, and Environmental (MR&E) *	Various contractors
Oily Waste/Waste Oil Treatment Plant	PWC Norfolk
Petroleum Testing (Type A/B)	Regional Fuel Laboratory
Pile Inspection	Government Provided
PM Fire Alarm System (Craney Island)	PWC Norfolk
Preventive Maintenance High Voltage	PWC Norfolk
Street Lighting (limited)	Dominion Resources
Tank Tightness Testing	PWC Norfolk
Telephone Services (limited)	Government
Terminal Fire Protection	Government Provided
Trash Removal	Government Provided
Tugs	DESC designated contractor
Utility Management	PWC Norfolk
Weight Handling Certification (Two Overhead Cranes)	PWC Norfolk

## CG-2.9 Terminal Security

**CG-2.9.1 General:** The Contractor shall be responsible for terminal security at the Yorktown and Sewell's Point and the internal security of Craney Island. A separate Navy security contract provides the physical security functions (armed guards) at Craney Island. The Contractor shall provide all the labor, materials, equipment, vehicle resources, and management necessary to fulfill the security requirements. The functions described herein are the responsibility of the contractor, and are not necessarily guard functions.

**CG-2.9.1.1 Craney Island:** Craney Island is a separate and isolated fuel terminal. The terminal is fenced, with a guard building at the entrance to the terminal. The US Navy provides for the overall physical security of the Craney Island terminal via a separate Navy sponsored security contract. That contract requires at least one (1) armed guard to be stationed at the Craney Island terminal gate building 24 hours per day, seven days per week. A second armed guard continuously patrols the Craney Island terminal area. The security of the buildings and infrastructure within the terminal area shall be a responsibility of the fuel Contractor.

**CG-2.9.1.2 Yorktown:** The Yorktown terminal main gate is accessed through the entrance gate for the US Coast Guard Training Center. The terminal can also be accessed through a truck gate from a side road that intersects State Road 238. The Coast Guard provides security at the Coast Guard gate. A separate fence surrounds the fuel terminal itself. The Contractor shall be responsible for security for all facilities within the terminal fence and shall ensure the fuel pier facility and all valve pits are locked when operations are not in progress.

**CG-2.9.1.3 Sewell's Point:** The terminal at Sewell's Point is accessed through the Naval Station Norfolk main gate. Security for the Naval Station is the responsibility of the US Navy. The fuel Contractor shall be responsible for the security of Sewell's Point within the fenced areas as well as the pipeline and valve pits located throughout the Sewell's Point Naval Station pier areas. The Contractor shall be responsible for security for all Sewell's Point terminal facilities and ensure that all valve pits and terminal fenced areas are locked when not conducting operations.

**CG-2.9.1.4 Security Plan:** As outline in Section CG-1.5, Contractor Detail Plans, the Contractor shall establish and maintain, for the lifetime of this contract, a detailed security plan in accordance with the security requirements applicable under all federal, state and local laws and regulations.

**CG-2.9.1.5 Files and Records:** Files and records are the property of the Government and shall be kept secure, organized, and stored in a neat accessible manner. All files shall be made available to the COR on request.

**CG-2.9.2 Physical Security:** The Contractor shall be responsible for knowledge of and compliance with all instructions, policies, and procedures regarding physical security in the performance of this PWS. The Contractor shall safeguard all government property and secure all government facilities, equipment, and material in the Contractor's possession when not under direct physical control of Contractor employees. The Contractor shall report any lost, stolen, or missing government property and incidents affecting personnel or property to the COR. The Contractor shall secure the areas containing government property and/or materials when not manned by employees, see Section CG-2.9.5, Key Control.

**CG-2.9.3 Identification Badges:** Access to the terminals is controlled via a government identification card issued to each employee for a period not to exceed one year. Contractor employees shall display applicable identification badges [Common Access Cards (CAC)] while on site. In order to receive an identification badge, CAC, Contractor employees shall complete an Application for Department of Defense Common Access Card-DEERS Enrollment (DD Form 1172-2) which must be countersigned by the COR. The FISC Security Director is the approving authority for requests for identification badges, and has full and complete control regarding access and the issuance of security identification badges. Contractor employees shall deliver the completed and approved DD 1172-2 to the Pass and Identification Office, where the badge will be issued. Badges shall be worn on the front of outer clothing, above the waist, and visible. The Contractor shall require persons leaving their employment to surrender security identification badges and shall return departing employees' identification badges to the COR. The Contractor shall recover badges from employees who resign, retire, or are terminated but do not return to the office to out-process. Furthermore, the Contractor shall report lost badges immediately to the issuing office and COR. The Contractor shall account for all security identification badges issued to their employees.

**CG-2.9.4 Vehicle Decals:** All Contractor employee privately owned vehicles shall display a valid state license plate, safety inspection sticker, and a base vehicle decal for entry onto the terminals and Naval bases. Contractor employees shall obtain a base vehicle decal from the Pass and Identification Office for Naval Station Norfolk. The Contractor shall require persons leaving their employment to remove base vehicle decals from their vehicles, if they are not otherwise entitled to them.

**CG-2.9.5 Key Control:** The Contractor shall control and account for Government-furnished keys. The Contractor shall establish a control system to safeguard Government-issued keys to prevent theft, loss, or use by unauthorized persons. The Contractor shall designate, in writing, the Primary and Alternate Key Custodian and the custodian's responsibilities for the issue, receipt, inventory, and securing of Government-issued security keys. The Contractor shall provide a copy of these designations to the Security Lock and Key Control Officer. The custodian(s) appointed by the Contractor shall maintain a daily key usage log of all keys issued and returned. The Contractor shall provide quarterly self-inspection inventory reports to the Security Lock and Key Control Officer in accordance with FISCNORVAINST 5530.3C, Lock and Key Control. If, through negligence by the Contractor, the Government must re-key/replace locks for which the Contractor has received keys, the Contractor shall reimburse the Government for all costs incurred. The Contractor shall not replace government locks without approval from the COR; however, if approved, shall provide copies of new keys to the COR. The Contractor shall only use keyed locks. The Contractor shall immediately notify the Security Lock and Key Control Officer and COR of any keys lost or stolen.

**CG-2.9.6 Information Assurance/Security:** The Contractor shall comply with *OPNAVINST 5239.1B, Navy Information Assurance Program, NAVSUPINST 5239.1A, Automated Information System (AIS) Security Policy for Naval Supply Systems Command*, and site-specific installation regulations for information security.

**CG-2.9.7 Heightened Security:** The Contractor shall comply with FISC and Commander, Navy Region Mid-Atlantic (CNRMA) policies to ensure mission accomplishment during heightened security postures at naval installations. These heightened postures are known as Force Protection Conditions (FPCON) Bravo, Charlie, and Delta; and apply when an incident occurs or intelligence is received indicating some form of terrorist action against personnel or facilities is imminent. To provide continuity of operations, the Contractor shall submit a personnel security roster to the COR for approval, identifying and justifying those staff members deemed “essential personnel” and requiring access to naval installations during increased FPCON instances (Charlie and Delta). Essential personnel will be identified with an “E” on their Government identification card and its carrying pouch. In addition to being on the Security Roster, Contractor employees shall present valid identification to gain access to the sites.

**CG-2.9.8 Truck Access:** Contractor personnel shall adhere to truck access control measures being employed at the sites during Force Protection Conditions (FPCON). All trucks are subject to inspections and/or searches. During FPCON Charlie and Delta postures, access shall be limited to the absolute minimum and commercial deliveries restricted to essential items only. The Contractor shall postpone or cancel non-essential deliveries of material intended for projects/events that have been postponed or canceled due to the current situation. Procedures and guidelines for personnel and freight access to regional installations during heightened security measures are listed in Appendix J, Base Truck Access.

