

SP0600-04-R-0084  
Segment II

**Performance Work  
Statement  
(PWS)**

**For**

**Operation and Maintenance  
of Fuel Facilities at**

**HUNTER ARMY  
AIRFIELD, GEORGIA**

**SECTION C  
PERFORMANCE WORK STATEMENT (PWS)  
OPERATION AND MAINTENANCE OF  
FUEL FACILITIES AT  
HUNTER ARMY AIRFIELD, GEORGIA**

**TABLE OF CONTENTS**

<b>SECTION C-1.0</b>	<b>GENERAL</b>	<b>3</b>
C-1.1	General Description	3
C-1.2	Contract Performance	4
C-1.3	Contractor Detailed Plans	4
C-1.4	Contract Turnover	5
C-1.5	Personnel Staffing Objective	6
C-1.6	Normal Workday Operations	6
C-1.7	Personnel Qualifications	6
C-1.8	Notification of Correspondence and Visits	7
C-1.9	Uniforms, Clothing, Safety Equipment	7
C-1.10	Physical Security	7
C-1.11	Fuels Automated System (FAS)	7
C-1.11.1	Fuel Master Key System	7
C-1.12	Product Receipts	8
C-1.13	Bulk Product Storage	8
C-1.14	Bulk Product Issues	8
C-1.15	Product Quality	8
C-1.16	Inventory	9
<b>SECTION C-2.0</b>	<b>PLANNING</b>	<b>9</b>
C-2.1	Product Receipts	9
C-2.2	Product Issues	10
C-2.3	Consolidated Retail Fuel Operations	10
C-2.4	Aircraft Refueling Requirements	11
C-2.4.1	Refueling Services	11
C-2.4.1.2	Refueling Methods	13
C-2.4.2	Rapid Refueling Operations	13
C-2.4.3	Wright Army Airfield (WAAF)	13
C-2.5	Aircraft and Equipment Defuel Service	14
<b>SECTION C-3.0</b>	<b>CONTRACTOR FURNISHED EQUIPMENT</b>	<b>15</b>

<b>SECTION C-4.0</b>	<b>PROPERTY MANAGEMENT AND MAINTENANCE</b>	<b>17</b>
C-4.1	Maintenance General	17
C-4.2	Preventive Maintenance and Repair	17
C-4.3	Buildings	18
C-4.4	Minor Painting and Spot Painting	19
C-4.5	Pumps	19
C-4.6	Valves	19
C-4.7	Truck Fill stand	20
C-4.8	Meters	20
C-4.9	Filters and Filter Separators	20
C-4.10	Hoses	20
C-4.11	Cathodic Protection	20
C-4.12	Grounds Maintenance	21
<b>SECTION C-5.0</b>	<b>LOGISTICS SUPPORT</b>	<b>21</b>
C-5.1	Contractor Provided	21
C-5.2	Contractor Reimbursed	21
C-5.3	Contractor Overtime	21
C-5.4	Non-reimbursable	22
CLIN 0002	Task Order	22
CLIN 0002AA	Services and Equipment/Supplies	23
CLIN 0003	Emergency Services	23
CLIN 0004	Overtime	24
CLIN 0005	Emergency Spill Response Services	24
<b>APPENDIX A</b>	<b>Definitions</b>	<b>27</b>
<b>APPENDIX B</b>	<b>Abbreviations and Acronyms</b>	<b>28</b>
<b>APPENDIX C</b>	<b>Regulations</b>	<b>30</b>
<b>APPENDIX D</b>	<b>Government Furnished Property</b>	<b>31</b>
<b>APPENDIX E</b>	<b>Other Government Furnished Equipment</b>	<b>32</b>

## **SECTION C-1.0 GENERAL**

### **C-1.1 General Description**

This Performance Work Statement (PWS) is established to identify Contractor responsibilities to maintain and operate Government aviation and ground facilities at Hunter Army Airfield, Georgia, a subordinate installation of Fort Stewart, Georgia, and hereafter referred to as HAAF. It also establishes Contractor responsibilities to provide, maintain, and operate Contractor provided fuel servicing equipment in support of aircraft and vehicles assigned to and as may transit, deploy to, or exercise at or from HAAF. The Contractor shall have responsibility for maintenance and repair of the fuel systems located at HAAF and shall ensure that all systems remain operational.

HAAF's fuel systems are divided into the following four facilities:

**Hunter Army Airfield Tank Farm (HAAF Tank Farm).** The HAAF Tank Farm consists of two 9,024 barrel above-ground storage tanks (ASTs) in JP-8 service (Tanks 7007 and 7009) supplied by two truck headers. These tanks supply two bulk issue headers, and a dedicated pipeline to the adjacent flight line. The bulk receipt and issue headers and the dispatch center lie within the bulk storage compound. Two other buildings exist on the compound which will be available for the contractor's use.

**Hunter Army Airfield Flight Line Refueling Services/Rapid Refuel Point (HAAF Flight line).** The HAAF Flight line consists of thirty 50,000 gallon underground storage tanks (USTs) and one 50,000 gallon defuel tank in JP8 service. These USTs are configured as ten tanks in each of three pump houses. The defuel tank is located outside of the fenced area and adjacent to the pump houses. These 30 tanks supply four hydrant refuel points for rotary and fixed wing aircraft. A truck fill stand is located at Pump house 3. Pump house 4 is equipped with three pantograph refueling arms. Building 1253, located on the flight line next to Air field Operations, will be available for the contractor's use.

**Consolidated Retail Fuel Station.** The station consists of three 10,000 gallons self-contained above ground storage tanks (SCAT) 2 ea in JP8 service 1ea out of service and one 5,000 gallon SCAT in gasoline service. A dedicated truck receipt manifold supplies each tank. Five dedicated automated dispensing units are located on two islands.

**Wright Army Airfield (WAAF).** Wright Army Airfield is a remote site (located at Ft. Stewart, GA) with no fixed fuel storage facility. Aircraft refueling services only are required at WAAF. A minimum of 2 refueling trucks shall be provided by

the contractor and positioned at the site. Refueling vehicles shall be licensed for over the road use.

### **C-1.2 Contract Performance**

The Contractor shall perform the tasks listed in Section C-2.0 and achieve the performance standards for each task. The Contractor shall, for certain tasks, submit performance based plans which shall provide assurance that the Contractor will meet all performance standards outlined and comply with all specified laws, regulations, and guidelines. Except as may be specified herein, the Contractor is responsible for obtaining copies of all applicable laws, regulations, and guidelines, including future changes thereto.

### **C-1.3 Detailed Plans**

Following contract award, the Contractor shall have **60 days**, unless otherwise indicated, to submit the detailed plans listed below **to the COR and Contracting Officer for review and acceptance**. The plans are considered dynamic documents and shall be updated, as required, throughout the contract period.

