

# **SECTION C**



## **PERFORMANCE WORK STATEMENT (PWS)**

*for*

**GROUND FUEL DELIVERY SERVICES**

*and*

**FUEL STORAGE AND DISTRIBUTION**

*under*

**SOLICITATION SP0600-04-R-0118**

**NAVAL SUBMARINE BASE**

**KINGS BAY, GA 31547-2606**

## TABLE OF CONTENTS

(To quickly move to a specific section, point to the line and left click.)

<b>C-1.0</b>	<b>GENERAL.....</b>	<b>1</b>
C-1.1	DESCRIPTION .....	1
C-1.2	MISSION.....	1
C-1.3	CONTRACT PERFORMANCE .....	2
C-1.4	DETAILED PLANS.....	2
C-1.5	CONTRACT TURNOVER .....	4
C-1.6	PLANNING INFORMATION .....	5
C-1.7	OPERATING HOURS.....	5
C-1.8	STAFFING.....	7
C-1.9	QUALIFICATIONS .....	7
C-1.9.1	Essential Personnel .....	7
C-1.9.2	Service Personnel.....	8
C-1.10	RESERVE TRAINING .....	10
C-1.11	CORRESPONDENCE AND VISITS.....	10
C-1.12	INFORMATION AND RECORDS MANAGEMENT .....	10
<b>C-2.0</b>	<b>SPECIFIC TASKS (FIRM FIXED PRICE) .....</b>	<b>11</b>
C-2.1	TASKS AND SERVICES .....	11
C-2.2	FUEL SERVICING OPERATIONS.....	11
C-2.2.1.1	Fuel Dispatch Center .....	11
C-2.2.2	Fuel Servicing Operations .....	11
C-2.3	BULK STORAGE OPERATIONS .....	13
C-2.3.2	Product Storage.....	13
C-2.3.3	Bulk Product Receipts .....	13
C-2.3.4	Bulk Product Issues .....	14
C-2.4	SERVICE STATION OPERATIONS.....	15
C-2.5	GROUND FUEL DELIVERY .....	16
C-2.6	USED OIL HANDLING.....	17
C-2.7	RECYCLABLE JET FUEL HANDLING.....	17
C-2.8	CRYOGENIC STORAGE AND DISTRIBUTION .....	17
C-2.9	INVENTORY, ACCOUNTING, AND ADMINISTRATION .....	17
C-2.10	QUALITY SURVEILLANCE .....	19
C-2.11	PROPERTY MANAGEMENT AND MAINTENANCE .....	20
C-2.12	PREVENTIVE MAINTENANCE - FACILITIES AND EQUIPMENT .....	21
C-2.13	TRAINING AND RECORDS KEEPING .....	26
C-2.14	SAFETY PROGRAM.....	27
C-2.15	ENVIRONMENTAL PROTECTION .....	28
C-2.16	SECURITY .....	30
C-2.17	PROPERTY INVENTORY AND ACCOUNTABILITY .....	31
C-2.18	USE OF GOVERNMENT FACILITIES .....	31
<b>C-3.0</b>	<b>CONTRACTOR-FURNISHED EQUIPMENT .....</b>	<b>32</b>
C-3.1	TOOLS AND EQUIPMENT .....	32
C-3.2	VEHICLES .....	32
C-3.2.2	Utility Vehicles .....	32
C-3.3	RECORDS, INSPECTIONS AND DISPOSITION OF PROPERTY .....	32
C-3.4	OTHER CONTRACTOR PROVIDED EQUIPMENT AND SUPPLIES .....	33
C-3.5	UNIFORMS AND PROTECTIVE EQUIPMENT.....	35
<b>C-4.0</b>	<b>LOGISTICS SUPPORT, COST REIMBURSABLE.....</b>	<b>37</b>
C-4.1	COST REIMBURSEMENT .....	37

C-4.2 SERVICES REQUIRING A TASK ORDER ..... 37

    C-4.2.1 Contractor Purchasing System..... 37

    C-4.2.2 Maintenance and Repair by Task Order ..... 38

C-4.3 AUGMENTATION ..... 38

  

TABLE 1 HOURS OF OPERATION ..... 6

TABLE 2 TRAINING REQUIREMENTS ..... 27

TABLE 3 SAFETY PLAN ..... 28

TABLE 4 ENVIRONMENTAL PROTECTION ..... 29

TABLE 5 SECURITY MEASURES ..... 30

  

APPENDIX A GOVERNMENT FURNISHED FACILITIES ..... 40

APPENDIX B GOVERNMENT FURNISHED EQUIPMENT, SUPPLIES, AND SERVICES ..... 42

APPENDIX C DEFINITIONS, ACRONYMS, AND ABBREVIATIONS ..... 44

APPENDIX D REFERENCE DOCUMENTS..... 49

APPENDIX E MAPS ..... 50

APPENDIX F QUALITY SURVEILLANCE PROGRAM..... 51

**Notes**

Words, phrases, references, and notations highlighted in **medium blue and underlined** are **hypertext** or links to the area of the PWS or files being referenced. Simply point to and click (left mouse button) to jump to that area or referenced. For instance, point to and click on **Table 1, Hours of Operation**, to quickly get to and view that table. To return to your original point (here), click on the aqua blue “back” arrow, the arrow pointing to the edge of the screen, at the upper left corner of the page screen. Note that the hypertext turns a **medium violet** once it has been used; however, it can be use as often as needed. It will return to **medium blue** once you save the file and reboot your computer.

If applicable, words, phrases, and sections highlighted in **red** refer to outlying (**NALF and OLF**) fields. Delete such references if not applicable.

If applicable, words, phrases, and sections that may be highlighted in **sky-blue** refer to **cryogenic** operations. Delete such references if not applicable.

Sections highlighted in yellow represent equipment, components, and issues that may or may not be applicable, required, or desirable to the specified location but are included for review. Delete or modify such references as applicable.

## C-1.0 GENERAL

### C-1.1 Description

**C-1.1.1 Responsibilities:** This Performance Work Statement (PWS) is established to identify the responsibilities of the Alongside Fuel Services Contractor, hereafter referred to as the Contractor, to manage, maintain, and operate Government owned fuel facilities and mobile fuel servicing equipment necessary to support the facilities, equipment, vehicles, and vessels assigned to and as may transit, deploy to, or exercise from at **Naval Submarine Base (NSB) Kings Bay, GA** hereafter referred to as **NSB Kings Bay**.



*Outward bound!*

**C-1.1.2 Facilities, General:** NSB Kings Bay fuel facilities are dispersed over various areas of the base. The main bulk storage area has tankage for Low Sulfur Diesel (LSS), Navy Distillate (F76), and Lubricating Oil, Steam (LTL) and the components required for the receipt, storage, and dispensing the products identified. All three products are supplied by commercial tank truck; however, LSS and F76 can be, but have never been, supplied by rail. Other facilities located within this area are the fuels management administrative Building 2035 and the fuel servicing vehicle parking area. A rail system, a header spur and six (6) Government owned 10,000 gallon tank cars are used to store F76 defueled from submarines undergoing periodic maintenance/refit. Additional F76 is stored in small, stand along tank systems at Building 5094 and 5043. Other bulk ground fuels, Low Sulfur Diesel (LS2) and Automotive Gasoline, Regular (MUR), are stored at the base service station, Building 3032 and the SWFLANT services station, Building 3048. A small automated MUR station is in service at Port Operations, Building 5043.

#### Note

**Unless specified otherwise, all figures, tables of figures, and data regarding the receipt, movement, issue, measurement, and inventory of products, to include cryogenics products, are stated in US Gallons. Some tank capacities may be rounded to the nearest thousand gallons.**

### C-1.2 Mission

**C-1.2.1 Mission Support Functions:** NSB Kings Bay is the Atlantic Fleet's strategic submarine base. The base supports the Navy's Submarine-Launched, Ballistic-Missile Program and logistic support for the Trident II (D-5) Missile. In support of this mission, the Contractor shall be responsible for the following fuels management functions.

- ✓ Bulk ground fuel, receipt, storage, handling, and issue operations

- ✓ Fuel services (issue and defuel) of ground fuel products to vessels, facilities, and support equipment via mobile fuel servicing truck
- ✓ The operation of the automated service station to include receipt of products
- ✓ Product quality surveillance, the sampling and limited testing of delivered products
- ✓ Fuel accounting and administrative functions to include the management of Fuels Automated System (FAS), Fuel Enterprise Server (FES), and other automated accounting/data gathering chip, key, and card systems as they apply to petroleum functions
- ✓ All associated inspections, preventive maintenance (PM), and operator maintenance applicable to the bulk petroleum systems (to include the rail spur and tank cars) and service station and documentation of all inspections, PM, maintenance, and repair actions. These actions shall include the installation, administration, and upkeep of an automated preventive maintenance program and other software as specified herein.

**C-1.2.2 Mission Support Responsibility:** The receipt, internal handling, and delivery of petroleum products to units/vessels assigned to or as may transit, deploy to, or take part in exercises at NSB Kings Bay shall be the responsibility of the Contractors.

## C-1.3 Contract Performance

**C-1.3.1 Performance:** The Contractor shall perform the tasks identified herein and achieve the performance standards outlined for each task. The Contractor shall, as outlined in [Section C-1.4, Detailed Plans](#), submit plans that demonstrate its capability to meet all performance standards and comply with all applicable Federal, state, and local laws, DOD policy, instructions and regulations, and NSB Kings Bay instructions and guidelines. Except as specified herein, the Contractor shall be responsible for obtaining computer access to or obtaining copies of all Federal and state laws, regulations, codes, and commercial/civil guidelines, including changes thereto, that are required and necessary to the performance of this contract. As noted in [Appendix D, Reference Documents](#), the contracted activity will provide a single copy of applicable DOD, Service, and local instructions, and changes thereto required under this contract.

**C-1.3.2 Drug Free Workplace:** The Contractor shall establish and maintain a Workplace Drug Testing Program that is in compliance with the Mandatory Guidelines for Federal Workplace Drug Testing Programs as outlined by Executive Order 12564 of September 15, 1986 and Section 503 of Publication 100-71, 5 USC Section 7301 note, the Supplemental Appropriation Act for fiscal year 1987 date dated 11 July 1987.