➤ **Requirements**

➤ **All Terminals**

- ✓ Key and lock system established and controlled
- ✓ Security inspections conducted on a random basis at intervals not to exceed two hours
- ✓ Security inspections documented in the Event Log. Noted discrepancies reported to the COR
- ✓ Security inspections consist of looking for intruders; broken or cut locks; open doors and windows; damaged infrastructure; petroleum and water leaks; suspicious objects and packages; security lighting outages, etc.
- ✓ Maintain a Visitors Log and Event Log
- ✓ Access shall be controlled to Government-Owned facilities
- ✓ Secure all facility equipment, gates, valves, buildings, systems, or tanks when not in use (any exceptions to be authorized by the COR)
- ✓ Level of security comparable to the established threat condition
- ✓ Contractor employees shall obtain and display applicable identification badges while on site
- ✓ Establish an essential personnel list
- ✓ Contractor shall provide access lists of employees and subcontractors, for COR authorization, no less than one business day prior to arrival at terminals

➤ **Yorktown**

- ✓ Pier and perimeter fence security inspections shall be conducted on a random basis; intervals not to exceed two hours. Inspections shall be documented in the Event Log
- ✓ 100% physical identification of all visitors prior to terminal access
- ✓ Security inspections shall be conducted between 1600 and 0700

➤ **Sewell's Point**

- ✓ 100% physical identification of all visitors prior to terminal access
- ✓ Security inspections shall be conducted once in the morning and once in the afternoon, Monday through Friday

➤ **Craney Island**

- ✓ Security inspections shall be conducted between 1600 and 0700

➤ **Minimum Performance Standards:**

- ✓ No unsecured equipment, gates, valves, buildings or tanks when not in use
- ✓ No damage or loss of government property due to Contractor fault, negligence or misconduct
- ✓ Level of security comparable to the established threat condition
- ✓ Security plan and requirements documented and files maintained and updated
- ✓ Terminal security inspections performed and documented. Noted discrepancies reported
- ✓ Access lists provided for all Contractor and subcontractor employees
- ✓ Visitors and Events Logs maintained

<i>Tank</i> <sup>1</sup>	<i>Description</i> <sup>2</sup>	<i>Shell Capacity</i> <sup>3</sup>	<i>Safe Fill/Unusable/Bottoms</i>	<i>Product</i>	<i>Year Built</i>	<i>Tank Depth</i> <sup>4</sup>
52	S-W-FX-GL	400,000 GL		Potable Water	1943	34
60	S-CG-FX	2,583	1,921 / 126 / 504	FOR	1943	24
61	S-CG-FX	2,583	1,939 / 126 / 504	FOR	1943	24
287	S-E	103,000 GL		Raw Water	1953	125
472	S-W-FX	161,433	148,834 / 12,599 / 13,333	F76	1995	50
473	S-W-FX	161,192	148,330 / 12,861 / 12,563	F76	1995	50
474	S-W-FX	160,786	148,447 / 12,339 / 13,179	JP5	1995	50
475	S-W-FX	160,813	148,474 / 12,339 / 12,426	JP5	1995	50
476	S-W-FX*	157,120	147,203 / 9,917 / 22,850	JP5	2000	52
477	S-W-FX*	159,090	147,611 / 11,479 / 23,954	JP5	2000	52
478	S-W-FX*	159,471	148,561 / 10,910 / 24,424	JP5	2000	52
479	S-W-FX*	157,795	147,371 / 10,424 / 22,910	JP5	2000	51

- (1) O/S following the tank number indicates the tank is "Out-of-Service."
- (2) Tank description: S = Surface, W = Welded, C = Cone Roof, R= Riveted, FX = Fixed Roof, \* Contains a Floating Roof/Pan, G = Ground Level Tank, E = Elevated Tank
- (3) Except as noted, all capacities in barrels.
- (4) Depth is measured in feet.

#### Tank Characteristics: Sewell's Point

<i>Tank</i> <sup>1</sup>	<i>Description</i> <sup>2</sup>	<i>Shell Capacity</i> <sup>3</sup>	<i>Safe Fill/Unusable/Bottoms</i>	<i>Product</i>	<i>Year Built</i>	<i>Tank Depth</i> <sup>4</sup>
67 O/S	S-R-FX	52,560	47,360 / 5,200 / 2,987	F76	1922	30
68 O/S	S-R-FX	50,332	44,829 / 5,503 / 2,755	F76	1922	32
109	S-R-FX	55,815	53,344 / 2,471 / 3,216	F76	1931	32
110 O/S	S-R-FX	55,987	53,506 / 2,481 / 3,216	F76	1931	32
144 O/S	S-W-FX	17,600	16,343 / 1,257 / 838	JP5	1970	30
145 O/S	S-W-FX	17,508	16,338 / 1,170 / 797	JP5	1970	30
244	S-W-FX	288	253 / 35 / 14	LO6	1951	8
245	S-W-FX	587	583 / 4 / 20	LTL	1951	8
246	S-W-FX	831	810 / 21 / 14	LO6	1952	10
247	S-W-FX	834	810 / 24 / 25	LTL	1952	10
357	S-W-FX	120	103 / 17 / 6	LO6	1935	8
358	S-W-FX	119	104 / 15 / 6	LO6	1935	8
361 O/S	S-W-FX	2,360	2,072 / 288 / 79	LO6	1931	16

- (1) O/S following the tank number indicates the tank is "Out-of-Service."
- (2) Tank description: S = Surface, W = Welded, R= Riveted, FX = Fixed Roof
- (3) All capacities are in barrels
- (4) Depth is measured in feet.

#### Tank Characteristics: Yorktown

<i>Tank</i>	<i>Description</i> <sup>1</sup>	<i>Shell Capacity</i> <sup>2</sup>	<i>Safe Fill/Unusable/Bottoms</i>	<i>Product</i>	<i>Year Built</i>	<i>Tank Depth</i> <sup>3</sup>
201	CC-W-FX	50,090	46,802 / 3,288 / 3,722	JP8	1954	24
202	CC-W-FX	50,122	46,833 / 3,289 / 3,703	JP8	1954	24
203	CC-W-FX	50,100	46,812 / 3,288 / 3,787	JP8	1954	24
204	CC-W-FX	50,122	46,833 / 3,289 / 3,746	JP8	1954	24
205	CC-W-FX	50,118	46,829 / 3,289 / 3,810	JP8	1954	24
206	CC-W-FX	50,128	46,839 / 3,289 / 3,617	JP8	1954	24

## Appendix A: Government-Furnished Equipment

**Government Property:** The Contractor shall submit all data required, maintain all records, and care for, maintain and account for all Government-furnished property in accordance with *Clause I114, Government Property*. The Contractor shall be responsible for the equipment and be required to maintain a signed receipt document furnished by the accountable officer. Equipment and supply additions to the document may originate from a number of sources including items obtained by the Contractor (Contractor-Acquired) items provided through Government supply sources and items provided by the Government through Government-sponsored repair and maintenance services which are not Contractor-acquired (Government-furnished). When an item of Government property is no longer required, the Government, at its discretion may not replace the item.

**Government-Furnished Equipment:** A complete list of the Government-Furnished Equipment was made available to the contractor during the solicitation period via an electronic database. The database lists office furniture and miscellaneous equipment and is not intended to be all-inclusive. Transportation vehicles and vessels are also listed in this appendix. The Government reserves the right to replace defective and worn-out equipment and to improve and modernize the terminal. If the Contractor damages or breaks GFE, excluding normal wear and tear, the Contractor will be responsible for replacing the item with a comparable item approved by the Government.

**Other Government-Furnished Equipment and Materials:** The Government will also provide the following:

- ✓ Plans: A set of complete plans and electrical diagrams that show the location of all items of equipment and include actual distances from permanent structures to all tanks, pipelines, pumps, valves, bonds and other underground fixtures. The plans and electrical diagrams are to be retained at the operating location and stored and maintained in an orderly fashion.
- ✓ Fire Suppression Equipment: All fire suppression equipment (*i.e.*, fire extinguishers, portable and installed fire suppression equipment) will be provided, overhauled, and when necessary, replaced by the Government. The Contracting Officer will determine the quantity and type of fire suppression equipment at the terminal.
- ✓ Locks and Keys: Locks and keys as required to secure valves, valve pits, gates and buildings. The Contractor shall, as a minimum, maintain a detailed listing at the terminal, of each lock and lock set indicating location and use. The Contractor shall also include the names of employees assigned and in possession of keys and key sets and the method of securing standby and spare keys, locks and lock sets in a lockable storage container.
- ✓ Electricity, Water and Sewerage, and Refuse Collection
- ✓ **Telephones: One telephone line with Defense Switched Network (DSN) capability and one instrument for each terminal. The telephone shall be used for official Government business only: DFAMS/FES, facsimile, and voice.**
- ✓ **Radio base stations: A radio base station with antenna and wiring for each of the three terminals. The radio base stations shall be used for communicating between terminal personnel and Chambers Field at Naval Station Norfolk.**
- ✓ **Marine radio: A marine radio at Craney Island and Yorktown. The marine radio shall be used for communicating with vessels in the vicinity of Craney Island and Yorktown.**
- ✓ Materiel Safety Data Sheets (for Government-Owned Products only).
- ✓ Facsimile Machine Service.
- ✓ Government unique forms.
- ✓ **The Government will furnish automotive and diesel fuels and lubricants for fuel-servicing vehicles, equipment that is generally used to deliver bulk products to aircraft, ships, fixed tanks, and facilities. See Section CG-1.6.1.17.4, Fuel, Oil, and Maintenance, regarding the provisioning of fuel for utility vehicles.**
- ✓ Fuel Additives.
- ✓ Portable Scully System

**Government-Furnished Equipment/Property Inventory:** The Contractor shall maintain a complete and accurate electronic inventory database. The Contractor shall submit a report of Government-furnished equipment/property under Contractor custody. The report shall be due to the Contracting Officer no later than seven months from the start of the contract and annually thereafter in accordance with FAR part 45, sub-part 45-5.