- **Contract Compliance Plan (CCP):** The Contractor is responsible for ensuring compliance with all contract performance requirements. As such, the Contractor shall develop an inspection system acceptable to the Government pursuant to Clauses E5.03 and E200 for monitoring overall contract performance. The inspection system is to include a written Contract Compliance Plan (CCP) developed and used by the Contractor to measure performance on a continuous basis. The CCP shall include performance requirements for all of the services and tasks listed in this PWS and the Contractor's own performance based plans. General performance criteria shall include the Contractor's ability to provide continuous support capabilities as specified in this PWS, record keeping and reporting procedures pertaining to administrative requirements, terminal operations, facility/equipment maintenance, aircraft refueling, and upkeep and appearance of grounds and facilities under Contractor control. The CCP shall include time specific checklists for evaluation of all operational and preventive maintenance requirements. The CCP shall address procedures for corrective actions including the resolution of Corrective Action Reports (CAR) and Quality Deficiency Reports (QDR) generated by the COR. The CCP shall incorporate a detailed safety plan outlining procedures necessary to maintain safety in accordance with applicable federal, state and local laws/regulations. The Contractor shall submit the CCP to the Contracting Officer Representative for review and approval within 60 days after contract award. Any disagreements with the CCP will be resolved at least one level higher than the Contracting Officer.

The CCP shall be made available for Government review, upon request, at any time during the contract performance period. The CCP may be used by the COR for monitoring and assessing contract performance.

- **Product Quality Control Plan (PQCP):** The Contractor shall prepare a PQCP on the Contractor's policies and procedures for establishing and maintaining product quality and quantity control. In addition to meeting the criteria in paragraphs (b) and (c) of clause E1.11 QUALITY CONTROL PLAN (DESC MAR 2000), the PQCP will include, but not be limited to, tank to tank transferring, additive injection, and inventorying as required under the provisions of this contract. The Contractor shall submit the PQCP to the COR in duplicate for review not later than **30 days** after contract award. After consent, the Contractor shall adhere to those procedures, unless further reviews of such procedures and policies by the COR reveal deficiencies in the Contractor's PQCP. Such deficiencies include, but are not limited to, a determination that the Contractor's PQCP does not provide sufficient protection to maintain the product quality and accountability, and is, therefore, unacceptable. The Contractor shall revise his PQCP so that it is acceptable to the QSR/COR. The Government representative will review the Contractor's PQCP as necessary during the life of the contract.
- **Aircraft Refueling/Operations Plan** The Contractor shall provide a detailed operations plan for the specific methods and procedures to be used for COLD aircraft refueling services. The plan shall describe the commercial and industry standards to be followed and the specific practices that will be employed at Hunter AAF. The plan shall be submitted 60 days after contract award and shall be effective at the start of the contract performance period.
- **Environmental Protection Plan** The Contractor shall provide an environmental protection plan that interfaces with and complies with the existing approved plans and all Federal, State and Local regulations (i.e. SPCC, OPA 90, etc) in use at Hunter AAF. This plan shall be submitted 60 days after contract award and shall be effective at the start of the contract performance period.

#### **C-1.4 Contract Turnover**

The Contractor shall, during the last 14 days of the contract, permit management personnel of the new Contractor access to the terminal to observe its operation. The Contractor shall, during the last 5 working days of the contract, assist the incoming Contractor, and representatives from DESC, the COR/Region QSR and

the ACO in the accomplishment of a joint facility turnover inspection. clause E29.01

**C-1.5 Personnel Staffing Objectives**

The Contractor shall provide sufficient personnel staffing to accomplish all aircraft refueling, petroleum receipt, storage, issue, facility maintenance, operations and other tasks as identified in this PWS. The Contractor’s personnel staffing objectives shall be flexible and capable of meeting the demands of multiple aircraft servicing, facility maintenance/ operations, bulk fuel storage, distribution, and quality surveillance of petroleum products. However; the Contractor shall schedule personnel so that no individual works more than 12 hours in one shift, followed by an 8-hour break.

**C-1.6 Normal Workday Operations**

Figure 1 provides a list of basic fuel related functions to be performed by the Contractor and the hours those functions shall be manned. Tasks associated with a given function, tank truck receipts at storage for example, will normally be accomplished within the hours specified.

Figure 1: Hours of Operations

FUNCTION	Weekdays	Saturday	Sunday and Holidays
HAAF Tank Farm	0730-1700 hours	ON CALL	ON CALL
HAAF Flight Line Services	24/7 hours/days	24/7 hours/days	24/7 hours/days
HAAF Flight line Rapid Refuel	SEE NOTE 1	SEE NOTE 1	SEE NOTE 1
WAAF Services	0700-2300 hours	ON CALL	ON CALL
TMP Retail Services(Unmanned)	24HOURS/7DAYS a week UNMANNED		

**NOTE 1: Contractor shall ensure Rapid Refuel is operationally ready and monitored as described in C-2.4.2.**

**C-1.7 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 laws and regulations. They shall be able to read and understand English to the extent of reading and understanding printed regulations, detailed written orders and operating procedures, training

instructions and materials, and shall be able to compose reports which convey complete information.

### **C-1.8 Notification of Correspondence and Visits**

The Contractor shall immediately provide the Contracting Officer and COR copies of all correspondence and notification of any visits relating to federal, state, or local officials/agencies, and other personnel or contractor that visit any fuel facility.

### **C-1.9 Uniforms, Clothing, Safety Equipment**

All contract personnel, including site managers, shall wear a distinctive company uniform in performance of their duties. The Contractor shall provide the specific personal protective equipment required for aircraft refueling personnel.

### **C-1.10 Security**

The Contractor shall incorporate necessary physical security measures to ensure controlled access by authorized personnel only to fuel facilities and equipment under Contractor control; secure all gates, buildings and facilities when not in use; and ensure system valves are secured when not in use. The Contractor shall establish liaison with the appropriate Hunter Army Airfield law enforcement agencies in development of physical security measures.

### **C-1.11 Fuels Automated System (FAS)**

The contractor shall be responsible for and perform all fuels inventory, accounting and administrative functions. The contractor shall utilize the Fuels Automated System (FAS) or other methods approved by the government. The contractor shall be responsible for determining reorder cycles and ensuring that adequate stocks are on hand to fully support mission requirements at all facilities. The contractor shall submit a DD Form 1811, signed by the Contract Manager, through the COR for user IDs and passwords for DFAMS, ODS and/or the FES Hub. Individual access to the FES Hub requires an ADP level III non-critical/sensitive classification.

#### **C-1.11.1 FUEL MASTER KEY SYSTEM**

Prior to start of contract Directorate of Logistics (DOL) shall provide the Contractor with a current record of **all active/authorized keys and customers**. All customer requests for keys shall be approved by the DOL. The Contractor shall activate/delete customer keys when requested in writing from the DOL through the COR. The Contractor shall maintain a current record of all keys.

### **C-1.12      Product Receipts**

The Contractor shall receive all fuel without causing operational delays. The Contractor shall immediately notify the COR/ Designated office of any operational discrepancies. The Contractor shall prepare all documents required for product receipt. All incoming product shall be sampled in accordance with MIL-STD-3004 and PWS C-1.15. Quantity determination, i.e., before and after gauging of tanks and volume correction to 60 degrees Fahrenheit, shall be performed as outlined in DOD 4140.25M. The contractor shall accomplish and submit all appropriate documentation to COR or office as designated by the government. The Contractor shall not receive and dispense fuel from the same tank simultaneously.