**C-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.

## C-1.4 Detailed Plans

**C-1.4.1 General:** As specified herein, the Contractor shall submit detailed plans to the Government for review and acceptance. The required plans library shall address the full range of fuel management related issues that apply to the contracted functions at NSB Kings Bay. Each plan is considered dynamic document that may require review and updating over the course of the contract. Summary plans and 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.

**C-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.

**C-1.4.1.2 Complete Plans Library (Set):** Once the entire required plans set is complete, the Contractor shall provide a copy of the plans library on Compact Disc (CD-R) in Adobe Portable Document File (pdf) format to the activity COR, NOLSC Petroleum, Code N423B, and the DESC contracting specialist.

**C-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 C-2.0, Specific Tasks](#). *The complete Contract Compliance Plan shall be submitted to the contracted activity within 60 days of the contract start date.*

**C-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 is 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 C-2.0, Specific Tasks](#). *The Product Quality Surveillance Plan shall be submitted to the contracted activity within 60 days of contract start date.*

**C-1.4.4 Environmental Protection Plan:** Based on the requirements outlined in [Section C-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 contract start date.*

**C-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 potential lease or rental of critical mobile fuel servicing equipment items anticipated to be out of service for more than 30 days. The Contractor shall be responsible for the limited maintenance equipment and obtaining additional manpower required to carry out day-to-day and contingency operations. Licensing operators 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 contract award and shall be fully implemented at contract start up.*

**C-1.4.6 Maintenance Plan:** As outlined in [Section I, Contract Clauses, Clause I114, Government Property](#) and [Section C-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 C-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 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.

**C-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 C-2.0, Specific Tasks](#). *The Operations Plan shall be submitted to the contracted activity within 60 days of contract start date.*

**C-1.4.8 Inventory Control and Accountability Plan:** A comprehensive and detailed plan to ensure Contractor compliance with the inventory, accounting, and reporting requirements of [DOD 4140.25M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal](#), Navy instructions and regulations and local policy as may be applicable to the contracted activity shall be submitted. Contractor performance with regard to the Fuels Automated System (FAS), the FAS Enterprise Server (FES), and the and other fuel accounting requirement as outlined in [Section C-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 contract start date.*

**C-1.4.9 Fuel Safety Plan:** As reflected in [Section C-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 contract start date.*

**C-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 contract start date.*

**C-1.4.11 Training Plan:** The Contractor shall publish a comprehensive plan outlining training requirements and objectives, see [Section C-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. See [Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31](#), regarding the submission of a summary Training Plan. *The complete training plan shall be provided to the contracted within 60 days of contract start date.*

**C-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. *The Staffing Plan shall be submitted to the contracted activity within 60 days of the award.*

**C-1.4.13 Equipment Provisioning Plan:** The contractor shall indicate the type and quantity of vehicles, major equipment items, and specialized equipment as may be required and provided in support of all location identified under this contract. *The Equipment Provisioning Plan shall be submitted to the contracted activity within 60 days of the start of the contract.*

**C-1.4.12 Transition Plan (New contract activities):** This document represents the transition from a dual, Government managed (military/civil service) and BOS contract workforce, to a fully contracted workforce for the fuels management functions at NSB Kings Bay. To provide for an efficient turnover of those functions, the successful Contractor shall submit and adhere to a formal plan outlining the transition to a fully contracted management and labor workforce. The plan shall provide a detailed timeline, from the contract award date to the contract start date, as to the specific actions to be taken, the date the transition team will be in place, the specific positions/skills that will comprise the transition team, and expound on other vital issue such as, but not necessarily limit to, the dates by which equipment will be in place, the submission of applications for security clearances, transition training, i.e., FAS/FES training, if required. During the transition period, NSB Kings Bay Fuel Management/COR will provide the Contractor assistance in accomplishing a joint facilities turnover inspection. The inspection shall provide for a facilities familiarization walk-through, property inventory, product sampling and testing, and a complete product inventory. On contract award, NSB Kings Bay will permit personnel of the successful Contractor access to the base and all contracted facilities to observe and analyze operations for which the Contractor shall be responsible. See [Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31](#), regarding the submission of the complete Transition Plan for technical evaluation.

## **C-1.5 Contract Turnover**

**C-1.5.1 Access:** In the event of a Contractor change/turnover, the successor contractor shall be granted access to the base and all contracted facilities and equipment to survey all such those facilities and equipment and observe operations necessary to the drafting of the detailed plans required under [Section C-1.4, Detailed Plans](#). During the last two weeks of the expiring contract/Government operations, the outgoing Contractor/Government shall permit personnel of the successor Contractor access to all facilities to observe ongoing operations, position and prepare equipment, and to brief and train new personnel for a smooth transition.

**C-1.5.2 Assistance:** During the last 72 hours of the expiring contract, the successor Contractor shall be provided assistance by the outgoing Contractor and the COR in accomplishing a joint facility and equipment turnover inspection. The inspection shall provide for a facilities walk-through and property inventory (validation/update of [Appendixes A, Government Furnished Facilities](#) and [Appendix B, Government Furnished Equipment, Supplies, and Services](#)), product sampling and testing, and a complete product inventory.

## C-1.6 Planning Information

**C-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 varying quantities of ground fuels to vessels, facilities and support equipment by mobile fuel servicing equipment at NSB Kings Bay; see the Exhibit of Product Issues. Also note workload surges have occurred. The Contractor should also plan to undertake the management and workload associated with the base service station for the time frames established by [Table 1, Hours of Operation](#).

**C-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 the extent practical in the various sub-sections of [Section C-2.0, Specific Tasks](#). The various exhibits to this PWS provide a more detailed view of product receipts and issues as may be applicable in terms of total workload by month. However, unforeseen workload such as contingency support of any type is not quantified. The data outlined herein and the attached exhibits are historic information provided to serve as the planning baseline for the fuel services functions. Based on this historic information coupled with real time operations schedules, vessel deployments, exercise, and training schedules, the Contractor shall be fully responsible for adjusting levels of and providing personnel to meet workload demands for day-to-day operations, exercises, 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 operations 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.

**C-1.6.3 Outlook:** Discussions with Supply and Fuels Management regarding the current and future mission of NSB Kings Bay indicate there are no known or anticipated changes assigned units or to the mission. This outlook does not however preclude fundamental changes in mission, 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 operate from NSB Kings Bay. The Contractor will be notified as the requirement for long-term changes are made known and contract adjustments are deemed necessary and appropriate.

## C-1.7 Operating Hours

**C-1.7.1 Contractor Coverage:** The operating hours for NSB Kings Bay Fuel Management Function are 0645 to 1700 Monday through Friday. The base is closed outside the aforementioned hours, Sundays and Federal holidays; however, local maintenance activities requiring fuel services support and increased power production requirements may be undertaken anytime. As a rule, [Table 1, Hours of Operation](#), establishes fuel services operating hours that meet or exceed the published operating window. The Contractor shall provide immediate and continuous fuel support services for the hours specified in [Table 1, Hours of Operation](#); however, the Contractor shall be fully capable of responding to the demand for all fuel support and services anytime, 24 hours per day, year-round, including holidays.

### NOTE

As used above, "shall be fully capable of," should not be construed to mean or imply a requirement for full time staffing outside the hours specified in [Table 1, Hours of Operation](#); however, see the note following [Section C-2.2.2.2, Response](#).

**C-1.7.2 Labor Categories:** Offers shall include all labor associated with all specified operations in the price for the appropriate Contract Line Item Number (CLIN). Work that is considered outside of normal operating hours, i.e., the servicing of vessels outside the hours specified the [Table 1, Hours of Operation](#) and deemed necessary by the local command or real time contingencies, will be reimbursable as outlined in [Section C-4.3, Augmentation](#). The Government will reimburse the contractor only for approved augmentation worked by “service personnel,” as described in [Section C-1.9.2, Service Personnel](#). Essential personnel as listed in [Section C-1.9.1, Essential Personnel](#), are a part of the Contractor’s Management Team and shall not be considered to be “service personnel” as defined by [Section I, Clause 1100, Service Contract Act of 1965](#).

**C-1.7.3 Hours of Operation:** The following is a table of the petroleum functions for which the Contractor shall be responsible. Unless tasked by the appropriate authority to perform outside the times specified, the table clearly outlines the days of the week and the precise time of the day each function shall be manned with fully qualified personnel and capable and responsible for accomplishing the work applicable, monitoring other work parties, e.g., other contractors, and/or performing common operator tasks necessary to assist other persons or parties that may be tasked to survey, inspect, monitor, adjust, refurbish, repair, or replace the equipment, systems, or facilities applicable to a function. Tasks commonly associated with a given function, tank truck receipts at bulk storage for example, or rendering the aforementioned assistance, will normally be accomplished within the hours specified. Empty cells indicate that a function is not normally manned for the day(s) indicated by the column heading.

**NOTE**

The following table defines the days of the week and hours of operation for which the Contractor shall be responsible for providing immediate support/services. The table does not dictate or account for pre-operations equipment inspections, quality surveillance, or maintenance requirements, nor does it dictate the level of manning required to undertake the level of support required.

**Table 1 Hours of Operation**

<i>Hours of Operation (by function)</i>			
<i>Function <sup>(1)</sup></i>	<i>Monday-Friday</i>	<i>Saturday</i>	<i>Sunday/Holidays</i>
<a href="#">Site Manager (SM)</a>	Duties as Required		
<a href="#">Inventory and Accounting (ACF) <sup>(2)</sup></a>	0800-1630		
<a href="#">Bulk Storage Operations (FDSO) <sup>(3)</sup></a>	0645-1700		
<a href="#">Ground Fuel Delivery (DSO) <sup>(4)(7)</sup></a>	0645-1700		
<a href="#">Service Station Operations (FDSO) <sup>(5)</sup></a>	Manned as Required		
<a href="#">Quality Surveillance (FLT) <sup>(6)</sup></a>	0645-1700		

- (1) The entry following the functional description is the code for the employee/worker that would normally fill the position applicable to that function, see [Section C-1.9.1, Essential Personnel](#), and [Section C-1.9.2, Service Personnel](#). An indented line of activity indicates it is or may be a sub or collateral duty of the preceding line. As noted in [Section C-1.7.1, Contract Coverage](#), “the Contractor shall be fully capable of responding to demands for “all” fuel support and services “anytime,” 24 hours per day, year-round.”
- (2) Includes the manning as may be required to perform all accounting, inventory reconciliation, and associated administrative tasks relevant to end-of-month/fiscal-year inventories that fall on a Saturday, Sunday, or a holiday. See [Section C-2.16, Security](#), regarding background investigations and access to Government computer systems.
- (3) Includes the manning as may be required to conduct end-of-month/fiscal-year inventories that fall on a Saturday, Sunday, or a holiday.
- (4) Ground fuel delivery, to include all grades of automotive gasoline, diesel fuel, and heating oil may be a collateral duty of the FDSO(s) assigned to bulk storage operations. Ground fuel operations may include scheduled deliveries to outlying equipment operating sites. The work hours depicted is for normal weekday operations during which the bulk of ground fuel deliveries are accomplished. Also see [Section C-2.4.3, Alternate Issues, Method, and Manning](#), regarding alternate ground fuel (service station) support operations.
- (5) An automated 24/7 service station manned only to the extent necessary to undertake system inspections, perform PM and inventories, and to receive products; however, see [Section C-2.4.3, Alternate Issues, Method, and Manning](#) regarding alternate ground fuel (service station) support operations.
- (6) Qualified persons assigned to the Bulk Fuel Storage operation shall perform quality surveillance duties.
- (7) May include emergent bulk deliveries via large fuel servicing vehicles to the four local power plants during peak power production periods. Such deliveries will normally be made during the hours noted in the above table.