The Contractor's report shall, as a minimum, provide a complete inventory of all Government-furnished property under its custody. The Contractor shall identify any and all Government-furnished property received since the preparation of the last

inventory and furnish copies of source documents (*i.e.* Contractor's invoice and vendors invoice) for each item of Government-furnished property.

Barge and spill response equipment lists are included in this Appendix for quick reference. These same items are also included in the complete database, which was made available to the Contractor during the solicitation period.

### Barge Equipment

Barge <sup>1</sup>	Length	Beam	Draft	Product	Capacity (MBBL)
YON 308	184'	34'	11'	F76	9.5
YON 311	184'	34'	11'	F76	9.5
YON 312	184'	34'	11'	JP5	9.5
YON 313	184'	34'	11'	F76	9.5
YON 98	184'	34'	11'	FOR	8.3
YON 111	150'	34'	11'	JP5	8.3
YON 318	226'	42'	17'	F76	14.3

(1) All barges are welded, steel hull constructed

### Spill Response Equipment

Nomenclature	Hull/Serial No.	Manufacturer	Motor Type <sup>1</sup> /Length	Year
Boat, Boom Platform, w/ reels, rollers, radio, propeller guard, & trailer.	SAMA 0703B696	SeaArk Marine	2 John-Gas OB, 115 hp	1996
Boat, Jon, 14', w/ trailer				
Boat, Utility, 19' w/ trailer	BWC8248E1394	Boston Whaler	Evin-Gas OB 100 hp	1994
Boat, Utility, 19' w/ trailer	BWC8572EA595	Boston Whaler	Evin-Gas OB 100 hp	1995
Boat, Utility, 19' w/ trailer	BWC8574EA595	Boston Whaler	Evin-Gas OB 100 hp	1995
Boat, Utility, 21' w/ trailer	SAMA 0946F898	SeaArk Marine	Evin-Gas OB 150 hp	1998
Boat, Utility, 21' w/ trailer	SAMA 0947G898	SeaArk Marine	Evin-Gas OB 150 hp	1998
Boat, Skimmer, 28' w/ trailer	89-6013	Kvichak RRS	Gas-Inboard 140 hp	1995
Boat, Skimmer, 28' w/ trailer	89-6049	Willard	Diesel-Inboard	1997
Boom, Class II			6500 Feet	
Generator, Portable, (1 ea)				
Hook, Boat, (6 ea)			12 Feet	
Motor, Boat, Inboard	OF638276	Mercury	Gas, 3.0 Liter	1995
Motor, Boat, Inboard	872854	Volvo Penta	Diesel, AD31, L-A	1997
Motor, Boat, Outboard	G04334000	Evinrude	Gas, 150 hp	1997
Motor, Boat, Outboard	G03840042	Evinrude	Gas, 100 hp	1995
Motor, Boat, Outboard	38400048	Evinrude	Gas, 100 hp	1994
Motor, Boat, Outboard	G04512967	Evinrude	Gas, 150 hp	1998
Motor, Boat, Outboard	G03544011	Johnson	Gas, 100 hp	1995
Motor, Boat, Outboard	G04513704	Evinrude	Gas, 150 hp	1998
Motor, Boat, Outboard	E6003367	Johnson	Gas, 6 hp	1984

Nomenclature	Hull/Serial No.	Manufacturer	Motor Type <sup>1</sup> /Length	Year
Motor, Boat, Outboard	G04129925	Johnson	Gas, 115 hp	1996
Motor, Boat, Outboard	G04145754	Johnson	Gas, 115 hp	1996
Pump, 4"	971025977	Godwin	Diesel, 22 hp, CD100	1998
Pump, 4"	0332771-40	Godwin	Diesel, 22 hp, CD100	2003
Skimmer, Mini-max, (3 ea)				
Truck, Vacuum	54-08425	Freightliner, FL80		1993
Truck, Vacuum	54-08793	Isometrics, 1800 gal		1998
Truck, Vacuum	84-0049	Isometrics,		1993
Truck, Vacuum	84-0054	Isometrics, 2000 gal		1995

(1) Motors listed with boats are also listed separately.

### **Miscellaneous Government Furnished Equipment And Material**

The inventory of Government Furnished Equipment made available during the solicitation period via an electronic database lists real property, personal property, transportation equipment, computer equipment, and consumables by terminal. The lists are not intended to be all-inclusive.

The personal property inventory categories are color-coded to indicate how each item will be furnished. The following defines the color-coded categories:

1. No highlighted text: A Government furnished item that **will not** be replaced or repaired by the Government if the item is used-up, worn-out, or damaged. Continued use of these items will be at the Contractor's expense. Items no longer needed will be transferred to the Defense Reutilization Marketing Office (DRMO) system.

2. Green highlighted text: A Government furnished item that **will** be replaced or repaired by the Government, at the Government's discretion, if the item is used-up, worn-out, or damaged.

3. Tan highlighted text: A Government furnished item that is no longer needed and **will not** be replaced or repaired by the Government. These items will be transferred to another activity or turned in to the Defense Reutilization Marketing Office (DRMO) system.

**CR-1.3.3 Surveys:** In addition to the documentation generated under [Appendix F, Quality Surveillance Program](#), the Government may perform customer satisfaction surveys, which may be used as part of the assessment of contract performance. The COR has the option to increase the frequency of surveys to address contract compliance issues as needed.

## **CR-1.4 Detailed Plans**

**CR-1.4.1 General:** As specified herein, the Contractor shall submit detailed plans to the Government for review and acceptance. The required plans shall address the full range of fuel management related issues that apply to the contracted functions at NS Norfolk and NAB Little Creek. All plans are considered dynamic documents that may require review and updating over the course of the contract. Plans to be submitted within 60 days of contract award provide the contracted activity time to review the documents and recommend changes prior to the contract start date. For those plans not required until after the contract start date, the Contractor shall comply with existing Government practices and procedures during the initial performance period. The *bold Italics* comments of the following paragraphs specify when each plan or a summary thereof is due and to whom it will be submitted.

**CR-1.4.1.1 Plan Summaries:** Summary plans shall be submitted for technical review. *See [Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31](#), regarding the submission of summary plans for technical evaluation.*

**CR-1.4.1.2 Completed Plans Set:** Once the entire plans requirement is complete, the Contractor shall provide a complete set of required plans on Compact Disc (CD) in Adobe pdf format to the contracted activity COR, NOLSC DC, and the DESC contracting specialist.

**CR-1.4.2 Contract Compliance Plan:** Pursuit to the provisions of [Section E, Inspection and Acceptance, Clause E5.03](#), the Contractor shall provide a comprehensive and detailed plan that will ensure contract compliance. The plan, an internal, self-inspection system acceptable to the Government, shall address methods for meeting the performance standards established within [Section CR-2.0, Specific Tasks](#). *The complete Contract Compliance Plan shall be submitted to the contracted activity within 60 days of the contract start date.*

**CR-1.4.3 Product Quality Surveillance Plan:** A comprehensive plan to ensure that products placed in the care of the Contractor are properly handled, remains on-specification, and are ready for issue. The plan shall include policy and procedure regarding sampling, testing at the level applicable to the specified fuel laboratory, laboratory equipment, documentation of tests, reports and records keeping, and actions to be taken in case of unacceptable test results. The plan shall fully outline Contractor responsibilities for quality surveillance under [Section CR-2.0, Specific Tasks](#). *The Product Quality Surveillance Plan shall be submitted to the contracted activity within 60 days of the contract start date.*

**CR-1.4.4 Environmental Protection Plan:** Based on the requirements of [Section CR-2.15, Environmental Protection](#), the Contractor shall submit a comprehensive and detailed plan outlining procedures necessary to protect the environment in accordance with all applicable DOD, USN regulations, and local laws. *The Environmental Protection Plan shall be submitted to the contracted activity within 60 days of the contract start date.*

**CR-1.4.5 Contract Contingency Plan:** The Contract Contingency Plan shall outline Contractor actions to ensure there are no significant interruption of services resulting from labor disputes, catastrophic failure of equipment, or the effects of national disasters/emergencies within the Contractor's control. The plan shall provide specific details regarding labor issues as may result from potential strike actions, military contingency and war time manning requirements, subcontracting as may be required to meet manning requirements, and the replacement of equipment anticipated to be out of service for more than 72 hours. The Contractor shall be responsible for repairing or replacing inoperable equipment or obtaining additional equipment and manpower required to carry out day-to-day and contingency operations. Upgrading or modifying equipment to meet specific off station and public, over-the-road requirements, licensing or obtaining permits for equipment and personnel to operate on public roads, and adherence to insurance requirements shall be the responsibility of the Contractor. *The Contract Contingency Plan shall be submitted to the contracted activity within 60 days of the contract start date.*

**CR-1.4.6 Maintenance Plan:** As outlined in Section I, Contract Clauses, Clause I114, Government Property and Section CR-2.12, Preventive Maintenance – Facilities and Equipment, the Contractor shall establish and maintain a plan for the use, maintenance, repair, protection and preservation of the Government property identified herein. The Maintenance Plan, to include the installation and use of a Contractor furnished computer base preventive maintenance program, shall clearly outline the procedures for planning, programming, accomplishing, and documenting preventive maintenance. Repairs to equipment and facilities as may be directed under Section CR-4.2, Services Requiring a Task Order, Services Requiring a Task Order, shall also be covered. On acceptance, the plan shall be incorporated into the contract. The COR will review the plan as necessary during the term of the contract and communicate any need for changes to the Contractor through the Contracting Officer. ***The Maintenance Plan, to include a draft copy of listings and reports to be generated by the computer based preventive maintenance program, shall be submitted to the contracted activity within 60 days of the contract start date.*** The Contractor provided/installed PM program software will become Government property on termination of the contract. All PM reports, listings, and records generated will become Government property at the time they are generated.