### **C-1.13      Bulk Product Storage**

Bulk storage at each facility is outlined in paragraph C-1.1. Appendix E provides a detailed description and breakdown of these facilities. The contractor shall provide the necessary staffing to undertake and document daily and cyclical inspections to continually monitor and maintain all bulk storage facilities.

### **C-1.14      Bulk Product Issues**

All bulk issues and receipts shall be under the Contractors supervision and control to prevent spills and ensure safety. Except for scheduled maintenance, and other occurrences of which the COR/Designated Office has been notified, the Contractor shall maintain a tank and the fill stand system in the ready-to-issue mode for loading to aviation fuel tank vehicles during operating hours specified in Figure 1. The Contractor shall issue product without causing operational delays and ensure that all product is on specification. The Contractor shall immediately notify the COR/ Designated office of any discrepancy or issue that may result in the inability to issue product.

### **C-1.15      Product Quality**

The Contractor shall ensure product quality in accordance with clause I116. Quality control includes, but is not necessarily limited to: visual inspection of product receipt samples, API gravity of product receipts, filter separator samples every 30 days, daily recirculation of all fuel dispensing systems/equipment, daily testing for water in aviation fuel using the Aqua-Glo Kit, and periodic receipt and bulk storage all levels samples as required by the Army Petroleum Center (See Fuel Samples Table I.). No petroleum product shall be received or issued until product quality determinations have confirmed conformance with specifications. The Contractor shall adhere to recommended settling time for aviation fuel receipts prior to issue without disruption of mission support. Products shall be

issued on a first-in, first-out basis unless otherwise specified or directed by the COR/ Designated office. Additional sampling/testing may be required as determined by the COR.

The Contractor shall take all samples and ship those requiring analysis to the APC fuels laboratory, New Cumberland, PA. Samples shall be shipped within 72 hours of being drawn.

The Contractor shall maintain a sample and test result log that must detail, but is not limited to, the following requirements: Quality of all petroleum products received, stored and issued and daily pre-operational checks on individual pieces of aircraft refueling equipment. Records and petroleum samples shall be maintained to resolve quality concerns.

The COR/Designated office shall be notified immediately of any suspected fuel quality issues prior to fuel receipts, transfers or issues. The Contractor shall take retention samples when directed by the COR. Samples representing receipts of Government-owned products shall be properly marked by the Contractor as to product, source, and date taken for retention as determined by the COR.

Table I: Fuel Samples

<b>Sample Type</b>	<b>Frequency</b>
Aqua-Glo	Daily
Filter Effectiveness	Every 30 Days
Visual Inspection/API Gravity	Every Receipt
Receipt Sample – 1 Gallon All-Levels	7 Random Samples Annually
Storage Tank- 1 Gallon All Levels	Semi-annually
Storage Tank- 1 Gallon Bottom	Annual

**C-1.16 Inventory**

The Contractor shall be responsible for petroleum inventories as specified in clause I119.04.

**SECTION C-2.0 PLANNING**

**C-2.1 Product Receipts**

All commercial tank trucks shall report to the HAAF Fuel Tank Farm and may be routed to a final destination. Bulk JP8 is received at the HAAF Tank Farm by commercial tank truck. MUR is stored at the Consolidated Retail fuel site.

Figure 2 presents the annual workload projection for fuel receipts based on historical receipt data and frequencies for receipts.

**Figure 2: Projected Annual Workload, JP8 and MUR Receipts**

Product	Number of Receipts	Total Received	Average Monthly Receipts
JP8	885	6,990,513	582,543
MUR		13,419	1,118

**C-2.2 Product Issues**

Bulk JP8 is issued to tactical vehicles at the HAAF Tank Farm. Figure 3 presents the estimated workload for annual bulk issues.

**Figure 3: Projected Workload, Annual Bulk Issues**

Product	Total Gallons Issued	Average Monthly Issues	Approximate Annual Transactions
JP8	2,185,159	182,096	950

**C-2.3 Consolidated Retail Fuel Operations (Automated)**

The Contractor shall operate and perform all maintenance at the consolidated retail dispensing islands and associated automated dispensing equipment. Retail operations are to remain open, unmanned. Contractor shall download all issues for reporting.

**Figure 4: Projected Workload, Annual Retail Fuel Issues**

Product	Total Gallons Issued	Average Monthly Issues	Approximate Annual Transactions
JP8	141,071	11,756	9,400
MUR	12,982	1,082	865

## C-2.4 Aircraft Refueling Requirements

### C-2.4.1 Refueling Services

The Contractor shall provide necessary equipment and trained personnel to conduct aircraft hydrant and truck refueling services during the hours specified in Figure 1 at Hunter AAF. Operational requirements shall include the Direct Aircraft Refueling (Cold Hydrant), or aircraft refueling by tanker truck, as well as fuel accountability, equipment and facilities maintenance. The Contractor shall be required to service all military or commercial fixed or rotary wing aircraft when notified by Airfield Operations. During normal operating hours, the Contractor shall be prepared to refuel within 20 minutes of notification. The Contractor shall, for unscheduled arrivals, respond within 1 hour of notification, and for scheduled arrivals and Prior Permission Requested (PPR) flights, respond 1 hour prior to the scheduled arrival time.

**Figure 5: Projected Workload, Annual Into-plane Issues**

Total Gallons Issued	Average Monthly Issues	Approximate Annual Transactions
4,744,412	395,368	4,744

Annual estimated transactions are distributed as follows:

Hydrant Refueling – 1,423  
Tanker Truck Refueling – 3,321

#### Estimated summary of fixed wing aircraft serviced :

Aircraft Type	Number Serviced
C5	261
C141	154
C17	129
C130	269
KC135	24
C9	11
B707	1
B747	20
B757	5

B737	1
B727	3
MD11	11
MD80	2
DC10	15
P3	8
L1011	19
A10	9
A6	1
T34	7
T45	1
C12	1202
C20	23
C21	14
C23	6
C26	1
C550	9
SW4	41
MU2	14
C172	12
C182	6
C421	32
PA31	6
PA42	2
B200	1

**Estimated summary of rotary wing aircraft serviced:**

<b>Aircraft Type</b>	<b>Number Serviced</b>
AH64	10
H60	15
H65	4
H47	10
UH1	2
AH1	2
H53	2
H46	2

### **C-2.4.1.1 Refueling Methods**

Contractor shall utilize Hydrant System Refueling **(20%)** for cold aircraft refueling services when suitable. The Government will provide the pipeline, storage tanks, and hydrant system infrastructure to accomplish this refueling method. The Contractor shall provide necessary ancillary equipment to utilize the hydrant system. The Hydrant System shall also be used by the Contractor to defuel aircraft as necessary. The Contractor shall use Tank Truck Refueling **(80%)** anytime that another method above is unavailable or unsuitable. The Contractor shall provide the necessary vehicles and equipment to conduct Tank Truck Refueling of aircraft. Except as otherwise noted in the PWS, the Contractor shall employ best commercial practices including, but not limited to, NFPA 407 and ATA 103. The Contractor shall fully document all issues of product. **The Airfield Operations shall provide /ensure an individual for fire watch during refueling service of the aircraft.** (i.e. crew chief, engineer, etc)

### **C-2.4.2 Rapid Refueling Operations**

HAAF supports installation tactical rotary wing aircraft refueling. The Contractor shall maintain the hydrant system in such a condition as to be ready for units to perform rapid refueling as required by unit mission and training need. This includes providing a sufficient quantity of on-specification fuel and ensuring pumps, filter separators, hoses and nozzles are ready for service. Units shall provide 24-hour notice when rapid refueling is required. Under rapid refueling conditions, aviation units will provide petroleum supply specialists to man nozzles. The contractor shall monitor rapid refueling operations to ensure safety and proper product accountability documentation. Rapid refueling is subject to occur 24 hour per day 7 days a week (24/7). Contractor shall post a list of contact numbers for emergencies and assistance. The Contractor shall establish a quarterly operator familiarization program to provide fundamentals to military personnel on the proper operation of the rapid refueling system to include safety and proper product accountability during use.