## C-1.8 Staffing

**C-1.8.1 General:** The Contractor shall provide the management and supervisory staff and labor to accomplish all petroleum receipt, storage, product handling, and issue operations, as well as all the related tasks identified in [Section C-2.0, Specific Tasks](#). The Contractor's staffing shall be flexible and fully capable of meeting the demands of multiple servicing operations via mobile fuel servicing equipment. Furthermore, the Contractor shall staff to undertake all required service station, quality surveillance, accounting, and other related services as outlined herein.

**C-1.8.1.1 Knowledge and Skills:** The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet the performance standards for those tasks and comply with all applicable Federal and state laws, regulations, and code. All employees shall be able to read and understand English (be literate) to the extent they can understand and follow oral instructions/directions, read and understand instructions, directives, regulations, and operating procedures, detailed written orders, and training materials, and be capable of writing in English to compose reports that convey complete thoughts. All employees shall be capable of performing basic numeric operations (addition, subtraction, multiplication, and division) and the use of numbers as they relate to ledgers, logs, and forms, meters, gauges, and measuring devices such as tapes, thermometers, hydrometers, and other instruments as may be used during the receipt, handling, inventory and issue of petroleum products.

**C-1.8.1.2 Employment Standards:** All employees or persons who may be hired to represent, perform on behalf of, or work under the management of the Contractor shall comply with all Federal, DOD, Navy, and base regulations, instructions, guidelines, and policy regarding employment at and entry to NSB Kings Bay. The Contractor shall be responsible for keeping abreast of and ensuring employee adherence to DOD and base regulations and policy relevant to the presents of employees on base and shall ensure that all such persons meet the requirements of employment and conform to the rules regarding, but not necessarily limited to, security, clearance, and identification policy, vehicle registration and operation of a POV on base, medial assistance, the use of the exchange and military facilities, and other local rules, guidance, or prohibitions that may apply to their entrance to and activity or employment on base. Additionally, except to travel directly from their place of residence to the work site and return, employees shall not be asked to or required to use their privately owned vehicle (POV) to travel between work sites nor shall they be asked to, required, or allowed to transport hazardous materials such as fuel samples between work sites.

## C-1.9 Qualifications

### C-1.9.1 Essential Personnel

**C-1.9.1.1 General:** Essential personnel, the corporate executive officer and the on-site manager shall have the education, training, background/experience, and skills required and necessary to make fiscal and management decisions, direct personnel, and work with individuals at all levels of corporate management as well as civil and military command.

**C-1.9.1.2 Resumes:** As outlined in [Section L, Instructions, Conditions, and Notices to Offers or Quotes, Clause L2.31](#), a resume shall be submitted for essential personnel, the Corporate Executive Officer and the Site Manger.

**C-1.9.1.3 Corporate Executive Officer (CEO):** To assure continuity between the contracted location/activity and corporate office, the Contractor shall employ an executive who, for the duration of the contract, can make fiscal, management, and administrative decisions concerning this contract. He/she shall have a complete understanding of the terms and conditions of this contract and should be knowledgeable of the management, operation, and maintenance of fixed and mobile fuel systems to the extent outline herein.

**C-1.9.1.4 Contract Site Manager (CSM):** The Contractor shall employ an experienced site manager. His/her experience shall be relevant to the facilities installed and equipment assigned to the contracted activity and shall include:

- ✓ The management, operation, and maintenance of bulk fuel storage and distribution systems/facilities
- ✓ The management, operation, and maintenance of mobile (ground) fuel servicing equipment
- ✓ The management, operation, and maintenance of automated service station facilities
- ✓ The quality surveillance of ground fuel products and support applicable to the contracted activity
- ✓ Ground fuel inventory, accounting, and administration principles and practices

- ✓ Practical experience in the basic design and layout of petroleum facilities, component makeup and flow characteristics of fuel storage and distribution, and the ability to read and understand basic drawings, blueprints, and system specifications

He/she shall have had a minimum of five (5) years of specialized experience in petroleum storage and airfield services operations. Two years of that experience shall have been supervisory gained within the four (4) year period immediately prior to the latter of the contract start date or the individuals hiring date. That experience shall have been specialized supervisory experience and training in operations noted above with emphasis in equipment inspection, operation, maintenance, inventory management, and environmental compliance.

**C-1.9.1.4.1 Cryogenics Management:** Not used.

**C-1.9.1.4.2 Collateral Duties:** Other than those administrative duties commonly associated with and carried out by an individual in a management position, the site manager shall not have collateral duties nor shall the position be a collateral duty.

**C-1.9.1.5 Assistant Site Manager (ASM):** Not used.

**C-1.9.1.6 Replacement of Essential Personnel:** Should it become necessary to replace an essential person, the Contractor shall provide the Government 15 days advance notice in writing and a resume of the proposed candidate that supports the experience requirements noted above. All proposed replacement personnel (no matter when they are proposed during the performance period) shall have qualifications that are equal to or greater than the qualifications of the person being replaced.

## **C-1.9.2 Service Personnel**

**C-1.9.2.1 General:** The personnel/position descriptions sited within this section do not necessarily dictate or imply that all will be specified or required to staff the activity for which this specific performance work statement is written. In general, they are statements regarding skills that may be used to satisfy specific labor needs to man the functions outlined in [Table 1, Hours of Operation](#). These personnel/position descriptions do not necessarily differentiate between supervisory personnel and skilled labor but assume the Contractor will establish the appropriate management, supervisory, and operator/laborer structure best suited to the contracted activity. See [Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31](#) regarding the identification of labor categories, skills, conformance of skills, collateral duties, and workforce structure. Manning as outlined in the Contractor's final accepted offer and incorporated in the contract, shall establish the PWS/contract staffing levels.

**C-1.9.2.2 Skills and Licenses:** The tasks outlined herein may require employees to have or obtain special or specific skills, training, certifications, permits, or licenses to operate specialized equipment. The Contractor is fully responsible for evaluating facility, equipment, and task requirements and providing fully qualified personnel with the appropriate, licenses, permits, credentials, or training certificates required to identify the person assigned as qualified to accomplish the tasks assigned in accordance with all applicable DOD, USN and USMC, Federal, state, and local laws and regulations. Training certificates may be presented in lieu of a license if no commercial equivalent license, i.e., forklift operator or crane operator, exists. The Government reserves the right to request and review the records of persons assigned to sensitive and technical positions and functions within the fuel management arena.

### **Note**

[NAVFAC P-300, Management of Civil Engineering Support Equipment](#) specifically forbids the issuance of OF-346 (US Government Motor Vehicle Operator's Identification Card) or NAVFAC Form 11260/2 (Construction Equipment Operator's License) to contract personnel.

**C-1.9.2.3 Fuel Distribution Systems Operator (FDSO):** An FDSO shall be qualified to receive, handle, and issue petroleum products, to include oil products, and complete the accounting and administrative functions related thereto. He/she shall have practical experience in all facets of fuel distribution systems to include, pipeline systems, storage tanks, pumps, valves, fuel monitors and filters, truck fillstands, and service station facilities (manual and automated). He/she shall be able to convert gauge and temperature readings to quantities of products and shall be able to perform quality assurance functions. He/she shall be able to correlate pressures, temperatures, and quantities as read from various gauges and meters normally found at a fuel facility. Operators shall have a basic understanding of written description and instructions pertaining to facility operations, shall be able to implement cyclic maintenance programs and safety programs relating to all aspects of facility operation and shall have demonstrated expertise in spill cleanup procedures, prevention and control measures, related equipment operation and maintenance. Operators shall have experience in inspecting trucks and other modes of conveyance and be capable of various types of petroleum sampling of storage tanks, trucks, fillstands, etc. Hazardous waste handlers shall be “certified” as required by Federal, State or local laws and Navy/base regulations as applicable.

**C-1.9.2.4 Driver/System Operator (DSO):** Driver/system operators shall be qualified to perform fuel servicing operations (refuel/defuel operations) by mobile fuel servicing equipment/trucks. Driver/system operators shall pass a Contractor administered base and pier familiarization test, practical equipment/facility competency tests, and shall be certified, by the Contractor, as qualified. The individuals training records shall be updated prior to the unsupervised operation of any fuel servicing equipment. The Contractor shall re-certify personnel annually or as requested by the COR. Operators shall be familiar with safety regulations applicable to ground fuel servicing operations on and around the base and supported activities and shall demonstrate a practical knowledge of and ability to inspection and maintain fuel servicing equipment and systems. Drivers/system operators may be required to make basic input to the Fuels Automated System (FAS) or maintain workload logs.

**C-1.9.2.4.1 Licensing:** All drivers shall be licensed in accordance with the vehicle operating laws, regulations, and code for the state in which they will operate equipment and shall be/remain in compliance with all such requirements for the duration of their employment under this contract. The Contractor shall ensure that drivers required to operate vehicles and equipment on public roads are licensed for the class of vehicle to be operated on such public roads. Driver records appropriate to the class of license an employee holds, i.e., individual Department of Motor Vehicle (DMV) driving record, and a current record of physical examination or certification shall be maintained by the Contractor and made available for review by the Government on request. The Contractor shall ensure that all drivers’ records are kept current for the term of the contract.