**CR-1.4.7 Operations Plan:** The Operations Plan is a comprehensive and detailed set of procedures systematically outlining all aspects and requirements, including emergency operating and shutdown procedures and staffing plans, for the tasks specified in Section CR-2.0, Specific Tasks. ***The Operations Plan shall be submitted to the contracted activity within 60 days of the start of the performance period.***

**CR-1.4.8 Inventory Control and Accountability Plan:** A comprehensive and detailed plan to ensure Contractor compliance with the inventory and reporting requirements of DOD 4140.25M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal. Contractor performance with regard to the Fuels Automated System (FAS) and the Defense Fuels Automated Management System (DFAMS) and other fuel accounting issues as outlined in Section CR-2.9, Inventory and Accounting, shall also be covered. ***The Inventory Control and Accountability Plan shall be submitted to the contracted activity within 60 days of the start of the contract.***

**CR-1.4.9 Fuel Safety Plan:** As reflected in Section CR-2.1, Safety Program, the contractor shall provide a detailed plan outlining product handling characteristic and the procedures necessary to maintain a safe working environment. The plan, a compendium of references, local laws, and regulations applicable to the products stored and handled, Material Safety Data Sheets, and guidelines regarding the handling of such products shall be maintained and updated over the course of the contract. ***The Fuel Safety Plan shall be submitted to the contracted activity within 60 days of the contract start date.***

**CR-1.4.10 Security Plan:** A detailed security plan as summarized in Section C 2.16, Security, shall clearly identify Contractor responsibility for maintaining the security of Government facilities, equipment, data processing computer systems, and materials, as well as any Contractor furnished equipment, tools, and materials. ***The Security Plan shall be submitted to the contracted activity within 60 days of the contract start date.***

**CR-1.4.11 Training Plan:** The Contractor shall publish a comprehensive plan outlining training requirements and objectives, see Section CR-2.13, Training and Records Keeping. It shall list course and subject titles, provide a brief description of the subject, identify training sources and the employees to be trained (by job classification), establish the frequency of training, and detail the method of monitoring plan compliance. Training required by state and local governments, i.e., Marine Terminal Operator, shall also be included. ***A complete training plan shall be provided to the contracted activity within 60 days of the contract start date.***

**CR-1.4.12 Staffing Plan:** The plan shall include an organization chart showing the number of employees identified by wage determination, job classification, and full/part time employee status. See Clause L201.100, Instructions to Offerors (GOCO Services-Source Selection).

**CR-1.4.13 Equipment Provisioning Plan:** As outline in Section CR-3-1, Vehicles, the contractor shall indicate the type and quantity of vehicles to be provided in support of all location identified under this contract. Furthermore, unless the task of grounds maintenance is sub-contracted (indicate so) powered grounds maintenance equipment shall be include in the Equipment Provisioning Plan. See Clause L201.100, Instructions to Offerors (GOCO Services-Source Selection), Section B9 regarding the required information format.

## CR-1.5 Contract Turnover

**CR-1.5.1 Assistance:** In the event of a Contractor change and contract turnover, the successor Contractor shall, during the last 72 hours of the expiring contract, be provided assistance by the outgoing Contractor and the COR in accomplishing a joint facilities turnover inspection. The inspection shall provide for a facilities walk-through and property inventory (validation/update of [Appendix A, Government Furnished Facilities](#) and [Appendix B, Government Furnished Equipment, Supplies, and Services](#)), product sampling and testing, and a complete product inventory.

**CR-1.5.2 Access:** On contract award, the successor contractor shall be granted access to the base and all contracted facilities to survey those facilities and observe operations necessary to the drafting of the detailed plans required under [Section CR-1.4, Detailed Plans](#), above. During the last two weeks of the expiring contract, the outgoing Contractor shall permit personnel of the successor Contractor access to all contracted facilities to observe operations.

## CR-1.6 Planning Information

**CR-1.6.1 Workload:** Based on the workload data reflected by the various tables and exhibits of this PWS, the Contractor should plan to issue approximately **1,785,000** gallons of jet fuel to some **1500/250** aircraft per month (cold/hot refueling respectively) at NS Norfolk; however, workload surges of **2,500,000** gallons to as many as **1,960** (cold refueling only) aircraft per month (October 2001) have occurred. The workload for NAB Little Creek is best described as issues of various products to a number of small craft, ships, trucks at various locations, see the [NAB Little Creek Exhibit of Products Issued](#). The Contractor should also plan to undertake, as outlined herein, ground fuel delivery (both locations) and used oil collection/disposal operations (NS Norfolk Only) as defined by and within the time frames established by [Table 1, Hours of Operation](#). With regard to the ground services tasks, the Government reserves the right to reprioritize/redirect such operations, change established schedules, and to add/delete delivery/collection points as may be required by the Government and directed by the COR without change to the contract or cost to the Government.

**CR-1.6.2 Information:** Workload information for specific fuel services, i.e., the receipt, movement, and issue of products, quality surveillance, accounting, and other workload factors, are quantified to some extent in the various sub-sections of [Section CR-2.0, Specific Tasks](#). The various exhibits to this PWS provide a more detailed view of product receipts and issues, and fuel services by truck and direct refueling systems, as may be applicable, in terms of total services by day and month, and average daily workload in four (4) hour increments. However, unforeseen workloads such as the testing of fuels after normal laboratory duty hours or contingency support of any type are not quantified. The data outlined herein is historic information provided to serve as the planning baseline for the fuel services functions. Based on this historic information coupled with real time flight operations schedules, aircraft/squadron deployments, exercise and training schedules, and air show/public exhibit schedules provided by the base, the Contractor shall be fully responsible for adjusting levels of and providing personnel and equipment to meet workload demands for day-to-day flight operations, exercises, air show/public exhibits, and other real time workload variances that may affect fuel services operations. As an aid to the Contractor, the contracted activity will, to the extent possible and practical, provide daily flight schedules, exercise/deployment schedules, identify all known and scheduled events the contractor will be responsible for supporting, and provide the Contractor schedules, correspondence, and message traffic regarding all such events.

**CR-1.6.2.1 Air Show AVGAS Services:** NS Norfolk no longer sponsors Air Shows.

**CR-1.6.3 Outlook.** Discussions with Supply, and Fuels Management regarding the current and future mission of NS Norfolk and NAB Little Creek indicate there will be changes in assigned units, flight operations, and fuel system configuration. Over the course of the contract, H-60 type helicopters will replace the CH-46 helicopters assigned to NS Norfolk. The impact on total fuel consumption is not known but it may result in increased direct refueling requirements within the hours outlined in [Table 1, Hours of Operation](#). No other operational changes are anticipated. With regard to fuel system configuration, Lubricating Oil, LA7, is scheduled to be moved from NS Norfolk to Sewell's Point. The reduced workload resulting from this relocation is expected to be minimal. Other MR&E projects at NS Norfolk, i.e., the relining of Tank 39, will have little impact of the contract. MR&E projects at NAB Little Creek, the upgrade of the service station and the replacement of piping at the Desert Cove and the repair of pumphouse 1551 at the West Annex, should have minimal impact on performance requirements. These changes and outlook do not however preclude future fundamental changes in mission, flight-training schedules, and assignment of units as may be undertaken by the Department of Defense, the Navy, or other agencies that may be tasked to operated from NS Norfolk. The Contractor will be notified as the requirement for long-term changes are made known and contract adjustments are deemed necessary and appropriate.

## CR-2.6 Used Oil Handling

**CR-2.6.1 General:** Used oil collection and handling is defined as the pre-collection testing of products (if applicable), the collection, by truck, of fuel products no long suitable for their intended use, the intermediate holding of the products collected within the collection vehicle, and the disposal of those products is conducted at **NS Norfolk Only**. At that site, the Contractor shall be responsible for performing all used oil collection and handling operations, and safeguarding the products collected.