### C-2.4.3 Wright Army Airfield (WAAF)

WAAF is located approximately 40 miles from HAAF. The primary mission of the airfield is daily and evening support of a MEDVAC unit, transient aircraft and Reserve/National Guard units for mission and training flights. . The projected annual workload is indicated below.

**Figure 6: Projected Workload, Wright Army Airfield**

Total Gallons Issued	Average Monthly Issues	Approximate Annual Transactions
145,557	12,130	780

WAAF normal working hours are 0700-2300 hours Monday thru Friday on-call Saturday/Sunday/Holiday. The Contractor shall respond within 1 hour of notification for MEDVAC aircraft refueling services and shall respond 1 hour prior to the scheduled arrival time for scheduled and PPR aircraft refueling services when on-call. Contractor furnished refueling equipment will be positioned at WAAF. Refueling vehicles shall be licensed for over the road use. Occasionally one refueling vehicle will have to support the Presidents Air Force One.

Refilling the refueler with bulk JP-8 will be provided at Ft Stewart COCO facility.

Contractor shall deliver JP-8 to the bulk fuel tanks at DOL Maintenance Division as required, normally two times a month. (2 each 250 gallon tanks for steam cleaners, 2 each 250 gallon tanks for dyno's and 1 each 1,000 gallon tank for vehicle and equipment)

### C.2.5 AIRCRAFT and EQUIPMENT DEFUEL SERVICE

Contractor shall provide equipment and personnel for defueling services during hours of operation specified in figure 1 at Hunter AAF, for all aircraft identified by the Directorate of Logistics (DOL) as candidates for maintenance or modifications in which de-fueling will be required. **Requests for defueling services are estimated to be approximately 14 per month.** Contractor shall defuel aircraft using the hydrant system on the airfield or tanker truck (defuel) provided by Contractor. All fuel shall be sampled and quality product issued back to the aircraft or returned to storage. During troop movement and deployment, vehicles and equipment may need defueling prior to loading on aircraft at the direction of the COR.

### **C.2.5.1 Refueling at the Directorate of Logistics**

- Occasionally aircraft completing maintenance at the DOL shall require fueling by the Contractor.
- Contractor shall deliver JP-8 to the 1,000 gal bulk tank at the DOL engine test stand at Hunter AAF normally once a month.

## **SECTION C-3.0 CONTRACTOR-FURNISHED EQUIPMENT**

### **C.3.1 General**

The Contractor shall provide sufficient and adequate tools to adequately and safely perform all operational and maintenance tasks required by the contract. Contractor-provided property includes, but is not limited to, refueling trucks, socket wrenches, grease guns, pipe wrenches, and flange jacks; instruments for measuring the resistance of static grounds, conductors, bonds, cathodic protection system; weed, brush, and grass cutting equipment. The Contractor shall provide all tools, supplies, equipment and services needed to remove, repair, and replace any unit which can be handled manually by no more than two employees with the assistance of a portable A-frame, hoist, chain, cable, sling, skids, rollers, and/or jack. Contractor shall furnish necessary test pumps for testing hoses, pipelines, piping and gauges; combination flammability and oxygen deficiency monitors; and shall furnish all sanitary supplies for bathrooms and janitorial supplies. Tools, equipment, instruments, lawn mowers, etc. provided by the Contractor shall be maintained in a serviceable condition at the Contractor's expense and be capable of adequately and safely performing the task for which designed. The contractor shall insure compatibility between contractor-furnished equipment and government-furnished equipment and facilities. In addition contractor furnished equipment shall interface with all ground and air equipment serviced.

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

The Contractor shall maintain records, submit to inspections, and dispose of property as follows:

#### **C-3.2.1 Records**

The Contractor shall maintain maintenance records on all fuel servicing equipment provided. Such files shall contain a complete description, i.e., make, model, manufacture, serial number, of the truck, tractor, cargo tank and equipment provided, a copy of cargo tank certifications and applicable inspection documents that may be required by federal, state, and local vehicle code, and a complete maintenance history relevant to the Contractor's possession of the

vehicle/equipment in question. All such records shall be available to the Government for the duration of the contract.

### **C-3.2.2 Inspections**

Three work days prior to the contract start date or a date mutually agreed upon by all parties, the Contractor shall have all equipment, supplies and goods specified herein available on-site for inspection by the Government. The expense of making such property available for inspection shall be borne by the Contractor. The Contractor shall furnish a vehicle inspection worksheet. The inspection worksheet shall be verified by the government for each vehicle provided. A copy of the inspection worksheet shall be provided to the COR.

Contractors shall have all fuel delivery vehicles vapor freed for inspection and be capable of disassembling such equipment, or components thereof, on request.

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 government.

### **C-3.2.3 Disposition of Property**

Contractor furnished property identified herein shall be used solely in the performance of the work defined in the PWS. Vehicles and property removed prior to the completion of the contract, removed because it is not capable of performing its designated function, or becomes a safety/fire hazards, shall be removed and replaced at the Contractor's expense. In any case, the lack of serviceable vehicles and equipment shall not excuse the Contractor from performing the tasks defined in the PWS. The Contractor shall not store equipment in excess of the contract requirements on Government property. On termination of the contract, all equipment 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.

### **C-3.3 Other Equipment and Supplies**

FM Communication. Contractor shall provide for intrinsically safe continuous FM communication between aircraft refueling operations and the Control Tower at HAAF. Frequencies will be provided by the government.

Telephone Service Requirement: Government will provide for existing phone service (on station only) in government facilities. The contractor shall furnish outside commercial lines for company business as required.

**ADMINISTRATIVE SUPPLIES:** The Contractor shall provide all administrative supplies and equipment, i.e., computer, modem, printer, computer supplies, desk, chairs, tables, file cabinets, typewriters, adding machines, paper, pens, pencils, etc.

**JANITORIAL AND HOUSEKEEPING SUPPLIES AND EQUIPMENT:** The Contractor shall provide all janitorial, housekeeping, and personal cleanliness articles, i.e., brooms, mops, buckets, wax applicators, soap, deodorant, paper towels, toilet tissue, etc.

**MISCELLANEOUS SUPPLIES:** The Contractor shall provide sufficient quantities of the following to perform the work required by this statement of work:

Oil sorbent material as required by the Contractor for his daily tasks.