**C-1.9.2.4.2 Hours of Service of Drivers:** The Contractor shall not schedule drivers to work in excess of the rules established by 49 CFR Part 395.3, Maximum Driving Time for Property-Carrying Vehicles.

**C-1.9.2.5 Fuel Laboratory Technician (FLT):** The fuel laboratory technician shall be experienced in the use of common fuel sampling equipment, ground fuel sampling procedures, and conducting laboratory tests of petroleum products commensurate with the level of analysis to be performed at the NSB Kings Bay petroleum laboratory. His/her experience, as annotated in and 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 sampling petroleum handling equipment and systems, from receipt to product issue, the operation, maintenance, and calibration laboratory equipment, record keeping; and laboratory safety procedures. Personnel assigned to weekend/holiday duties and required to perform the full spectrum of quality surveillance sampling and testing as may be required for weekend/holiday fuel support, shall be trained and training records annotated to show the qualifications.

**C-1.9.2.11 Accounting Clerk, Fuel: (ACF):** The fuel administrative and 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).

**C-1.9.2.11.1 Qualifications:** The 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 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.

**C-1.9.2.11.2 Security:** See [Section C-2.26, Security](#), regarding security clearances.

## **C-1.10 Reserve Training**

**C-1.10.1 Space/Training Obligations:** The Government reserves the right to enter and occupy contracted Government facilities and to use Government owned facilities, systems, equipment, and materials to conduct Naval Reserve training and to meet real time military operational requirements. Full cooperation in the joint use of all Government owned facilities, systems, equipment, and materials is expected; however, under normal peacetime operating conditions or conditions as may be specified herein, the Contractor is not obligated to relinquish control of facilities, systems, equipment, and materials required to fulfill its contractual obligations and commitments, provide training services to Reserve personnel, or provide access to or use of contractor owned equipment.

**C-1.10.2 Training Commitment:** None

## **C-1.11 Correspondence and Visits**

**C-1.11.1 Notification:** 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 officers. Except for that considered to be company or proprietary documents, the Contractor shall provide the COR copies of all correspondence resulting from such visits.

## **C-1.12 Information and Records Management**

**C-1.12.1 General:** 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.

## C-2.0 SPECIFIC TASKS (FIRM FIXED PRICE)

### C-2.1 Tasks and Services

**C-2.1.1 General:** The following sections define the specific ground fuel handling tasks and duties to be performed and services to be provided by the Contractor. Corresponding duties, i.e., quality surveillance, maintenance, accounting, administration, training, and janitorial services, for which the Contractor may be responsible and tasked, are also outlined. The various tasks, services, and duties are defined, outlined, and cross-referenced with regard to other tasks, hours of operation, contractor equipment requirements, as well as Government furnished equipment, facility, and service information. The Contractor shall be fully responsible for performing the tasks and duties outlined and providing the services specified.

### C-2.2 Fuel Servicing Operations

**C-2.2.1 Functions:** Fuels servicing operations in support of the facilities at NSB Kings Bay and the vessel assigned to and as may transit, deploy to, or exercise from NSB Kings Bay are defined as those fuel functions directly involved in the tasking of requests for service, the **Fuel Dispatch Center**, and the delivery of fuel products to various facilities, vessels and, support equipment. At NSB Kings Bay, that function is **Ground Fuel Delivery Operations**, the section responsible for providing qualified personnel to transport and issue (refuel/defuel) products by mobile fuel servicing equipment.

#### C-2.2.1.1 Fuel Dispatch Center

**C-2.2.1.2 Staffing:** Fuel operations at Kings Bay will not require what is generally referred to as a dispatcher. The function of taking requests for services and passing those requests to the contract personnel who will undertake the delivery of products shall be performed by the accounting and administrative person at Building 3029, The Fuels Management Office.

- **Requirement.** The focal point of Fuel Management that receives and records requests for fuel services using the Fuels Automated System (FAS) to capture data relevant to the Fuel Division workload. Maintains control of personnel and equipment to meet the demand for fuel services within the established response times. Advises the Government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards**
  - ✓ Qualified personnel on duty for the days/hours specified in [Table 1, Hours of Operation](#)
  - ✓ One hundred per cent accurate in processing requests for fuel services using Fuels Automated System (FAS)
  - ✓ For each request for services, fully qualified personnel dispatched to arrive at the requesting location with the established response time
  - ✓ No support/operational delays in excess of standard response time the result of contractor negligence or misconduct
  - ✓ The Contractor fully maintains all FAS modules relevant to equipment and personnel
  - ✓ Dispatch pass down logs and management reports prepared and submitted
  - ✓ FAS reports and transaction documentation submitted to the Fuel Division office by 0800 hour daily, Monday through Friday
  - ✓ FAS historical records and backup files maintained

#### C-2.2.2 Fuel Servicing Operations

**C-2.2.2.1 General.** Fuel servicing operations are defined as the delivery, or receipt by defuel, of ground fuel products to vessels, facilities, and support equipment by mobile fuel servicing vehicles. Guidance, policy, and procedures regarding the performance of all such fuel servicing operations are outlined in NSB Kings Bay Standard Operating Procedures. The Contractor shall be responsible for performing all ground fuel-servicing operations and safeguarding facilities, equipment, and fuel products under its control during normal and adverse conditions.

**C-2.2.2.2 Response:** As outlined in [Section C-1.7, Operating Hours](#), the Contractor shall be capable of providing fuel services to vessels, facilities, and support equipment 24 hours a day, year around, including holidays. For the most part, tanks and checked and products are dispensed according to the fuels management schedule. Servicing requests for submarines, boats, and tugs are scheduled 24 hours in advance. During the hours specified in [Table 1, Hours of Operation](#), each request for fuel services shall result in the dispatch of a fuel servicing truck/operator to the vessel, facility, or support equipment location identified by the requester so that each truck/operator dispatched arrives at the location specified by the work request, at the time mutually agreed on by the requestor and fuels management. If a request for services is for multiple locations, the Contractor shall respond to service the first location identified by the requestor and shall continue to service all subsequent locations in the order prioritized by the requestor until all fuel servicing requirements for the specified request are met. Drivers shall not interrupt the flow of work, i.e., provide other services for which they are not directed, without approval by the fuels manager, nor shall drivers/operators interrupt servicing operations for rest or meal breaks without proper relief or explicit approval by management. On arriving at a servicing site, operators shall take all steps and precautions necessary to service the site in accordance with Navy regulations and station instructions applicable to fuel servicing operations.

#### NOTE

Requests for any/all services outside of the operating hours specified in [Table 1, Hours of Operation](#), shall be met within two hours as measured from the time the Contractor is contacted to the time the contract operator is in position to perform the service required.

**C-2.2.2.3 Equipment:** Government furnished fuel servicing equipment as described below shall be maintained and operated by the Contractor.

**C-2.2.2.3.1 Mobile Fuel Servicing Equipment:** The Government will provide the fuel servicing equipment as specified in [Appendix B, Government Furnished Equipment, Supplies, and Services](#), in sufficient numbers to undertake the workload outlined in the [Exhibit of Products Issued](#). The Contractor shall fully maintain all furnished equipment and components thereof in a safe, serviceable, and ready for use condition. Equipment inspections, product sampling, and visual analysis, shall be completed and documented on the vehicle inspection form prior to the initial dispatch of the equipment for the duty day.

**C-2.2.2.3.1.1 Off Station Operations:** Fuel deliveries over public roads to off station locations shall be accomplished using the Government equipment provided. Operators shall be licensed as set forth in [Section C-1.9.2.4.1, Licensing](#).

**C-2.2.2.3.2 Direct Fuel Servicing Equipment:** Not used.

**C-2.2.2.3.3 Fuel Services Data:** The data reflected by the [Exhibit of Products Issued](#), is historical ground fuel issue data for NSB Kings Bay. It provides detailed information in terms of months and years of fuel services.

- **Requirement:** Respond to requests for vessel, equipment, and facility fuel services so as to provide quality product in a timely manner to authorized customers. Tasked personnel and equipment meet the demand for services within the established response times. Receive and review documentation for legibility and accuracy, maintains control of all documentation, prepare reports and FAS summaries relevant to the Fuel Management workload, and submits a complete documentation package to the fuel accounting office in a timely manner. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards**
  - ✓ Mobile equipment inspected/sampled prior to first use of the duty day. Inspection documents available
  - ✓ Response to requests for fuel services within the established perimeters. No servicing delays the result of Contractor negligence or misconduct
  - ✓ Driver's knowledgeable of and use appropriate radio etiquette
  - ✓ Operators adhere to operational safety rules, i.e., vehicle operations, grounding and bonding, safety distance criteria, and other safety guidelines
  - ✓ Issues/defuel/truck fill documents one hundred percent accurate. Documents complete and legible
  - ✓ No fuel spills due to Contractor negligence or misconduct

## C-2.3 Bulk Storage Operations

**C-2.3.1 General:** Bulk storage operations are defined as the receipt, storage and handling, and issue of fuel products at the primary fuel storage facility. It also provides for of quality surveillance, system maintenance, and product accounting functions, the details of which are covered under other sections of this PWS. The Contractor shall be responsible for performing bulk fuel operations, i.e., gauging, system inspections and preventive maintenance, sampling, system alignment, documentation of tasks and actions taken, and system monitoring required and necessary to conduct all storage related actions and safeguarding fuel supplies under its control during normal and adverse conditions.

### C-2.3.2 Product Storage

**C-2.3.2.1 Facilities:** The facilities identified within this section are those that comprise the main storage system generally referred to as bulk storage, the fuel farm, or the tank farm. Tankage and components outside this area, the service station for instance, are covered in their respective sections. NSB Kings Bay bulk storage consists of two 210,000-gallon ground product tanks (one (1) LLS and one (1) F76) and a vaulted 5,000-gallon LTL tank, their components, receipt headers, and fillstands. The rail header and the Government owned tanks cars positioned there also serve as a temporary storage facility for F76 defueled from submarines undergoing maintenance/refit. A bank of three (3) 48,000-gallon F76 tanks with receipt/issue pumps and piping is located at Building 5094 and two (2) 15,000-gallon F76 tanks are at Building 5043. See [Appendix A, Government Furnished Facilities](#), for a detailed breakdown of these facilities.