**CR-2.6.2 Equipment:** The Contractor shall furnish Used Oil handling equipment configured in accordance with CR-3.1.7, Used Oil (Fuel) Truck, and the qualified/licensed personnel to operate and maintain all such equipment to undertake the projected workload outlined in the [Exhibit of Used Oil Collected](#), a database that provides historical workload information and collection point characteristics. The Contractor shall fully maintain all furnished equipment and components thereof in a safe, serviceable, ready for dispatch condition. Equipment inspections shall be completed and documented on the vehicle inspection form prior to the initial dispatch of the equipment for the duty day.

**CR-2.6.3 Collection:** The Contractor shall collect used oil from the collection points identified in [Exhibit of Used Oil Collected](#) and respond to unscheduled requests for used oil collection services received by the dispatch center. Maps identifying all known collection points will be provided by NS Norfolk and included in the contract under [Appendix E, Maps](#). The Contractor shall update the listing of used oil collection points and the map of collection locations as changes occur. At contract start up, the Contractor shall survey all identified locations and confirm collection schedules to ensure uninterrupted customer support.

**CR-2.6.3.1 Testing:** The Contractor shall adhere to local HAZMAT instructions and procedures regarding the testing of, collection, transport, storage and disposition of used oils.

**CR-2.6.3.2 Off Station Operations:** Contractor furnished equipment used to collect, store, and transport collected products to DFSP Craney Island, the FISC Norfolk fuel storage terminal, approximately 21 miles from NS Norfolk shall be licensed and configured for use on public roads. Contractor operators shall be licensed as set forth in [Section CR-1.9.2.4, Driver/System Operator](#).

**CR-2.6.4 Documentation:** The Contractor shall document each used oil pick-up using forms provided by the Government. Until the Fuels Automated System (FAS) is used to document/track used oil collection activities, the Contractor shall maintain a daily truck log of all collections and disposals. The log, at a minimum, shall be used to record the date and time of collection or disposal (emptying of the truck), identify the facility or equipment from which used oil is collected, the quantity collected/disposed of, and the servicing vehicle number.

**CR-2.6.5 Requirements and Performance:** See the requirements and performance standards for [Section CR-2.5, Ground Fuel Delivery](#).

## CR-2.7 Recyclable Jet Fuel Handling

**CR-2.7.1 General.** Recyclable jet fuel handling operations, the collection, filtration, and reissue of jet fuel as a ground fuel, is not applicable under this contract.

## CR-2.8 Cryogenic Storage and Distribution

**CR-2.8.1 General:** Cryogenic storage and distribution operations are not applicable under this contract.

### CR-3.1.7 Used Oil (Fuel) Truck (NS Norfolk Only)

**CR-3.1.7.1 General:** Contractor provided used oil (fuel) truck (fuel servicing trucks configured to defuel (potentially an aircraft)/take on used oil products generally not returnable to stock) shall meet the following specifications. Except as modified by the following, Section C-3.1.3.2 applies. Components not specifically addressed do not apply.

**CR-3.1.7.2 Cargo Tank(s):** See Section C-3.1.3.2 and sub-sections thereto. Baffle openings (top vent/bottom flow) may be sized to 100 GPM. The cargo tank provided shall be a single product tank having a **minimum capacity of 2,000 gallons** plus the appropriate expansion space. See Section C-3.1.5 for dual product trucks required for handling recyclable JP5/8.

**CR-3.1.7.3 Tank Venting:** See Section C-3.1.3.3; however, venting capacity may be reduced to the equivalent of 100 GPM.

**CR-3.1.7.4 Overfill Protection:** A tank overfill device as described in Section C-3.1.3.4 shall be installed and operable in the defuel mode.

**CR-3.1.7.5 Low Point Drain:** See Section C-3.1.3.5.

**CR-3.1.7.6 Piping:** See Section C-3.1.3.6.

**CR-3.1.7.7 Defueling:** Used oil (fuel) trucks shall be capable of defueling products at a minimum of 25 GPM. Product shall re-enter the tank via the piping system, not the tank top manhole. The defuel connection shall be a one and one-half inch (1½”) quick disconnect type adapter (male fitting) and dust cap, and a control valve mounted at or near the defuel connection. A line strainer, the screen readily removable for cleaning and inspection without interference with or removal of other component, shall be installed.

**CR-3.1.7.8 Pumping System:** The pumping system shall consist of a pump, piping, connectors, valves, and other hardware identified herein capable of defueling from aircraft, drums, and tanks up to 20 feet below grade at a minimum rate of 25 GPM. Control valve(s) and hose connection(s) shall be accessible/operable from ground level. Each used oil (fuel) truck shall be capable of pumping the entire content of the cargo tank to a used oil tank (fuel)/container via a hose and underwing nozzle assembly.

**CR-3.1.7.8.1 Flow Control:** A calibrated pump pressure gauge, pump suction (vacuum) gauge, clutch/PTO controls, and throttle controls shall be mounted so they can be read/operated from the operator position outside the truck cab. The pressure and vacuum gauge face shall be marked in red to indicate maximum operating ranges.

**CR-3.1.7.8.2 Performance:** Each used oil (fuel) truck set in the defuel mode, with the engine operating within the manufacturer's recommended RPM range, and connected to a source of fuel, shall be capable of the defuel rate noted above.

**CR-3.1.7.8.3 Emergency Controls:** See Section C-3.1.3.8.3; however, the “left front” device may be excluded.

**CR-3.1.7.9 Meter:** See Section C-3.1.3.11; however, the meter may be a standard non-compensating device.

**CR-3.1.7.10 Hose(s):** Defuel hose(s) shall be non-collapsible one and one-half inch by 50 foot (1½” X 50’) hose(s) configured to the source most likely to be defueled of used oil (fuel). A hose fitted with an underwing nozzle (aircraft defuel) or soft (cut end) hose (defuel drop tanks and containers) may be required. The product dispensing and defuel hose may be one in the same but coupled to the unit at different locations.

**CR-3.1.7.10.1 Hose End Fittings:** Hose end fittings, i.e., nozzles, tubes, drum thieves, cut hard/soft hose, and any other apparatus as may be required to connect to and defuel the facilities and equipment assigned shall be provided by the Contractor.

**CR-3.1.7.11 Hose Storage:** See Section C-3.1.3.14.

**CR-3.1.7.9 Nozzles:** See Section C-3.1.3.16. An underwing (single point) nozzle less the hose end regulator shall be installed or available for defueling aircraft of used oil (fuel).

**CR-3.1.7.12 Swivels and Hose Couplings:** See Section C-3.1.3.17.

**CR-3.1.7.13 Static Bonding Cable:** In that such trucks may be used to defuel an aircraft, see Section C-3.1.3.19; however, dual grounds applicable to “hot refueling” do not apply.

**CR-3.1.7.14 Electrical Wiring and Lights:** See Section C-3.1.2.4.

**CR-3.1.7.15 Fire Extinguishers:** See Section C-3.1.3.21.

**CR-3.1.7.16 Fenders and Mudguards:** See Section C-3.1.3.22.

**CR-3.1.7.17 Painting and Marking:** See Section C-3.1.3.24 and sub-sections thereto; however, smaller stencils, 4 inch on 6 inch versus 6 inch on 8 inch stencils, may be used to mark smaller used oil trucks.

## **CR-3.1.8 Recyclable/Recycled Jet Fuel Truck**

**CR-3.1.8.1 General:** Recyclable jet fuel trucks are not required under this contract.

## **CR-3.1.9 Utility Vehicles**

**CR-3.1.9.1 General:** Utility vehicle(s), pickup or van type equipment and personnel vehicles, as may be provided and used by Contractor management, maintenance, or other personnel within the Contractor organization. Utility vehicles may be painted commercial colors but shall be marked in accordance with [Section CR-3.1.2.9.2, Company Logo](#), and shall be reflective of the pride and professionalism of the Contractor.

**CR-3.1.9.2 Spill Kit:** Each utility vehicle as may be furnished shall be equipped with a 10-gallon spill clean up/remediation kit that is protected from the environment but readily available to the vehicle operator.

## **CR-3.1.10 Prefabricated Building(s)**

**CR-3.1.10.1 Contractor Responsibilities:** The Contractor shall provide prefabricated building(s) sized to the need for office space, a driver’s ready room, rest rooms, maintenance workspace, and storage space. The structure(s) provided shall, as mutually agreed upon prior to contract start-up, be wired (electric), plumbed (water and sewage), and have telephone and local area network (LAN) cabling as may be applicable, installed. The structure(s) shall be erected at the site specified by the Government, shall be complete (all windows, doors, and fixtures in good working order), shall be properly supported/leveled, and shall have the appropriate trim, flashing, and stairs securely installed on set-up. Any installed structure(s) shall not detract from local surroundings, buildings, and landscaping.