Petroleum products measurement and sampling equipment

#### **C-4.0 PROPERTY MANAGEMENT AND MAINTENANCE**

Property Management and Maintenance in support of DoD activities is defined as:

**Preventive Maintenance (PM):** PM is a documented program of recurrent periodic or cyclic scheduled work designed to preserve and maintain equipment, apparatus or facilities in such conditions that they may be effectively used for their intended purpose.

**Minor Repair:** Minor Repair shall include, but is not limited to, repairs such as replacing gaskets, packing, stripped bolts, etc.

#### **C-4.1 Maintenance - General**

The Contractor shall be responsible for preventive maintenance and minor repair of terminal facilities and equipment in accordance with contract Clause I114, other applicable contract provisions, and the Government Operations and Maintenance Manuals available on site. The Contractor shall provide all manpower, materials and equipment not otherwise specified as Government-furnished to accomplish preventive maintenance.

**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 Government at the expiration or termination of this contract.

#### **C-4.2 Preventive Maintenance and Minor Repair – Facilities and Equipment**

All information below pertains to requirements and minimum performance standards for preventive maintenance and minor repair.

The Contractor shall ensure that all Government property is preserved and maintained in a safe working condition. It is essential that the Contractor devote adequate effort to the preventive maintenance to Government property. **The Contractor shall ensure that the costs for preventive maintenance and minor repair are included in CLIN 0001 on a firm fixed price basis.**

**Preventive Maintenance:** The Contractor shall provide for the inspection and servicing of equipment and facilities at time intervals that meet or exceed manufacturer recommendations for preventive maintenance. PM includes performing, at a minimum, the recurring services recommended by the manufacturer or in accordance with commercially accepted practices, as well as the effort required to keep a facility, a piece of equipment or system functioning. The Contractor's PM program shall provide a systematic approach to planning, scheduling, documenting/reporting and managing (labor, materials and time) to perform those actions that contribute to the uninterrupted functioning of the fuel terminal. The PM program shall include periodic inspection, testing and minor repair of equipment and facilities in accordance with manufacturer's recommendations or commercially accepted practices.

#### **C-4.3 Buildings**

The Contractor shall ensure that the terminal buildings, structures and terminal facilities are maintained in a clean and pest free (roaches, ants, flies, spiders, etc.) conditions. When insecticides or rodenticides are used by the Contractor, 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.

The Contractor shall be responsible for building preventive maintenance and janitorial services. Each building shall be kept clean and free from debris.

The Contractor shall, replace broken window glass, repair minor roof leaks, repair minor electrical failures (e.g. change fuses, reset circuit breakers), and furnish and replace burned out light bulbs.

The Contractor shall not permit or allow fire hazards, such as oily rags, loose paper, and trash to accumulate in any of the terminal buildings.

The Contractor shall not permit or make any alterations to the buildings or facilities without prior permission/approval, in writing, from the Contracting Officer.

The Contractor shall protect any 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 may not permit other non-Government activities access to the vacant buildings.

#### **C-4.4 Minor Painting and Spot Painting**

The Contractor shall accomplish minor painting as part of his housekeeping requirements. Minor painting shall consist of painting pumps and valves and applying color code bands as prescribed by Military Standard Identification Methods for Bulk Petroleum Products Systems, MIL-STD-161, except for the requirement of paragraph 5.1.1 of MIL-STD-161 which requires such markings on the storage tanks.

Spot painting is painting needed to protect equipment, pipes, tanks, buildings, fences, etc., or to keep the major portion of the paint in good condition. Spot painting is repainting of equipment, etc., when paint has chipped or loosened from painted surface. When more than 25% of the surface requires painting, this will not be considered spot painting. All vertical surfaces above 10 feet from existing secure footing which require spot painting, shall be accomplished by the Contractor after issuance of a task order under CLIN 0002.

Paint and primer used shall be oil base type suitable for use on metal, exterior surfaces and shall be matching or compatible with existing surface paint.

#### **C-4.5 Pumps**

The Contractor shall maintain all the terminal pumps in a serviceable condition by performing inspections and maintenance, such as adjusting the packing, stuffing 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 Contractor's PM Program.

#### **C-4.6 Valves**

The Contractor shall ensure that all fuel valves in the facilities remain in the closed position except when the tanks are actually being utilized to receive, issue, or transfer product. The Contractor shall ensure that all applicable valves are in the closed position except when product is actually being received, shipped or transferred through a particular pipeline, manifold or system.

#### **C-4.7 Truck Fill Stand:**

The Contractor shall ensure that the truck fill stands are clean and free of debris and that the truck fill stand containment area is free of product residue (e.g., product drips, spills, etc.).

The Contractor shall inspect the truck fill stand on a continuing basis for the presence of leaks, faulty equipment, loose connections, clogged filters and need for repairs.

#### **C-4.8 Fuel Meters**

The calibration of fuel meters shall be accomplished under CLIN 0002. Meter calibration/proving shall be accomplished by a qualified company at least once each year or each time the meter is repaired

#### **C-4.9 Filters and Filter Separators**

The Contractor shall maintain and repair filter vessels and replace filter/separator elements and coalescers as required. (CLIN 0002.) The Contractor shall maintain, as a minimum, records on each filter vessel, the record will include date of filter changes, type of filters installed and any maintenance performed on the vessel. The Contractor shall maintain a daily operational log recording differential pressure across the filter elements.

#### **C-4.10 Fuel Hoses:**

Fuel hoses shall be drained, capped and stored on hangers or other supports when not in use. The Contractor shall test hoses annually at 1-1/2 times the maximum allowable working pressure (MAWP). The MAWP is defined in 33 CFR. The Contractor shall maintain a record of all hose hydrostatic test dates, indicating hose identification number, test date, next scheduled test date, test pressure, person performing test, remarks. The Contractor shall replace hoses when necessary. The hoses will be provided by the Government or the

Contractor will be directed to purchase the hoses under Section C-5.0, LOGISTICS SUPPORT.

**C-4.11 Cathodic Protection System:**

Cathodic protection rectifiers and sacrificial anode installations shall be tested monthly for amperage and voltage outputs. The Contractor shall maintain a "cathodic protection operating log" recording test results. A copy of the monthly record shall be forwarded to the Contracting Officer and the COR by the first of each month. Inoperative cathodic protection systems shall be reported immediately to the Contracting Officer and the COR.

**C-4.12 Grounds**

The Contractor shall provide ground maintenance. Grass, weed, brush and other vegetation within the areas defined below shall be maintained so as not to exceed 4 inches in height, including all vegetation, except ornamental trees and shrubs.

- within the fence line of the bulk storage area and 6 feet outside the fence line at the HAAF Tank Farm
- area around the refueling pads and facility buildings of the HAAF Flight line
- 
- vegetation on pipeline right - away 10 feet

**SECTION C-5.0 - LOGISTICS SUPPORTCLIN 0002, 0003, 0004, and 0005 - COST REIMBURSABLE**

**C-5.1 Contractor Provided**

The Contractor shall provide supplies, materials, equipment and emergency services not specified elsewhere in this contract when approved and funded by the Contracting Officer or COR. Such approval will be provided in the form of a DD 1149 (Task Order) signed by the Contracting Officer or COR (for task orders within the COR's funding threshold as delegated by the Contracting Officer in a letter of appointment). In emergency situations, the Contractor may receive verbal approval, which will be followed up by written task order within two working days.