**C-2.3.2.2 Staffing:** The Contractor shall provide the necessary staffing to undertake and document daily and cyclical inspections, to manipulate components to receive, transfer, and issue product, to continually monitor systems, and to perform preventive and operator maintenance on all bulk storage facilities. In addition, the Contractor shall be capable of performing all other functions relative to an active storage operation, i.e., inventory, quality, housekeeping, security, and environmental protection as outlined here and elsewhere within this PWS.

### C-2.3.3 Bulk Product Receipts

**C-2.3.3.1 Receipts:** Ground fuels are received at single lane truck receipt header, Building 2029, by commercial tank truck in 7,800-gallon increments. The Contractor shall be responsible for all work, i.e., gauging, truck inspections, sampling, system alignment, documentation, and system monitoring required and necessary to conduct all receipt related actions in a safe manner.

**C-2.3.3.2 Quality/Quantity Determination:** All incoming delivery trucks shall be inspected, products sampled and visually examined and tested in accordance with MIL-STD-3004 to verify product identification and quality. Quantity determination, i.e., before and after gauging of tanks, computation of receipts at 60 degrees Fahrenheit as outlined in DOD 4140.25M, and the complete documentation of receipts, shall also be accomplished. Quality and quantity determination forms and supporting documents shall be forwarded to the accounting office by 0800 hours Monday, or the first duty day of the week, through Friday.

**C-2.3.3.3 Workload Data:** The [Exhibit of Product Receipts](#) provides a historical view of workload data in terms of gallons received by month and the number of receipts applicable. Data for product receipts at the service station facility, a separate storage area, are reflected in [Section C-2.4, Service Station Operations](#).

- **Requirement.** Implement management, inventory, quality, security, and environmental controls so as to fully maintain and safely operate bulk storage facilities and equipment in a manner that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards**
  - ✓ Personnel to undertake/complete all assigned and required tasks (many simultaneous) available and positioned
  - ✓ Readily capable of product receipt, movement, and issue operations for the days/hours reflected in Table 1
  - ✓ Inventory, receipt, issue, shipment, and transfer documents complete, accurate, legible, and forwarded to fuels accounting not later than 0800 Monday or the first duty day of the week through Friday
  - ✓ Quantity determination, before/after gauge and temperature readings, accomplished for each receipt operation

- ✓ System and equipment functional inspections complete and documented not later than 0700 Monday through Friday or every day the system is used to receive, move, or issue product
- ✓ Scheduled Preventive Maintenance (PM), to include that of grounds maintenance, cleaning/evacuation of pits, and the upkeep of tank berm areas, completed on the day/date scheduled
- ✓ Environmental controls, i.e., secured drains, oily water separators, and alarm systems checked and functional
- ✓ Security controls, fences, gates, and lighting checked and logs maintained
- ✓ Preventive Maintenance (PM) documentation current, accurate, and available
- ✓ Receipt and correlation samples taken and submitted for testing in accordance with MIL-STD-3004, Federal Specifications, and local directives
- ✓ Current references materials available (net access to or copies on hand)
- ✓ Spares and supplies that the Contractor is responsible for providing readily available
- ✓ No fuel spills the result of Contractor negligence or misconduct
- ✓ No operational delays the result of Contractor negligence or misconduct

### C-2.3.4 Bulk Product Issues

**C-2.3.4.1 Bulk Output:** Ground fuel is transferred from bulk storage to fuel servicing equipment via the fillstand system, Building XXXX. For the hours established for fuel services or other services as may be outlined in [Table 1, Hours of Operation](#), the bulk storage system shall be kept in the ready-to-pump (issue) mode to supply product on demand. Except for scheduled maintenance the Contractor shall maintain tank and fillstand systems in the ready-to-issue mode and work to transfer/issue products on demand.

**C-2.3.4.1.1 Transfers to Fuel Servicing Equipment:** For the purpose of local truck top-offs, the ground fuel fillstand is a driver-operated, supply on demand or self-service system. Documentation relevant to refueler top-offs and the disposition of those documents shall be compiled and controlled in accordance with local instructions.

**C-2.3.4.1.2 Rail System Use:** Product defueled, by truck, from vessels undergoing maintenance/refit is transferred to/stored in tank cars positioned on the rail spur adjacent to the tank farm. That product is subsequently transfer, by truck, to the vessel from which it was defueled. All tasks applicable to such operations, operation of the trucks, applicable quality surveillance, operation of the rail system/tank cars, and the return of product to the vessel shall be undertaken by the Contractor.

**C-2.3.4.2 Bulk Output Summary:** The [Exhibit of Products Issued](#) provides historical data regarding bulk storage operations in term of product that has been pulled through the bulk storage system/facilities and output to the equipment and systems supported

- **Requirement:** Maintain and operate bulk storage facilities, to include the rail spur/tank cars, so as to receive, handle, and dispense quality products to authorized customers on demand. The Contractor shall institute security, quality, and inventory programs to ensure the issue of (maintain a tank system in the ready-to-issue mode) products without causing operational delays. The Contractor shall notify the COR of any discrepancy or issue that may result in the inability to issue product from the day tank system.
- **Performance Standards:**
  - ✓ All products issued shall be on specification
  - ✓ No fuel spills due to Contractor negligence or misconduct
  - ✓ No more than 0.5% variance tolerance as defined in Appendix D
  - ✓ Immediate communication with the fuel dispatch center and COR regarding occurrences that may result in direct fueling system delays

## C-2.4 Service Station Operations

**C-2.4.1 General:** Service station operations, the dispensing of ground products from a fixed facility/system to authorized customers, are conducted at three locations.. The service stations, automated product storage and dispensing system shall be inspected, preventive/operator maintenance performed, products inventoried, system data collected, documented, and forwarded to fuels accounting, and the station readied for continued customer service for the days and hours reflected in [Table 1, Hours of Operation](#). The Contractor shall be responsible for providing the qualified personnel to perform the aforementioned tasks and duties as further defined within this section.

**C-2.4.2 Operations:** Low sulfur diesel fuel (LS2) and regular unleaded gasoline (MUR) are stored and dispensed from the base (military) service station. Three (3) stations, two of which provide somewhat restricted services, are described below. All three stations contain capitalized product, are automated, under the control of and inventoried by fuels, and shall be maintained by the Contractor. The tankage as well as the common service station components for which the Contractor shall be responsible, are outlined in [Appendix A, Government furnished Facilities](#). The Contractor shall continually track ground fuels inventories and order products through the Fuel Management Office to maintain adequate levels of readily deliverable product inventories at the service station and order/transfer products as required maintaining readily available products. Product deliveries to the service stations will normally be made during the operating hours for bulk storage listed in [Table 1, Hours of Operation](#). The [Exhibit of Product Receipts](#) and the [Exhibit of Products Issued](#) provide a more definitive historical summary of service station operations.

**C-2.4.2.1 Base Service Station 2007:** The base service station consists of seven (7) underground tanks, three (3) 4,000-gallon, one (1) 6,000-gallon, one (1) 8,000-gallon MUR tanks and two (2) 6,000-gallon LS2 tanks. Both LS2 and MUR are delivered by commercial tank truck in 7,800-gallon increments as needed. This station also serves as the bulk ground fuel storage facility at which the LS2 and MUR ground fuel delivery trucks are filled.

**C-2.4.2.2 SWFLANT Station 3038:** The SWFLANT service station consists of two (2) 10,000-gallon underground tanks (one LS2 and one MUR). The station is located within a restricted area and issues are generally restricted to vehicles within the area. Product is transferred from bulk storage to this station using the assigned fuel servicing trucks.

**C-2.4.2.3 Port Operations Station 5043:** The Port Operations station consists of a single 2,000-gallon vaulted tank and pump system used to service small craft and Port Operation pier facility. Product is transferred from the base service station tankage to this station using the assigned fuel servicing truck.

**C-2.4.2.1 Facility Workload:** Service station facilities and equipment shall be inspected, inventories performed, products received, and quality surveillance applicable to the receipt of such products performed by the Contractor. In essence, those tasks normally associated with the operation of a bulk storage facility shall also be undertaken at the service station.

**C-2.4.2.2 Accounting Data:** Regardless of the accounting method, inventory and accounting forms, logs, ledgers, and data as may be used to account for service station activities shall be forwarded to the fuel accounting office by 0800 hours Monday, or the first duty day of the week, through Friday. At those installations that have undergone FAS/ATG/AFSS Phase IIB installation/upgrade, the Contractor shall be responsible for performing the daily AFSS import function into the FCC (FAS) Gas Log in order to provide an automated means of billing ground fuel customers.

**C-2.4.3 Alternate Issues, Method, and Manning:** Disruption of automated service station function may require manual operation of the facility or the dispensing of products from a ground fuel servicing truck. As a rule, the facilities are repaired within the time it takes to identify the requirement for repairs and contract for repair services. The Contractor shall, for a period not to exceed five (5) weekdays, provide the personnel and equipment as outlined in the following sections to maintain the availability of ground fuel products to its customers. Weekend and holiday manning outside that specified in [Table 1, Hours of Operation](#), and justifiable weekday manning costs beyond the aforementioned five (5) weekday rule may be submitted to the Government for reimbursement.

**C-2.4.3.1 Station Operable:** In the event of a service station system failure during which the station **can be operated manually**, the Contractor shall man the service station to assist customers and manually document issues for the hours of 0730-0930 and 1330-1530 Monday through Friday and 0800-1000 Saturday, Sunday, and holidays.

**C-2.4.3.2 Station Inoperable:** In the event of a power, system, or mechanical failure that renders the service station **completely inoperable**, the Contractor shall post directions to the alternate source of products and the hours of operation at that location or position the ground fuel servicing truck(s) at the service station and man it to assist customers and manually document issue for the hours noted in preceding section.