**CR-3.1.10.2 Utility Connections:** The Government will provide the agreed upon utility connection points, to include meters and measuring devices as may be applicable, at the designated building/structure site. The Contractor shall arrange for the physical connection of all such utilities at the building site.

## **CR-3.2 Records, Inspections and Disposition of Property**

**CR-3.2.1 General:** The Contractor shall maintain records; submit to inspections, and dispose of property as outlined in the following sections.

**CR-3.2.1.1 Current and Historical Records:** The Contractor shall keep maintenance records on all fuel servicing equipment provided. Such records shall contain a complete description, of the truck, tractor, and cargo tank provided, and a copy of cargo tank certification and any applicable inspection documents as may be required by federal, state, and local vehicle code. A complete maintenance history relevant to the Contractor’s possession of the vehicle shall also be provided. All records shall be available to the Government for the duration of the contract.

**CR-3.2.1.2 Equipment Inspection:** As outlined in [Section E, Inspection and Acceptance, Clause E29](#), four (4) work days prior to the contract start date or a date mutually agreed upon by all parties, the Contractor shall have all equipment, supplies, materials, and documents specified herein available on-site for physical inspection, count, and/or review by representatives of the Naval Petroleum Office (primary), the COR from the contracted activity (secondary), and the Defense Energy Support Center (tertiary). The expense of making all such property available shall be borne by the Contractor. A vehicle identification worksheet, Appendix J, shall be completed for each vehicle presented for inspection. Copies of the worksheets and all required attachments shall be provided to the contracting activity and the post-award inspection team leader on the first day of the equipment inspection.

**CR-3.2.1.3 Function and Testing:** An incumbent shall be capable of emptying; gas freeing, and disassembling selected equipment/components on request. Unless directed otherwise, a first time Contractor shall have all fuel delivery vehicles gas-freed for the initial inspection and shall be capable of disassembling such equipment or components thereof as requested. All equipment presented for inspection shall be capable of performing the functions specified, i.e., flow rate, deadman control, emergency stop, and overflow protection in the defuel mode for example. All systems shall be capable of being fully tested during the equipment inspection.

**CR-3.2.1.4 Unacceptable Property:** Property deemed unacceptable by the Government shall be repaired, modified as required to meet specifications, or replaced at the Contractor's expense prior to commencement of the contract or on a date mutually agreed to and documented by the COR, NAVPETOFF and DESC within the post award inspection report. Failure by the Contractor to make remedy by the established dates shall result in a formal cure notice. Failure to meet dates established by the cure notice shall constitute grounds for termination/default.

### **CR-3.2.4 Disposition of Property**

**CR-3.2.4.1 General:** Contractor furnished property identified herein shall be used solely in the performance of this contract and the work defined in [Section CR-2.0, Specific Tasks](#). Vehicles and property ordered removed prior to the completion of the contract, removed because it is not capable of performing its designated function, or has become of safety/fire hazards, shall be removed from the work site and replaced if applicable at the Contractor's expense. Whatever the case, the lack of serviceable vehicles shall not excuse the Contractor from performing the tasks defined in [Section CR-2.0, Specific Tasks](#).

**CR-3.2.4.2 Property Storage:** The Contractor shall not store equipment in excess of the contract requirements on Government property. Equipment deemed to be unacceptable, excess to contract requirements, or that property in place at termination of the contract, shall be removed from Government property within 30 days. Thereafter, the Contractor shall be charged the prevailing commercial storage rate for each piece of equipment kept on Government property.

## **CR-3.3 Other Contractor Provided Equipment and Supplies**

**CR-3.3.1 General:** The Contractor shall provide the following equipment, supplies, materials, and services. In doing so, the Contractor shall adhere to all Federal, state, and local laws, rules, code, and regulations applicable to the products and services and the purchase, transport, use, storage, and disposition of hazardous materials that may be required to fulfill the conditions of this contract.

**CR-3.3.1.1 Radios:** **CR-3.3.1.1 Radios:** The Contractor shall provide intrinsically safe, multi-channel (three (3) minimum), fixed or hands held radios and charging units, if applicable, in sufficient numbers to fully control all Contractor fuel operations. See [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), regarding the Government provisioning of the base station and antenna.

**CR-3.3.1.2 Telephone Services:** Except as provided in [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), the Contractor shall provide all commercial telephone services (voice, facsimile, or data,) and equipment required and necessary to conduct commercial or company business.

**CR-3.3.1.3 First-Aid Supplies and Equipment:** The Contractor shall provide a two-person first aid kit for each manned work center, i.e., refueling, storage, direct fuel servicing, etc. Collocated work centers, bulk storage and the laboratory for instance, will be required to have only a single first aid kit.

**CR-3.3.1.4 Administrative Supplies and Equipment:** With the exception of Government furnished forms and equipment specified in [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), the Contractor shall provide all administrative supplies (pen/pencil/paper products) and equipment (computer/fax/copy machines) necessary and required to undertake the administrative and records keeping functions relevant to the contract. The Contractor shall not be given access to or use Government office equipment, i.e., computers and copy machines, not specifically provided for under the terms of this contract. See [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), regarding Government-furnished equipment that may be provided; however, note the provisions of [Section CR-2.17.2, Disposition of Government Property](#).

**CR-3.3.1.5 Janitorial/Housekeeping Supplies, Equipment, and Services:** The Contractor shall provide all janitorial and housekeeping equipment and supplies, to include small trash/waste baskets, self-closing waste containers, and basic personal cleanliness items and restroom supplies, necessary and required to maintain the cleanliness and sanitation of buildings and facilities as may be occupied and used by contract personnel and Government staff. Janitorial services may be sub-contracted.

**CR-3.3.1.6 Tools:** The Contractor shall ensure that all hand/power tools, test/measurement/calibration devices, and powered/non-powered equipment required and necessary to inspect, test, calibrate, maintain, and repair Contractor furnished vehicles and components thereof are available as needed. Tools required to maintain Government facilities and equipment to the extent required and outlined herein shall be made available as needed.

**CR-3.3.1.7 Spares for Contractor Furnished Equipment:** The Contractor shall provide all spares, replacement parts, components, and repair services required and necessary to maintain and repair all Contractor furnished vehicles, structures, equipment, tools, and other items as may be provided by the Contractor. In support of that objective, the following spares commonly installed on Contractor furnished fuel-servicing equipment shall be stocked (kept physically on hand) for the duration of the contract. The required stocks shall be on hand and validated during the equipment inspection outlined in [Section CR-3.3.1.2, Equipment Inspections](#), and inspected as deemed necessary by the COR over the course of the contract.

- ✓ At least one (1) complete set of each type of filter separator elements used
- ✓ At least one (1) complete set of each type of monitor elements (fuses) used
- ✓ At least one (1) complete set of coalescer elements used
- ✓ At least one (1) underwing hose assembly, a 2" X 60' hose for example
- ✓ At least one (1) overwing hose assembly, a 1½" X 60' hose for example
- ✓ At least two (2) quick disconnect coupler
- ✓ At least one (1) hose end pressure regulator (maximum 55 PSI)
- ✓ At least two (2) underwing nozzle

**CR-3.3.1.8 Spares for Government Furnished Equipment/Facilities:** The Contractor shall purchase and provide spares, replacement parts, and small system components that are readily removable and replaceable using common hand tools. Such items may include, but are not necessarily limited to:

- ✓ Suction and discharge hoses of all lengths, up to and including those 4 inches in outside diameter, as well as the couplers, swedge fittings, bands, clips, brackets, and sealants necessary to mount and secure them
- ✓ Quick disconnect and dry break couplers of all type
- ✓ Hose end pressure regulators (direct refueling systems)
- ✓ Emergency dry breakaway couplers (direct refueling systems)
- ✓ Nozzles and nozzle strainers of all type as well as attached ground wires, clips, and plugs and dust caps
- ✓ System strainers (the screen portion/component) of all type
- ✓ Gauges, pressure, vacuum, and differential, of all type (excluding cryogenic gauges)
- ✓ Small manual valves, less than 1.5", of all type
- ✓ All small screw on and canister type filters as may used on services station pumps
- ✓ Other small, commonly used parts and materials such as but not limited to U bolts, clamps and fasteners of all type, pipe-end couplers and adaptors, dust caps and plugs, gaskets and gasket material, O rings, sample connectors, and flow indicators less than 1.5"
- ✓ Replacement supplies for spill containment and clean up kits
- ✓ Filter, monitor, and coalescer elements commonly installed within the systems applicable to the contracted activity

### Note

Replacement filters and monitors for fixed facilities, i.e. fillstands, receiving stations, direct refueling system, and other fixed filter points are funded by DESC.

**CR-3.3.1.8.1 Specification/Standards:** All parts, items, and materials furnished shall meet or exceed DOD specification/standards or commercial item standards.