### **C-5.2 Contractor Reimbursement**

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 C-5.0. No additional indirect/overhead costs or fee will be reimbursed.

### **C-5.3 Contractor Overtime**

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 cost will be reimbursed pursuant to FAR, Section 31. No additional indirect/overhead costs or fee will be reimbursed.

### **C-5.4 Non-Reimbursement**

The Contractor will not be reimbursed under CLINs 0002, 0003, 0004 or 0005 for any labor costs for using employees during normal work hours in the performance of any task listed under Section C-5.0. Nor will the Contractor be reimbursed under CLIN 0002 for equipment costs using Government-furnished or Contractor-furnished equipment in the performance of any task listed under Section C-5.0.

### **CLIN 0002 – Services and Equipment/Supplies/Materials Requiring a Task Order**

**Maintenance and Repair:** The Contractor shall provide maintenance and repair beyond preventive maintenance as directed by the Contracting Officer or COR.

**The following procedures apply:**

#### **Contractor-initiated:**

The Contractor identifies in writing to the COR any maintenance which is beyond preventive maintenance and minor repair. The written request shall include the following information:

Description of deficiency. Description of corrective action(s). Description of work. Proposed performance period. Estimated subcontract cost.

The Contractor identifies in writing to the COR the need for supplies, materials and/or equipment which are not provided under this contract as Government-furnished or Contractor-furnished. The written request shall include the following information:

Item description. Source of supply. Purchase description. Delivery date. Estimated dollar amount

If approved, a task order will be shipped directing the Contractor to proceed. The Contractor shall obtain consent to subcontract when required by and pursuant to Clause I400.09(F) and shall subcontract for the supplies, materials, equipment or subcontract work to a responsible Contractor who is in the business of performing similar work.

**Government-initiated:**

The Government will determine the need to accomplish maintenance, which is beyond preventive maintenance, and a written task order will be shipped directing the Contractor to proceed.

The Government identifies the need for supplies, materials and/or equipment. If purchase through the Contractor is approved, a task order directing the Contractor to proceed will be shipped.

The Contractor shall obtain consent to subcontract when required pursuant to Clause I400.09(F) and shall subcontract for the supplies, materials, equipment or subcontract work to a responsible Contractor who is in the business of performing similar work.

**CLIN 0002AA – Services and Equipment/Supplies/Materials Not Requiring a Written Task Order**

The Contractor is not required to obtain a written task order for the following services, supplies or equipment/materials. The Contractor shall however, when required by the subcontracts clause, obtain consent to subcontract pursuant to the General Provisions entitled SUBCONTRACTS (COST-REIMBURSEMENT AND LETTER CONTRACTS), FAR 52.244.2 (Alt 1).

- Calibration of fill stand meters, pipeline meters, pressure gauges
- Filter elements and parts and supplies.
- Reimbursable telephone charges (must be supported by detailed account information).

## **CLIN 0003 – Emergency Services**

**Emergency Services:** Emergency services include repairs or services required immediately to permit performance of the contract and/or eliminate hazards to life or property following a breakdown of facilities or equipment, accident, fire, or product spill.

Emergency Services include, but are not limited to the following:  
Repair of pipeline leaks and all supplies, materials, and parts required to complete the repair. Sump pump repairs. Tank repairs and cleanup

### **The following procedures shall be followed:**

The Contractor shall report to the Contracting Officer, Defense Energy Region and the COR, the emergency immediately by telephone. The Contracting Officer or COR will verify that an emergency actually exists and orally direct the Contractor to continue work under CLIN 0003 for subcontracted services and supplies and CLIN 0004 for authorized overtime. Oral direction will be confirmed in writing by the Contracting Officer by the end of the next normal workday. The Contractor shall obtain consent to subcontract when required pursuant to the General Provisions entitled SUBCONTRACTS (COST-REIMBURSEMENT AND LETTER CONTRACTS), FAR 52.244.2 with Alt 1.

## **CLIN 0004 - Overtime**

The Contractor will be reimbursed for the direct cost plus allowable and allocable fringe benefits and payrolls taxes for overtime worked by the Contractor employees pursuant to the provisions of this contract and the clause entitled PAYMENT FOR OVERTIME PREMIUMS (FAR 52.222-2) within the following additional approval restrictions.

### **The following procedures shall apply:**

The Contractor shall not work overtime nor shall be reimbursed without prior approval of the Contracting Officer or COR pursuant to FAR 52.222-2.

If the Contractor works overtime pursuant to FAR 52.222-2(a), the Contractor shall notify the Contracting Officer and the Defense Energy Region within 72 hours of telephonic notification of the emergency. Overtime information shall include, but not be limited to, the following:

- Number of overtime hours worked by position/employee.
- Total number of overtime hours worked.

- Direct labor cost plus fringe benefits and payroll taxes per hour for each labor category.
- Total estimated cost of overtime labor.

The Contractor will not be reimbursed for overtime expenses for emergency repairs or cleanup when those emergencies resulted from the fault, negligence, bad faith or misconduct of the Contractor, its employees or agents. If the Contractor employee(s) works overtime during the normal work hours specified in Section C-1.9, it shall be at the Contractor's expense. The Government will not reimburse the Contractor under CLIN 0003 for such overtime worked by Contractor employee(s).

### **CLIN 0005 – Emergency Spill Response Services**

Tier II and Tier III emergency spill response services include services required to permit performance of the contract and/or immediately initiate clean up in the event of product spill or other environmental mishap beyond Tier I response required under CLIN 0001.

**Emergency Spill Response Services include, but are not limited to, the following:**

Clean up associated with the discovery of a product spill (i.e., pipeline leak, tank leak, etc.). Repair to clean up and control equipment/system and all supplies, materials, and parts required to complete the repair. Emergency response to spills and leaks. Disposal services for waste, both hazardous and non-hazardous.

**The following procedures shall be followed:**

The Contractor shall report to the Contracting Officer, Defense Energy Region and the COR, the spill response required immediately by telephone. The Contracting Officer or COR will verify that a spill response requirement actually exists and orally direct the Contractor to continue work under CLIN 0003 for subcontracted services and supplies and CLIN 0003 for overtime. The Contracting Officer will confirm verbal direction in writing by the end of the next normal workday.

The Contractor shall obtain consent to subcontract when required pursuant to the General Provisions entitled SUBCONTRACTS (COST-REIMBURSEMENT AND LETTER CONTRACTS), FAR 52-244.2 with Alt 1.

**The following apply to CLINs 0002 through 0005:**

**Logistics Fund Statement:** The Contractor shall provide a Logistics Fund Statement by the fifth day of each month to the Contracting Officer and Defense Energy Region.

**Contractor Purchasing Standard Operational Procedures:** The Contractor shall establish and maintain purchasing standard operational procedures acceptable to the Government. As a minimum, the Contractor shall comply with the following requirements:

The Contractor shall only purchase services and materials from companies who are qualified and engaged in the type of repairs being provided or engaged in providing or manufacturing materials being purchased.