#### NOTE

**Manually generated ground fuel issue documents/data shall be input to the appropriate automated system prior to the end-of-day reconciliation of inventories.**

- **Requirement.** Implement management, inventory, quality, security, and environmental controls so as to fully maintain and safely operate the base (military) service station facilities and equipment in a manner that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards:**
  - ✓ Service station facilities and equipment inspected and readied for customer use for the days and hours outlined by [Table 1, Hours of Operation](#)
  - ✓ Facility PM accomplished as scheduled and facility cleanliness maintained
  - ✓ Inventory documentation complete, legible, and forwarded to accounting by 0800 Monday, or the first duty day of the week, through Friday
  - ✓ One hundred percent inventory accuracy
  - ✓ As applicable, data downloaded to FAS by 0800 Monday, or the first duty day of the week, through Friday
  - ✓ Products ordered and received so as to maintain continuous availability of ground fuels to the base.
  - ✓ One hundred percent receipt quality/quantity determination
  - ✓ The Contractor capable of manual/truck operations for the hours specified
  - ✓ Manually generated documents/data input to the automated system prior to the end of day inventory

## C-2.5 Ground Fuel Delivery

**C-2.5.1 General:** Ground fuel delivery operations, to include the delivery of Lubricating Oil, Steam, Grade 2190, are defined as the issue or defuel, by truck, of ground fuels, i.e., gasoline, diesel fuels (and 2190), to authorized customers. The Contractor shall be responsible for performing all ground fuel delivery operations, and safeguarding fuel supplies under its control during normal and adverse conditions. The [Exhibit of Products Issued](#) provides a more detailed historic picture of ground fuel deliveries by truck for the periods indicated. Also included in the exhibit is a listings of sites to which products are routinely delivered. The data provided should not be construed as an all-inclusive listing of ground fuel delivery points.

**C-2.5.1.1 Equipment:** The Government will furnish ground fuel servicing equipment. All such equipment shall be operated and maintain by qualified/licensed Contractor personnel during the days and hours specified in [Table 1, Hours of Operation](#). Equipment inspections shall be completed and documented on the vehicle inspection forms prior to the initial dispatch of the equipment for the duty day.

**C-2.5.1.2 Delivery:** Ground fuels shall be delivered as scheduled to the activities outlined by [Exhibit of Products Issued](#). Unscheduled requests for ground fuel deliveries, for which there is no specific response time, received by the Fuel Department shall be accomplished within the time limits mutually agreed upon by the requesting activity and dispatcher.

**C-2.5.1.2.1 Off Station Operations:** Ground fuel deliveries to off station locations shall be accomplished using equipment that is configured and licensed/permitted for use on public roads. All Federal, DOD, state, and local inspections, permits for the equipment used on public roads, shall be a responsibility of the Government. Vehicle operators shall be licensed as set forth in [Section C-1.9.2.4.1, Licensing](#).

**C-2.5.1.3 Delivery Points:** A list of delivery points by location, building/facility number, tank capacity and characteristics, and a delivery schedule, if known or established, is provided by the [Exhibit of Products Issued](#). Maps identifying all established and scheduled delivery points, by grade of product, will be provided by NSB Kings Bay and become a part of the contract, [Appendix E, Maps](#). At contract start up, the Contractor shall survey all delivery locations and confirm delivery schedules to ensure uninterrupted customer support. The Contractor shall routinely update the ground fuel delivery points and schedules outlined in [Exhibit of Products Issued](#) as changes occur.

- **Requirement:** Maintain and man the ground fuel servicing equipment to ensure customer support with specification products. Implement management, maintenance, quality, security, and environmental controls that ensure the safe delivery of ground products to authorized customers in a timely manner. The Contractor shall notify the COR of any discrepancy or circumstance that may result in the inability to deliver ground fuel products.
- **Performance Standards:**
  - ✓ All equipment inspected, serviceable, and inspection documentation readily available by 0800 daily.
  - ✓ Daily truck inventories one hundred percent accurate.
  - ✓ Documented issues, defuels, and truck fills one hundred percent complete, accurate, and legible.
  - ✓ Ground fuel truck logs maintained and accurate.
  - ✓ Ground fuel truck issues, defuels, and truck fills entered into the FAS Gas Log Monday through Friday.
  - ✓ Fuel servicing safety procedures and precautions observed.

## **C-2.6 Used Oil Handling**

**C-2.6.1 General:** Not applicable. The assigned A1B trailer is used only in support of the tank farm.

## **C-2.7 Recyclable Jet Fuel Handling**

**C-2.7.1 General:** Not used

## **C-2.8 Cryogenic Storage and Distribution**

**C-2.8.1 General:** Not used.

## **C-2.9 Inventory, Accounting, and Administration**

**C-2.9.1 General:** Inventory is defined as the physical measurement of products in terms of volume and temperature, the documentation of those measurements, and the conversion of observed measurements to standards recognized by the Government and petroleum industry. Accounting is the manipulation of inventory, receipt, and issue data to portray an accurate record of daily events regarding the purchase and sale of products, the adjustment of inventories, and the capture of information in the form of manual records and computer files. The Contractor shall be responsible for all fuel inventory and accounting actions and the accurate input of data to the FAS (Fuel Management) and the Fuels Enterprise Server (FES) systems as may be applicable to the contracted activity. The contractor shall also be responsible for those administrative tasks, activities, and functions necessary and required to complete, record via the appropriate media, file, and report the aforementioned and other reporting outlined within the contract.

**C-2.9.2 Inventory:** The Contractor shall be responsible for the inventory of petroleum products held within the facilities, equipment, tanks, and vehicles the responsibility of or under Contractor control. The Contractor shall provide accurate inventories of all products as outlined by DOD 4140.25, Bulk Petroleum Management Policy, NAVSUP Volume II, Supply Ashore, Navy regulations, and local instructions. Documentation consisting of inventory forms, receipt and issue documents, and the logs and reports as may be used to compile, compute, and validate accurate product movements shall be forwarded to the fuel accounting office by 0900 Monday, or the first duty day of the week, through Friday.

**C-2.9.3 Accounting Regiment:** Within the framework of the standard DOD and Navy fuel accounting system, the Contractor shall establish a fuel accounting regiment, a process and system of files and records, that provides ready access to daily, monthly, or specific time segment information as may be defined by the Government. The processes, coupled with the fuel accounting files and records, shall facilitate:

- ✓ The continuous update and accurate portrayal of FAS (Fuels Enterprise Server (FES)) system information

- ✓ The import/input of ground fuel data to the FAS Gas Log for the periods specified by the Government
- ✓ If applicable, periodic financial closeouts with assigned aircraft squadrons
- ✓ FAS/FES access, input, and report generation. Note requirements under [Section C-2.16, Security](#)
- ✓ The provisioning of inventory and workload information, to include local reporting, as may be requested by the COR, other Navy activities, and DESC
- ✓ Audits and inspections as may be conducted by the COR and other agencies

**C-2.9.3.1 Accounting Input and Reports:** The Contractor shall complete all accounting functions daily. Fuel Automated System (FAS) modules, files, and records, and FAS Enterprise Server (FES) input and audits as may be applicable to the contracted activity, shall be accomplished daily. A summary report of receipts, issues (refuels/defuels), product inventories, and adjustments (gain/loss data) for the previous days activities shall be provided to the COR by 1300 hours daily, Monday, or the first duty day of the week, through Friday. Summaries of weekend/holiday activities shall be forwarded to the COR by 1300 hours of the first duty day following the weekend/holiday. In addition, the Contractor shall maintain and update PWS embedded tables and MS Excel exhibits (spreadsheets) forwarded to the Site Manager by the COR. Updated files, as outline herein or in the format provided, to include a copy of the FAS Monthly Summary Report, shall be submitted to the COR by the fifth workday of the month for subsequent submission to NOLSC Petroleum N423B.

**C-2.9.4 ADP Security:** See [Section C-2.16, Security](#), regarding ADP security issues.

**C-2.9.5 Files, Records, and Documents:** Inventory and accounting files, records, and documents equivalent in number to sum of all receipts, inventories, and issues of products, and other administrative actions as may be relevant to the handling of fuel and products shall be managed and maintained by the Contractor. All are the property of the Government and shall be organized, stored in a neat accessible manner, and be made available to the COR on request.

**C-2.9.6 Automated System Chips, Keys, and Credit Cards:** The contractor shall be responsible for maintaining computer systems, hardware, software, and files applicable to the issue, tracking, management, reissue, and control of service station/ground fuel access keys and/or cards. The Contractor shall establish procedures that ensure the validity of requests for automated system keys/cards, make the initial issue of the key/card to new customers; issue replacement keys/cards as requested by established customers, and update computer files/records applicable to all key/card issues and replacement actions. The Government will provide all hardware, software, and programmable chips, keys, and cards applicable to the automated system installed, see [Appendix B, Government Furnished Equipment, Supplies, and Services](#).

- **Requirement:** Process fuel receipt, transfer, issue, sales, and inventory documents. Post data to and/or validate entries to FAS and FES and makes allowable adjustments to and generates summary reports that accurately portrays the state of the fuel/cryogenic accounts. Advise the FMO, COR, customers, higher echelons of command, and the Defense Energy Support Center regarding account matters and maintain records and filing systems applicable to the accounting and administration for Fuels Management. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards**
  - ✓ Appropriately cleared personnel in place to perform the accounting function
  - ✓ Accounting personnel knowledgeable and capable of work within the Fuels Automated System (FAS) and FAS Enterprise Servicer (FES)
  - ✓ Inventory/accounting processes, to include the update of computer systems, completed daily
  - ✓ Out of tolerance conditions investigated, resolved, and documented
  - ✓ Account(s) reconciled and reports generated and forwarded to the COR in a timely manner
  - ✓ Files/documentation neat, legible, and filed for easy access
  - ✓ Automated service station key/card systems controlled and maintained

## C-2.10 Quality Surveillance

**C-2.10.1 General:** As outlined in [Section C-1.4.3, Product Quality Surveillance Plan](#), the Contractor shall publish and adhere to a Product Quality Surveillance Plan commensurate with the level of quality surveillance normally applicable to and undertaken at NSB Kings Bay. The plan shall outline policies, methods, and procedures that ensure products under the Contractor's control and care remain on specification. The plan shall include, but is not necessarily limited to, product receipt, storage, and issue sampling, the testing of samples taken from equipment, facilities, and aircraft, the disposition of tested products, and the documentation/reporting of the quality surveillance function. On acceptance, the Product Quality Surveillance Plan shall be incorporated into the contract. The Contractor shall continually review quality surveillance policy and practices applicable to the Navy and update the plan as required.

**C-2.10.2 Quality Determination:** No petroleum product shall be issued or returned to bulk until its quality and confirmation of conformance with specifications has been determined. Products shall be issued on a first-in, first-out basis unless otherwise specified or directed by the Government. Anytime product is received into a tank, regardless of source or reason, it shall be suspended from issue pending quality conformance sampling and notification of test results.