**CR-3.3.1.8.2 In-place Assets:** Items listed in [Appendix, A, Government Furnished Facilities](#), and [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), represent in-place assets at the start of the contract. During the system inspection outlined in [Section CR-1.5, Contract Turnover](#), the condition of all equipment, facilities, and components thereof shall be assessed and documented to determine the level of facility/system readiness and the responsibility on the part of the Contractor for the initial replacement/repair of the specified items above. Thereafter, the Contractor shall be responsible for the repair or replacement of all listed and specified items over the course of the contract.

**CR-3.3.1.9 Consumables, Maintenance:** With reference to equipment and facilities operated and maintained by the Contractor, all consumable supplies and materials, i.e., ground wire, clips, and plugs, lubricants, solvents, sealants and sealant tape, primer, paints and brushes, bulk packaged nuts, bolts, washers, and screws, clamps of all type, bulk control hose and common tubing of all type, and other items commonly used to clean, coat, preserve, lubricate, mark, seal, and secure equipment and components shall be furnished by the Contractor.

### Note

With regard to materials, chemicals, and compounds that may be provided and used by the Contractor, the appropriate Materiel Safety Data Sheet (MSDS) shall be provided by the Contractor and readily available to those that may be required to use or may be exposed to all such materials.

**CR-3.3.1.10 Consumables, Laboratory:** Except for the laboratory equipment listed in [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), the Contractor shall provide all consumable laboratory supplies. Items such as test filters (a 15 day supply), water detector standards (one (1) spare) and pads (a 15 day supply), Mason jars, sample bottles, solvents and dispensers, common glassware, hydrometers, laboratory cleaning compounds, and other commonly used supplies required and necessary to operate, maintain, and administer a fuel laboratory shall be furnished by the Contractor. Government provided consumables on hand at contract turnover, [Section CR-1.5](#), will be inventoried and equivalent inventory of materials provided by the Contractor at termination of the contract.

**CR-3.3.1.11 Grounds Maintenance Equipment and Supplies:** The Contractor shall furnish all powered and non-powered equipment, i.e., movers, brush-hogs, edgers, and trimmers, and supplies such as rakes, shovels, wheel-boroughts, disposal bags, and other materials as may be required and necessary to maintain all grounds, fence lines, and clear zones identified herein.

**CR-3.3.1.12 Snow Removal Equipment and Supplies:** The Contractor shall furnish all powered equipment, shovels, scrappers, salt compounds, and chemicals required and necessary to maintaining a clear path to, in and around facilities that must be inspected and operated, to and around parked fuel servicing equipment, and to, on, and around all sidewalk and general building entrances used by the Contractor. As mutually agreed to by the Government and Contractor, snow and ice removed from designated areas will be accumulated/stored at or near \_\_\_\_\_ for melting or removal by the Government.

**CR-3.3.1.13 Materiel Safety Data Sheets (MSDS):** The Contractor shall provide the appropriate MSDS for those chemicals, compounds and materials furnished by the Contractor and necessary to accomplish the tasks identified under this contract. See [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), regarding Government-furnished materials.

## CR-3.4 Uniforms and Protective Equipment

**CR-3.4.1 General:** Contract personnel shall wear the appropriate uniforms and safety equipment required for self-protection.

**CR-3.4.1.1 Uniforms:** All contract personnel, including site managers, shall wear a distinctive company uniform in performance of their duties. Pursuant to US Department of Labor wage determinations, the Contractor shall provide seasonal uniforms consisting of a shirt and pants or coveralls, a matching seasonal jacket/coat, and a matching baseball type cap (not to be worn on the flightline). Except for distinctive management dress shirts, all contract personnel shall be provided and wear the same type, style, or design uniform. All shirts, coveralls, jackets, coats, and caps shall be emblazoned with a readily identifiable company name or logo. All shirts, coveralls, jackets, and coats shall also have the employee's nametag affixed. Laundry services or compensation for such services shall also be provided as stipulated by the applicable wage agreement/determination. Uniforms material blends equivalent to the Navy work dungarees (65/35 polyester/cotton) or the Marine Corps fatigue uniform (50/50 polyester/cotton), are acceptable. Static producing synthetic materials such as 100 percent nylon, polyester, Dacron, rayon, banlon, and silks, shall not be provided as a uniform or worn as an under or outer garment.

**CR-3.4.1.2 Safety Equipment:** Contract personnel shall wear Personal Protective Equipment (PPE), cranial helmets, safety shoes, and gloves for example, applicable to the task/duty being performed and as mandated by US Navy, station, and unit instructions and regulations.

**CR-3.4.1.2.1 Contractor Furnished Equipment:** The Contractor shall provide its employees with safety equipment such as sound suppression devices and safety goggles. If applicable, other equipment such as fire retardant overalls, safety harnesses and ropes, test equipment for the monitoring of oxygen deficient or explosive atmospheres in confined spaces, and breathing apparatus, shall also be furnished by the Contractor.

**CR-3.4.1.2.2 Government Furnished Equipment:** Special safety equipment used in the performance of direct refueling operations, i.e., cranial protective helmets and signal wands, will, to the extent required to equip contract pit operator, aircraft servicer, fire watch, and plane captain crews, be provided by the Government.

**CR-3.4.1.2.3 Personal Clothing/Equipment:** The Contractor shall ensure that employees adhere to all foot, hand, and eye protection programs and that each employee provides and uses personal clothing and safety equipment such as safety shoes, prescription safety glasses, and gloves.

## **CR-4.0 LOGISTICS SUPPORT, COST REIMBURSABLE**

### **CR-4.1 Cost Reimbursement**

**CR-4.1.1 General.** As outlined above, the Contractor shall provide all services, equipment, supplies, and materials not specified as Government provided elsewhere within this contract or as directed by the COR. However, the Government reserves the right to accomplish any and all maintenance beyond that of preventive and operator maintenance using government assets, labor, or other contracts. Furthermore, the Government reserves the right to purchase any equipment items, supplies, or materials described herein when the Contracting Officer determines it is in the best interest of the Government. That right includes that of tasking the fuel management Contractor. Given a task, the Contractor will be reimbursed as follows:

#### **CR-4.1.2 Reimbursement for Allowable, Allocable, and Reasonable Cost**

**CR-4.1.2.1 Goods and Services:** Reimbursement under [Section CR-4.2, Services, Requiring a Task Order](#), shall be for the prime Contractor's allowable, allocable, and reasonable direct cost of any subcontracts for furnishing such equipment, supplies, and services as specified.

**CR-4.1.2.2 Labor:** Reimbursement under [Section CR-4.3, Augmentation](#), shall be for allowable, allocable, and reasonable directed labor costs plus fringe benefits and payroll taxes of the prime Contractor's regular employees. Allowable, allocable, and reasonable cost will be reimbursed pursuant to applicable FAR clauses.

**CR-4.1.2.3 Non-Reimbursable Costs:** The Contractor shall not be reimbursed under either section for the cost of labor associated with the use of its employees during normal work hours in the performance of any task listed herein. Nor will the Contractor be reimbursed for equipment costs using Government or Contractor-furnished equipment in the performance of any task listed herein.

**CR-4.1.3 Allocation of Costs:** The Contractor shall ensure that the costs for preventive and operator maintenance are included in the appropriate CLIN on a firm-fixed price basis. The Contractor shall ensure that any associated indirect/overhead cost, if any, related to the performance of tasks under [Sections CR-4.2, Services Requiring a Task Order](#) and [CR-4.3, Augmentation](#) (except as otherwise specified hereinafter) are also included in the appropriate CLIN on a firm fixed price basis. Those associated costs shall include, but may not necessarily be limited to, the costs of office supplies, salary for a purchasing agent considered necessary by the Contractor, and other indirect/overhead costs considered a part of operating the fuel system. Any reference to reimbursement for indirect/overhead costs is not applicable to the reimbursement of costs of the prime Contractor under this contract. In addition, [Sections CR-4.2, Services Requiring a Task Order](#) and [CR-4.3, Augmentation](#) shall be non-fee bearing. Therefore, references to reimbursement for fixed fee are not applicable to the reimbursement of costs of the prime Contractor under this contract. The Contractor shall provide the following:

## **CR-4.2 Services Requiring a Task Order**

### **CR-4.2.1 Contractor Purchasing System**

**CR-4.2.1.1 General:** The Contractor shall establish and maintain a purchasing system acceptable to the Government and shall comply with the following minimum requirements.

**CR-4.2.1.1.1 Standard Operating Procedure:** The Contractor shall prepare a Standard Operating Procedure (SOP) regarding the Contractor's purchasing policies and procedures. The SOP shall include, but will not necessarily be limited to, policy and procedure regarding emergency purchases, subcontracting, termination of contracts, source selection, contract administration, and the maintenance of purchasing records and files. The Contractor shall submit a draft of the SOP to the DESC Contracting Officer, DESC-FPB, to arrive no later than 45 days prior to the contract start date. On review and acceptance, a copy shall be provided to the COR. Thereafter, the Contractor shall adhere to established procedures for the duration of the contract.