**Requirement for Competition:** In all cases of commercial procurement, except procurement with the total money value of \$2,500.00 or less, a minimum of three quotations (verbal or written) shall be obtained and the award shall be to the lowest, responsible, responsive bidder. However, in all cases, regardless of dollar value and urgency, the Contractor shall not award a contract unless it has been determined that the price is fair and reasonable. [See FAR excerpts 13.106-3 and 15.402 on pages 33 and 34 that explains how to make this determination.](#) Documentation for this determination shall be included in the task order file.

The Contractor shall procure materials and services at the most advantageous prices with due regard for prompt delivery of satisfactory credits and other benefits. The Contractor shall also take all actions necessary to obtain applicable tax exemptions, reductions and refunds. Reimbursement cost shall be the net cost after taking discounts, rebates, allowances, credits, tax exemptions, reductions and refunds and other benefits.

The Contractor shall prepare a Standard Operating Procedure (SOP) on the Contractor's purchasing policies and procedures to include, but not be limited to, maintenance of purchasing records, policies and procedures on emergency purchases, subcontract, termination, source selection and contract administration. The Contractor shall submit the SOP to the Contracting Officer for review and consent, a copy shall also be sent to the Defense Energy Region. After consent, the Contractor shall adhere to those procedures unless further reviews of such procedures and policies by the Contracting Officer during the life of the contract reveal deficiencies in the Contractor's purchasing standard operational procedures. Such deficiencies include, but are not limited to, a Contracting Officer's determination that the Contractor's purchasing standard operational procedures do not provide sufficient protection of the expenditure of Government funds and are, therefore, unacceptable. The Contracting Officer shall notify the Contractor in writing within 14 calendar days of the Contracting

Officer's determination of deficiencies in the Contractor's purchasing standard operational procedures. The Contractor shall revise its purchasing standard operational procedures so that it is acceptable to the Contracting Officer. The Contracting Officer will review the Contractor's purchasing methods when determined necessary by the Contracting Officer during the life of the contract.

**NOTE: THE SOP SHALL BE SUBMITTED TO THE CONTRACTING OFFICER NOT LATER THAN 30 DAYS AFTER CONTRACT AWARD.**

## **Appendix A: DEFINITIONS**

**Contractor (The):** The individual, person or group of persons, company or corporation specifically named and contracted by/with the Government to fulfill the terms of this contract document. The term "Contractor" as used herein refers to the company or corporation as a whole or any individual, attendant, technician, operator, driver, dispatcher, or laborer who may be acting on behalf of the Contractor.

**Contracting Officer:** Includes the Procurement Contracting Officer (PCO) and the Administrative Contracting Officer (ACO)

**Contracting Officers Representative:** The local technical specialist designated by the Contracting Officer to inspect and accept or reject the supplies and services furnished under this contract.

## Appendix B: ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS	
AFSS	Automated Fuel Service Station
AMC	Air Mobility Command
APC	Army Petroleum Center
API	American Petroleum Institute
AQL	Acceptable Quality Level
AST	Aboveground Storage Tank
ASTM	American Society for Testing Materials
ATG	Automated Tank Gauging
BBLs	Barrels
CDR	Contract Discrepancy Report
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CNG	Compressed Natural Gas
COR	Contracting Officer's Representative
DFAMS	Defense Fuel Automated Management System
DFR	Defense Fuel Region
DESC	Defense Energy Support Center
DESP	Defense Energy Support Point
DIEGME	Di Ethylene Glycol Monomethyl Ether, a type of FSII
DLA	Defense Logistics Agency
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DOE	Department of Energy
DOR	Directorate of Readiness
DPW	Directorate of Public Works
EDP	Emergency Distribution Plan
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FAS	Fuels Automated System
FMS	Facilities Management System
FRP	Facility Response Plan
FSC	Facility Spill Coordinator
FSII	Fuel System Icing Inhibitor
GFE	Government-Furnished Equipment
HAAF	Hunter Army Airfield
IAW	In Accordance With
ISSA	Inter-Service Support Agreement
JPO	Joint Petroleum Office
MILCON	Military Construction
MPMS	Manual of Petroleum Measurement Standards
MRE	Maintenance Repair, and Environmental
MUR	Motor Unleaded Regular
NFPA	National Fire Protection Association
NPDES	National Pollution Discharge Elimination System

NSN	National Stock Number
OPA	Oil Pollution Act
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PM	Preventive Maintenance
PMI	Preventive Maintenance Inspection
POS	Peacetime Operating Stock
PQA	Petroleum Quality Assurance
PWC/D	Public Work Center/Department
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
SOP	Standard Operating Procedure
SPCC	Spill Prevention Control and Countermeasure Plan
TMP	Transportation Motor Pool
USCG	United States Coast Guard
UST	Underground Storage Tank

## Appendix C: REGULATIONS

The following is a brief list of the regulations directly/indirectly referenced in Section C of the PWS. It is not an all inclusive listing. It is incumbent upon the contractor to ensure full compliance with all Federal, State and local regulations. Hunter Army Airfield will provide a copy of applicable DOD, Federal and local regulations required under this contract. The Contractor shall provide all other references.

<b>Regulation</b>	<b>Title</b>
29 CFR	Labor
33 CFR 154	Oil Pollution Prevention Operations Manual
40 CFR 112	Oil Pollution Prevention
40 CFR 260-268	EPA Hazardous Waste Management System Plan
40 CFR 122	National Pollutant Discharge Elimination System Permit Plan
49 CFR 171	Hazardous Materials Regulations; General information, regulations, and definitions
49 CFR 172	Hazardous materials table, special provisions, hazardous materials communications, emergency response information, and training requirements
49 CFR 173	Shippers—general requirements for shipments and packing
49 CFR 178.345	General design and construction requirements applicable to Specification DOT 406
49 CFR 180	Continuing Qualification and Maintenance of Packaging
49 CFR 382	Controlled Substance and Alcohol Use and Testing
49 CFR 383	Commercial Driver’s License Standards; Requirements/Penalties
49 CFR 390	Federal Motor Carrier Safety Regulations; General
49 CFR 391	Qualifications of Drivers
49 CFR 392	Driving of Commercial Motor Vehicles
49 CFR 393	Parts and Accessories Necessary for Safe Operation
49 CFR 395	Hours of Service for Drivers
49 CFR 396	Inspection, Repair and Maintenance
NFPA 385	Tanks Vehicles for Flammable and Combustible Liquids
NFPA 407	Aircraft Fuel Servicing
API Bulletin 1529	Aviation Fuel Hose
API Publication 1581	Specifications and Qualifications Procedures for Aviation Jet Fuel Filter Separators
DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal
MIL-STD-3004	Quality Surveillance for Fuels, Lubricants, and Related Products

## APPENDIX D GOVERNMENT FURNISHED PROPERTY

**Government Facilities:** The description of the Government facility is provided as an approximate list of equipment and facilities that make up the fuel sites and is not intended to be an all-inclusive list. The Government reserves the right to (1) replace defective and worn-out facilities and equipment and (2) improve and modernize the terminal Government facilities for use by the Contractor in the performance of this contract.