**C-2.10.2.1 Sampling:** The Contractor shall take all samples, i.e., receipt samples commensurate with the mode of receipt, fillstands, and truck, and visual samples as may be applicable to the movement of product. Those samples requiring more than visual analysis shall be delivered to the fuel laboratory for testing. Samples shall be taken in accordance with the [API Manual of Petroleum Measurement Standards \(MPMS\), Chapter 8, Section 1, Manual Sampling of Petroleum and Petroleum Products](#), and [MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products](#) as may be supplemented by local instructions. Local instructions dictate the location of samples to be taken, the frequency, quantity, and minimum test requirements. [MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products](#) also outlines the sample retention procedures applicable.

**C-2.10.2.2 Testing:** The Contractor shall conduct all testing of all product samples within the limits and capabilities of the station fuel laboratory and equipment provided. Unless otherwise specified, product samples shall be tested in accordance with [MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products](#). Calibration of laboratory test equipment and the replacement of standards applicable to all tests shall be conducted by the Contractor and included in the PM plan. Personnel performing quality testing shall be trained and qualified as outlined in [Section C-1.9.2.8, Fuel Laboratory Technician](#).

**C-2.10.3 Documentation:** The Contractor shall maintain a sample log and track laboratory, sampling, and testing programs within the Fuels Automated System (FAS) program. The sample log shall reflect the date and time a sample is received, the type of sample, and the test results. A log of samples requiring more extensive testing, i.e., the reason for testing, to whom a sample is sent, the sample size, and the tests required shall also be kept. A copy of all test results provided by outside sources, including correlation testing, shall be maintained on file and be readily available to the Government on demand. The Contractor shall establish and publish procedures for disseminating information relevant to the sampling, testing, notification of test results, and isolation/release of products under the Contractor's care and control.

**C-2.10.4 Records Keeping:** The Contractor shall establish and maintain a system of files relevant to quality surveillance records and maintain all such records in a neat, orderly manner. Historical product quality surveillance records shall be kept on file for the duration of the contract and be made available to the Government on request. All quality surveillance records and logs are the property of the Government.

**C-2.10.5 Housekeeping:** Fuel laboratory facilities and equipment shall be maintained to the degree of cleanliness and order commensurate with a "quality surveillance" program. Fuel samples and chemicals shall be properly labeled and stored in the appropriate storage lockers, glassware washed, dried, and stored, and laboratory hardware stored so as to present an orderly appearance.

- **Requirement:** Implement management, sampling and testing regiments, and administrative, security, and environmental controls that fully implement a quality surveillance program that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

➤ **Performance Standards:**

- ✓ One hundred percent sampling prior to, during, and after all fuel receipts, transfers, and issues
- ✓ One hundred percent visual testing
- ✓ Qualified personnel on duty as outlined in [Table 1, Hours of Operation](#)
- ✓ Sampling and testing does not cause delays resulting in demurrage charges
- ✓ A receipt sample shall be properly marked as to product, source, and date and stored as a retention sample
- ✓ Quality of all petroleum products received, stored and issued meet specification requirements
- ✓ Quality of all petroleum products is verified as suitable for their intended use
- ✓ Records and petroleum samples are maintained to resolve quality concerns
- ✓ Cleanliness and order maintained

## **C-2.11 Property Management and Maintenance**

**C-2.11.1 General:** The Contractor shall be responsible for the normal and continuous use, operation, and real time reporting of discrepancies applicable to all systems, facilities, and equipment furnished by the Government and identified herein, and shall perform the preventive and operator maintenance required to keep all such fuel systems, facilities, and equipment functional. The Contractor shall provide all manpower, materials, tools, instruments, devices, and equipment not otherwise specified as Government-furnished but directly or indirectly required and called for within this contract or references cited to accomplish all work requirements at the level and scope sited herein. The purchase of repair services and supplies beyond the scope of the preventive/operator maintenance program will, given the appropriate approvals, be reimbursed under [Section C-4.0, Logistics Support, Cost Reimbursable](#).

### **C-2.11.2 Maintenance Categories:**

**C-2.11.2.1 Preventive Maintenance:** Preventive maintenance is a program of periodic or cyclical inspections and servicings designed to preserve and maintain facilities, equipment, and apparatus in such a condition that they may be effectively used for their intended purpose. Preventive maintenance will normally be limited to those actions that can be taken by qualified system operators using common hand tools and specialized tools or instruments as may be prescribed by a specific PM procedure.

**C-2.11.2.2 Operator Maintenance:** Operator maintenance is that work accomplished during routine inspections, other than PM, and system use/operation. Operator maintenance may include, but is not necessarily limited to work such as the replacement of ground wires, plugs, and clips, the replacement of seals, O-rings, the lubrication of components, the tightening of nuts, bolts, and screws to prevent leakage and to stabilize equipment, or corrosion control and spot painting. Operator maintenance is normally limited to actions taken by system operators using common hand tools.

**C-2.11.2.3 Other Maintenance and Repair:** Except as specifically outline herein, maintenance and repair beyond that defined as preventive and operator maintenance, i.e., breakdown maintenance or the unplanned repair or replacement of components that show abnormal wear or fail, must be approved by the COR. Tasking and reimbursable for other maintenance and repair actions on the part of the Contractor will be provided as outlined by [Section C-4.2, Services Requiring a Task Order](#).

## C-2.12 Preventive Maintenance - Facilities and Equipment

**C-2.12.1 General:** The Maintenance Plan outlined in [Section C-1.4.6, Maintenance Plan](#), shall provide for the inspection, servicing to the extent applicable under a PM program and as outlined herein, the removal, calibration, and replacement of equipment, and the care of facilities at specified intervals. [Appendix A, Government Furnished Facilities](#), and [Appendix B, Government Furnished Equipment, Supplies, and Services](#), provides listings of facilities and equipment requiring preventive maintenance and shall serve as the base line for the Maintenance Plan. The plan shall provide for a systematic approach to planning, scheduling, documenting, reporting, and managing (labor, materials, time, and costs) those actions that contribute to the uninterrupted function of the fuel facilities and systems. The plan shall include periodic inspection; testing, and minor repair of equipment and facilities in accordance with federal and military specification and standards as well as manufacturer's recommended or commercially accepted practices. To that end, the Government may direct the Contractor to perform practical demonstrates of equipment, procedures, skills, capability, and method for those maintenance and PM processes requiring adherence to measurable standards and skills or the use of specialized instruments, equipment, and tools.

**C-2.12.2 Preventive Maintenance Inspections:** The following inspections are applicable to NSB Kings Bay. The codes following each item heading, i.e., **C-2.12.2.18 Gauges (Pressure, Differential, and Vacuum) (A)**, indicates the scheduled preventive maintenance cycle of Annual. The codes (**C** for continuous or daily observation during system inspections and monitoring during routine work or system operations, **D** for daily, **W** for weekly, **M** for monthly, **Q** for quarterly, **SA** for semi-annual, **A** for annual, and in some cases **AR** for as required) do not dictate or imply it is the only time an item will be monitored or inspected. In all cases, discrepancies noted as part of the daily system inspections, during preventive/operator maintenance inspections, and during routine use/operation of the system shall be fully documented, reported, and, if within the scope of this PWS, corrected. In all cases, damage, defects, and the need for repairs deemed beyond the expertise of the Contractor or outside the scope of normal preventive maintenance shall be documented and reported to the COR. However, the Contractor may be tasked under [Section C-4.2, Services Requiring a Task Order](#), and shall take the appropriate action dictated by such a tasking.

**C-2.12.2.1 Buildings and Structures (C):** 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, 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.

**C-2.12.2.1.1 Pest, Rodent, and Vegetation Control (AR):** Requests for pest, rodent, and vegetation control shall be forwarded to the COR.

### NOTE

**The use of pesticides, insecticides, fungicides, and rodenticides by the Contractor is prohibited.**

**C-2.12.2.1.2 General Maintenance (AR):** 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.

**C-2.12.2.1.3 Designated Areas:** The Contractor shall establish a smoking policy that prohibits smoking in other than Government designated areas. The Contractor shall provide signs to be posted at the entrance to work areas that read, "**NO SMOKING EXCEPT IN DESIGNATED AREAS.**" The Contractor shall also designate a smoking area and provide signs that read, "**DESIGNATED SMOKING AREA.**"

**C-2.12.2.2 Trash Removal (W):** The Contractor shall be responsible for the pick-up of all trash and debris within and around fuel areas under its controlled, and shall dispose of all such trash and debris in Government-furnished containers/dumpsters. The Government will dispose of the trash and debris placed within the containers/dumpsters provided.

**C-2.12.2.3 Grounds (C):** Grounds maintenance, grass cutting and vegetation control, is performed under a separate contract.

**Note**

**The use of herbicides by the Contractor is prohibited. The Government will undertake any application of herbicides.**

**C-2.12.2.4 Roads and Paved Surfaces (C):** All roads, paved surfaces, curbing, and sidewalks within contracted fuel management areas shall be monitored continuously.

**C-2.12.2.5 Fences and Gates (C):** The Contractor shall inspect all fences, to include signs and markings, gates and automatic gate openers, of fuel management compounds.

**C-2.12.2.6 Lighting (C):** Exterior lighting, security lighting, and exterior building lights will be monitored on a continuous basis.

**C-2.12.2.7 Other Facilities, Equipment, and Utilities (C):** The Contractor shall continuously monitor other facilities, equipment, and utilities, i.e., fire hydrants, AFFF systems, storm drains, exterior water systems, power poles, lines and transformers, and exterior telephones within Fuel Management areas.

**C-2.12.2.8 Storage Tanks (W):** The Contractor shall visually inspect the exterior of all storage tanks and tank components and visually examine the various samples taken from the tanks on a continuous basis. 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 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 and reported to the COR.

**C-2.12.2.8.1 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 alongside Contractor shall perform and document a complete external tank/system inspection to ensure all tanks and system components have been returned to a ready to use state and can be returned to service. The Contractor shall update all PM systems, programs, and records.