**CR-4.2.1.1.2 Qualified Companies:** The Contractor shall purchase materials and services only from those companies qualified and normally engaged in the type of repair activities required or those that provide or manufacture the materials needed.

**CR-4.2.1.1.3 Quotes:** Except for purchases of \$2,500 or less, a minimum of three quotes (verbal or written) shall be obtained. The award shall be to the lowest, responsible, responsive bidder. Regardless of dollar value or urgency, the Contractor shall withhold award until it has determined that the price is fair and reasonable. Documentation regarding this determination shall be included in the task order file.

**CR-4.2.1.1.4 Price:** The Contractor shall procure supplies, materials, and services at the most advantageous prices with due regard for prompt delivery, credits, and other benefits as may be available. The Contractor shall take all actions necessary to obtain applicable tax exemptions, price reductions, discounts, and refunds. Reimbursement to the Contractor will be for net cost or price less discounts, rebates, allowances, credits, tax exemptions, reductions, refunds and other benefits, any or all of which shall be fully documented.

### **CR-4.2.2 Maintenance and Repair by Task Order**

**CR-4.2.2.1 Requirement to Perform:** The Contractor may be directed by the COR to provide for, or may report to the Government the need for, maintenance and repair services beyond the scope of preventive and operator maintenance outlined herein. On notification of a requirement to perform a specific maintenance task or reporting such a requirement to the Government and being directed to perform, the Contractor shall:

**CR-4.2.2.1.1 Writing Description:** Provide a complete written description of the deficiency or the nature of the wear, breakage, or damage to the system needing repairs. This document should include a detailed description of the system requiring maintenance or repair, the specific components needing repair, replacement, or adjustment, and a preliminary list of parts and materials required.

**CR-4.2.2.3 Determination:** Determine whether the work will be accomplished in house (by the Contractor) or be subcontracted.

**CR-4.2.2.3.1 In House Work:** If the work is to be accomplished in house, provide a complete list of parts, components, materials, and equipment not provided under the contract, the source of supply, and an itemized cost breakdown to include labor, if applicable or allowed. Also, establish a performance period or get well date.

**CR-4.2.2.3.2 Out Sourced Work:** If the work is to be accomplished by subcontract, provide the cost estimates as outline above. As with an in house estimate, all subcontractor estimates shall include a complete list of parts, components, materials, equipment, and labor, and an itemized cost breakdown thereof. Any subcontract shall also establish the performance period or get well date.

**CR-4.2.2.4 Funding/Order to Perform:** The Government will determine the availability of and provide funding. Given the approval to proceed, the Government will provide a written task order. The Contractor shall take no action to perform maintenance or repairs outside the scope of the contract until such time a written task order has been provided by the COR.

## **CR-4.3 Augmentation**

**CR-4.3.1 General.** Augmentation is defined as compensation for any unscheduled work that falls outside the normal operating hours outlined in [Table 1, Hours of Operation](#), and for which service personnel must be retained beyond normal duty hours or called to duty to supplement the assigned workforce. Actions directed by the Government or taken by the Contractor that do not result in additional labor (added personnel) or extended hours of operation will not be considered augmentation hours. For example, increased sampling within established duty hours or the continued manning of bulk storage during normal duty hours to observe and assist a third party maintenance contractor is not be considered augmentation.

**CR-4.3.2 Augmentation Authority:** The Commanding Officer, NS Norfolk, will specify the person(s), position, or office authorized to approve augmentation and the means by which the approval will be documented. Except as provided herein, all augmentation shall be approved prior to retaining employees or calling additional personnel to work. Copies of the augmentation approval form/log, the dispatch log validating the circumstances for augmentation, and the individual(s) time card that shows the hours worked, shall support all invoices for augmentation. Unless specifically tasked by the Government and approved by the appropriate authority, extended hours for personnel such as mechanics, accountants, and administrative personnel do not qualify as augmentation. Failure to relieve personnel at the end of a normal shift for which there are available oncoming personnel or because scheduled personnel fail to show shall not be considered augmentation time. Furthermore, the recall or retention of personnel with specialty licenses, i.e., a CDL holder, to undertake an infrequent but contracted function, shall not constitute augmentation.

**CR-4.3.3 Conditions:** Augmentation will be granted only under the following conditions. Each paragraph is coded (A) to indicate automatic approval within the parameters defined or (P) to indicate pre-approval is required.

**CR-4.3.3.1 No Oncoming Relief (A):** For any aircraft fuel servicing operation in progress, e.g., the nozzle is connected and fuel is flowing, at the end of normal operating hours for which there is no oncoming/relief shift. Subsequent servicing requests, any beyond that in progress, shall be approved as outlined in [Section CR-4.3.2, Augmentation Authority](#).

**CR-4.3.3.2 Continuous Receipt (P):** For continuous receipt operations, a continuous pipeline receipt for instance, that will extend beyond the operating hours defined in [Table 1, Hours of Operation](#), Bulk Fuel Storage.

**CR-4.3.3.3 Mutual Agreement (P):** As mutually agreed to by the Contractor and the approving authority to provide services during unscheduled weekend operations such as make-up flight schedules. The specific hours of planned augmentation and manning levels shall be documented as noted above.

**CR-4.3.3.4 Emergency (P):** Work authorized by the designated local authority to undertake emergency fuel servicing operations; a downed aircraft recovery operation for example. The circumstances shall be fully documented.

**CR-4.3.3.5 Time Worked:** Unless locally established policy or union agreement dictate otherwise, compensation shall be paid for the actual hours worked plus reasonable travel time for individuals that may be called to return to duty.

## Appendix A Government Furnished Equipment, Supplies, and Services

In addition to the facilities and components listed in [Appendix A, Government Furnished Facilities](#), the Government will provide the following equipment, supplies, and services to and for the use by the Contractor.

**Fire Suppression Equipment:** Except for Contractor furnished extinguishers mounted on the Contractor furnished fuel servicing trucks, all fire suppression equipment, i.e., fire extinguishers or portable/installed fire suppression equipment, will be provided, repaired, overhauled, and, as necessary, replaced by the Government. The Government will establish the quantity and type of fire suppression equipment on station within the Fuel Management facilities.

**Telephone Services:** The Government will provide **one (1) commercial telephone line and an instrument in the Contractor main office and access to out commercial lines as may be installed as well as all DSN, on-station emergency lines, and Local Area Network (LAN) connections (if applicable) to conduct Government business, i.e., FAS and FES input.** See [Section CR-.3.3, Other Contractor Provided Equipment and Supplies](#), regarding Contractor-furnished telephones services.

**Radios:** The Government will provide communications equipment consisting of a base station and antenna capable of multi-cannel operations. The Government will advise the Contractor of the operating frequents and channels required. See [Section CR-.3.3, Other Contractor Provided Equipment and Supplies](#), regarding Contractor-furnished radios.

**Utilities:** The Government will provide electricity, natural gas/propane, heating/power production fuels, water, and sewage services as required for the health and welfare of contract personnel that occupy facilities provided by the Government and prefabricated structures provided by the Contractor under [Section CR-3.1.10, Prefabricated Buildings](#).

**Refuse Collection:** The Government will provide refuse collection. Refuse placed in refuse containers by the Contractor shall be limited to that generated at the contracted location in the performance of this Contract.

**Emergency Medical Service:** The Government will provide the emergency medical service limited to first responder emergency medical services as available through the Navy Branch Medical Section. A Navy ambulance will respond to called emergencies and transport injured employees to the closest medical facility located at.

**Postal/Mail Distribution:** The Government will provide access to and postage for the United States Postal Service and United Parcel Service for official Government mail generated as a result of performance of this Contract. The Government will also provide on-installation distribution of mail.

**Fuel Products:** Limited to those products stocked and issued on base, the Government will furnish fuel for the operation of the Contractor's fuel servicing equipment, trucks, and tractors identified as fuel servicing equipment. The Contractor shall provide fuel for utility/administrative vehicles, i.e., pick-ups and vans, used by management for administrative purposes.

**Forms and Documents:** The Government will provide all forms and documents unique to the Government.

**Automated System Chips, Keys, and Cards:** The Government will provide all hardware, software, and programmable chips, keys, and cards applicable to automated services stations/product dispensing systems installed at NAB Little Creek.

**Materiel Safety Data Sheets (MSDS):** The Government will provide the appropriate MSDS for those compounds furnished by the Government. See [Section CR-.3.3, Other Contractor Provided Equipment and Supplies](#), regarding materials provided by the Contractor and the requirement to provide the appropriate MSDS for those materials.