- **Hunter Army Airfield Tank Farm (HAAF Tank Farm).**
- **The HAAF Tank Farm** consists of two 9,024 barrel above-ground storage tanks (ASTs) in JP-8 service (Tanks 7007 and 7009) supplied by two truck headers. These tanks supply two bulk issue headers, and a dedicated pipeline to the adjacent flight line. The bulk receipt and issue headers and the dispatch center lie within the bulk storage compound. Two other buildings exist on the compound which will be available for the contractor's use.
- **Hunter Army Airfield Flight Line Refueling Services/Rapid Refuel Point (HAAF Flight line).**
- **The HAAF Flight line** consists of thirty 50,000 gallon underground storage tanks (USTs) and one 50,000 gallon de-fuel tank in JP8 service. These USTs are configured as ten tanks in each of three pump houses. The de-fuel tank is located outside of the fenced area and adjacent to the pump houses. These 30 tanks supply four hydrant refuel points for rotary and fixed wing aircraft. A truck fill stand is located at Pump house 3. Pump house 4 is equipped with three pantograph refueling arms.
- **Building 1253**, located on the flight line next to Air field Operations, will be available for the contractor's use.
- **Maintenance Building**, Truck park facility/maintenance on air field
- **Consolidated Retail Fuel Station).**
- **Station** consists of three 10,000 gallons self-contained above ground storage tanks (SCAT) 2 ea in JP8 service 1ea out of service and one 5,000 gallon\_SCAT in gasoline service. A dedicated truck receipt manifold supplies each tank. Five dedicated automated dispensing units are located on two islands.
- **Wright Army Airfield (WAAF).**
- **Wright Army Airfield** is a remote site (located at Ft. Stewart, GA) with no fixed fuel storage facility. One building is provided for a refueling office.

## APPENDIX E Other 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 IAW Clause I114. 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.

The Government shall provide the following supplies and equipment:

- a) Fire Suppression Equipment: All fire suppression equipment (i.e., fire extinguishers, portable and installed fire suppression equipment) currently in use at Hunter Army Airfield fuel operations will be provided at contract start. The quantity and type of fire suppression equipment required at the facilities will be determined by local jurisdiction per NFPA 407.
- b) Utilities: Electricity, water, sewage, and telephone (on station and FAS line as required.)
- c) Materiel Safety Data Sheets for Government provided products.
- d) FAS Software and Hardware (including installation, configuration, and training, as required.)

**FAR 13.106-3 Award and documentation.**

(a) *Basis for award.* Before making award, the contracting officer must determine that the proposed price is fair and reasonable.

(1) Whenever possible, base price reasonableness on competitive quotations or offers.

(2) If only one response is received, include a statement of price reasonableness in the contract file. The contracting officer may base the statement on-

(i) Market research;

(ii) Comparison of the proposed price with prices found reasonable on previous purchases;

(iii) Current price lists, catalogs, or advertisements. However, inclusion of a price in a price list, catalog, or advertisement does not, in and of itself, establish fairness and reasonableness of the price;

(iv) A comparison with similar items in a related industry;

(v) The contracting officer's personal knowledge of the item being purchased;

(vi) Comparison to an independent Government estimate; or

(vii) Any other reasonable basis.

(3) Occasionally an item can be obtained only from a supplier that quotes a minimum order price or quantity that either unreasonably exceeds stated quantity requirements or results in an unreasonable price for the quantity required. In these instances, the contracting officer should inform the requiring activity of all facts regarding the quotation or offer and ask it to confirm or alter its requirement. The file shall be documented to support the final action taken.

(b) *File documentation and retention.* Keep documentation to a minimum. Purchasing offices shall retain data supporting purchases (paper or electronic) to the minimum extent and duration necessary for management review purposes (see Subpart 4.8). The following illustrate the extent to which quotation or offer information should be recorded:

(1) *Oral solicitations.* The contracting office should establish and maintain records of oral price quotations in order to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In most cases, this will consist merely of showing the names of the suppliers contacted and the prices and other terms and conditions quoted by each.

(2) *Written solicitations* (see 2.101). For acquisitions not exceeding the simplified acquisition threshold, limit written records of solicitations or offers to notes or abstracts to show prices, delivery, references to printed price lists used, the supplier or suppliers contacted, and other pertinent data.

(3) *Special situations.* Include additional statements-

(i) Explaining the absence of competition if only one source is solicited and the acquisition does not exceed the simplified acquisition threshold (does not apply to an acquisition of utility services available from only one source); or

(ii) Supporting the award decision if other than price-related factors were considered in selecting the supplier.

(c) *Notification.* For acquisitions that do not exceed the simplified acquisition threshold and for which automatic notification is not provided through FACNET or an electronic commerce method that employs widespread electronic public notice, notification to unsuccessful suppliers shall be given only if requested or required by 5.301.

(d) *Request for information.* If a supplier requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the contract award decision shall be provided (see 15.503(b)(2)).

(e) *Taxpayer Identification Number.* If an oral solicitation is used, the contracting officer shall ensure that the copy of the award document sent to the payment office is annotated with the contractor's Taxpayer Identification Number (TIN) and type of organization (see 4.203), unless this information will be obtained from some other source (e.g., centralized database). The contracting officer shall disclose to the contractor that the TIN may be used by the Government to collect and report on any delinquent amounts arising out of the contractor's relationship with the Government (31 U.S.C. 7701(c)(3)).

**FAR 15.402 Pricing policy.**

**Contracting officers must-**

(a) Purchase supplies and services from responsible sources at fair and reasonable prices. In establishing the reasonableness of the offered prices, the contracting officer must not obtain more information than is necessary. To the extent that cost or pricing data are not required by 15.403-4, the contracting officer must generally use the following order of preference in determining the type of information required:

(1) No additional information from the offeror, if the price is based on adequate price competition, except as provided by 15.403-3(b).

(2) Information other than cost or pricing data:

(i) Information related to prices (*e.g.*, established catalog or market prices or previous contract prices), relying first on information available within the Government; second, on information obtained from sources other than the offeror; and, if necessary, on information obtained from the offeror. When obtaining information from the offeror is necessary, unless an exception under 15.403-1(b)(1) or (2) applies, such information submitted by the offeror shall include, at a minimum, appropriate information on the prices at which the same or similar items have been sold previously, adequate for evaluating the reasonableness of the price.

(ii) Cost information, that does not meet the definition of cost or pricing data at 2.101.

(3) *Cost or pricing data*. The contracting officer should use every means available to ascertain whether a fair and reasonable price can be determined before requesting cost or pricing data. Contracting officers must not require unnecessarily the submission of cost or pricing data, because it leads to increased proposal preparation costs, generally extends acquisition lead time, and consumes additional contractor and Government resources.

(b) Price each contract separately and independently and not-

(1) Use proposed price reductions under other contracts as an evaluation factor; or

(2) Consider losses or profits realized or anticipated under other contracts.

(c) Not include in a contract price any amount for a specified contingency to the extent that the contract provides for a price adjustment based upon the occurrence of that contingency.