**C-2.12.2.9 Berms/Containment Systems (C):** The Contractor shall ensure that all berms and containment systems are kept clean, free of vegetation, and other debris that may hamper proper system drainage. Drain valves shall be inspected and actuated monthly. The Contractor shall clean all moats, i.e., keep them free of accumulations of dirt, debris, and vegetation. The direct discharge of any liquid from any berm/containment system shall comply with all Spill Prevention Control and Countermeasures (SPCC) plan and National Pollution Discharge Elimination System (NPDES) permit as applicable. The Contractor shall maintain a clear, concise log as to the dates and time berms are drained, observed conditions of the water drained, and who performed the drain operation. Except as required to physically clean and drain berm areas, drain valves, devices, and outlets shall be kept secured in the closed position and locked. Keys shall be controlled as outlined in local lock and key control security instructions.

**C-2.12.2.10 High/Low Level Alarms and Control Valves (Q):** The Contractor shall functionally test installed alarm systems, i.e., low, high, and high-high tank level horns, lights, control board statue lights and signals, and low/high level control valves as may be installed quarterly. A systems status report shall be forwarded to the COR on completion of testing.

**C-2.12.2.11 Automatic Tank Gauge (ATG) System (Q):** 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.

**C-2.12.2.12 Pumps, Reduction Gears, and Pump Motors (Q):** The Contractor shall maintain all the fuel system pumps, reduction gears, and pump motors in a serviceable condition through scheduled inspections and PM. The Contractor shall adjust packing and stuffing glands, inspect mechanical seals, provide lubrication, replace gaskets and seals not requiring component tear-down, and tighten loose nuts, bolts, and screws to prevent leaks and to stabilize equipment. Pump motors shall be inspected during operation for excessive noise and vibration.

**C-2.12.2.13 Valves and Valve Motor Operators (Q):** 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.

**C-2.12.2.13.1 Valve Sub-Assemblies (C):** 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.

**C-2.12.2.13.2 Miscellaneous Small Valves (C):** Miscellaneous small valves, all types less than 1.5 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. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.14 Filter Separators and Monitors (C):** The Contractor shall inspect/monitor filter separator and fuel monitor vessels and components, i.e., sight gauges, flow indicators, and air eliminators, continuously. Systems shall be inspected, water drained, differential pressure readings recorded, and components calibrated/tested as outlined by applicable manufacture's pamphlets, industry standards, and military specifications. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components, excluding filter and monitor elements, which will be provided by the Government.

**C-2.12.2.14.1 Element Changes:** In addition to the normal PM process, the Contractor shall be responsible for physically changing filter separator and fuel monitor elements, and maintaining the filter/monitor vessels, i.e., replace worn components such as gaskets, spacers, washers, and other minor parts. The Contractor shall control and prepare used elements for disposal in accordance with local environmental regulations. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.14.2 Other Filters:** Small in-line filters, service station dispensing pump filters for instance, shall be monitored for time and throughput and replaced in accordance with manufacturer's recommendations. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.15 Relaxation Chambers (C):** Not used.

**C-2.12.2.16 Strainers (All Types) (M):** The Contractor shall inspect and clean system strainers monthly or more often as may be deemed necessary by system condition, flow, and pressure indicators. Defective strainers shall be replaced as necessary. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.17 Meters (S):** The Contractor shall monitor meters on a continuing basis. All meters shall be calibrated semiannually, when a meter is suspected to be out of calibration, whenever a meter is serviced, or when a meter has been damaged.

**C-2.12.2.17.1 Calibration Standards:** The Contractor shall calibrate meters or arrange to have calibrations performed by an agent that is trained to perform such work. Calibrations shall be performed as part of the Navy Calibration and Metrology program and traceable to National Institute of Standards and Technology (NIST) standards. The Contractor shall maintain a log of all calibrations performed. This log shall be available for inspection by the COR on request.

**C-2.12.2.18 Gauges (Pressure, Differential, and Vacuum) (A):** 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](#), (see the NIST standard noted above). See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.19 Pressure/Thermal Relief Valves (A):** 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.

**C-2.12.2.20 Piping/Pipelines (A):** 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/remarking 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.

**C-2.12.2.20.1 Pipelines Repairs:** The Government will be responsible for pipeline replacement, major repairs, and annual hydrostatic testing of all lines. 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.

**C-2.12.2.21 Loading Arms, Pantographs, and Nozzles (Q):** The Contractor shall inspect and maintain all loading arms, pantographs, and nozzles in accordance [NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities](#),.

**C-2.12.2.22 Couplers, Connectors, and Swivels (Q):** The Contractor shall inspect and monitor all such fixtures, to include quick disconnect and emergency dry breakaway couplers. Leaks, wet spots, erratic mechanical operation, and the need for excessive force to operate such equipment shall be documented and reported to the appropriate work center for repairs. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.23 Hoses (All Types) (A):** Fuel hoses normally detached after an operation shall be drained, capped, and properly stored and protected from the elements after each use. Attached hoses, such as those at a fillstand, shall be properly stored and protected to the maximum extent possible. All hoses shall be inspected for cuts, abrasions, general wear and tear, and fitting/swedge movement continuously. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.23.1 Testing (A):** The Contractor shall test and mark hoses as outlined in [NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities](#),.

**C-2.12.2.24 Pits (M):** The Contractor shall keep all pipeline and component pits clean and free of debris, water, and fuel. The Contractor shall remove any water and/or fuel that may accumulate in pits and shall periodically air pits to reduce/prevent corrosion. Should any pit appear to contain excessive fuel or fuel vapors, the Contractor shall inspect all pipeline connections (flanges), valves, and controls, to locate and correct the problem. Should the scope of repair work be outside the capabilities of the Contractor, the discrepancy shall be documented and forwarded to the COR. Appropriate confined space safety measures shall be observed.

#### **Note**

**Pits known to be less than watertight shall be identified, marked, and monitored continuously. Appropriate work requests for the repair, sealing, or possible replacement of such pits shall be submitted and monitored.**

**C-2.12.2.25 Manifolds (M):** The Contractor shall inspect manifolds for leaks and general condition of equipment as part of its daily inspection process. The Contractor shall perform preventive and operator maintenance to including, but not necessarily limited to, the calibration of gauges, the actuation of valves, the tightening of nuts, bolts, and screws necessary to stabilize equipment and components, and spot painting. The Contractor shall keep manifolds pits, slabs, and surrounding areas clean, free of debris, and vegetation controlled as outlined in [Section C-2.11.3, Grounds](#).

**C-2.12.2.26 Pier Facilities (Piping, Risers, and Valves) (Q):** Not used.

**C-2.12.2.27 Pier Loading Arms (S):** Not used.

**C-2.12.2.28 Truck Fillstands/Fill Points (Q):** Fillstand, to include ground fuel fill points, shall be inspected on a continuous basis for leaks, faulty components, loose connections, and filters/monitor differential pressure readings as applicable. The Contractor shall perform all preventive maintenance that may include but is not necessarily limited to the replacing of ground wires, clamps and plugs, replacing seals, gaskets, replacing burned out lights, and the cleaning of strainers. The Contractor shall also accomplish corrosion control and spot painting of fillstand facilities. See other sections regarding the inspection, preventive/operator maintenance, and calibration of specific components of the fillstand. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

#### Note

The Contractor's first order of system inspection and maintenance task may be to replace the ground fuel bottom loading connections so as to be compatible with those dictated by [Section C-3.2.5.6.1, Bottom Loading Connection\(s\)](#).

**C-2.12.2.28.1 Sensing Systems (C):** Overfill protection and grounding systems, i.e., Scully and OPW overfill protection, and Scully Ground Hog grounding system shall be monitored on a continuing base. Discrepancies shall be recorded and reported to the COR.

**C-2.12.2.28.2 Housekeeping (C):** The Contractor shall ensure the area around and under in fillstand is kept clean, free of debris, and that the fillstand containment area is free of water and product residue.

**C-2.12.2.29 Oil/Water Separator System (M):** Oil/Water separator system shall be visually monitored by the Contractor. Any noted discrepancies shall be documented and reported to the COR. Oil/water separator systems are maintained by the BOS.

**C-2.12.2.30 Cathodic Protection System (M):** Cathodic protection systems are maintained by the BOS.

**C-2.12.2.31 Electrical Bonds, Grounds, and Insulators (M):** Electrical bonds shall be checked for continuity of current flow, static grounds for resistance, and insulators for non-flow of current. Inspection and checks shall be made as outlined by [NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities](#), and records of readings maintained.

**C-2.12.2.31.1 Bulk Storage Tanks (Q):** Tank grounding shall be inspected quarterly. Visually inspect the ground connections around the periphery of the base, tighten loose connections, clean corroded connections.

**C-2.12.2.32 Shower and Eyewash Stations (W):** The Contractor shall inspect and test shower and eyewash stations for proper function.

**C-2.12.2.33 Corrosion Control and Painting (C):** The Contractor shall perform corrosion control and minor painting (of those systems requiring painting) as part of housekeeping. Minor/spot painting consists of preparing, applying primer, and repainting small surfaces areas and small components, i.e., valves, strainer, and motors, to protect surfaces from corrosion and to preserve appearances. The Contractor shall also apply color code bands and symbols as outlined in [MIL-STD-161, Identification Methods for Bulk Petroleum Products Systems](#).

**C-2.12.2.33.1 Large Surfaces:** The Contractor will not be required to paint large vertical surfaces such as buildings and tanks or entire pipeline systems.

**C-2.12.2.33.2 Materials Used:** Paint and primer used shall be an oil base type suitable for use on metal and exterior surfaces and shall be matching or compatible with the existing paint scheme.

**C-2.12.2.34 Spill Remediation Equipment:**

**C-2.12.2.34.1 Kits (C):** Government provided spill remediation kits of all sizes and types shall be inspected and monitored continuously. The Contractor shall furnish replacement supplies/kit components. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.35 Service Station Facilities (C):** Service station facilities, manual or automated, shall be inspected and monitored continuously. Components, i.e., tanks, filters, pumps, hoses, nozzles, and other relevant items as may be identified above shall be inspected as outline above as a part of the fuel management PM program. See [Section C-3.3.1.8, Spares for Government Furnished Equipment/Facilities](#), regarding the provisioning of spares, replacement parts, and small components.

**C-2.12.2.35 AFFF Facilities/Systems (C):** 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 COR.

The Contractor shall establish and maintain a program for the use, maintenance, repair, protection, and preservation of Government property in accordance with sound industrial practice and the applicable provisions of Subpart 45.5 of the FAR.

- **Requirement.** 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 dispatch center. Operate system for the days/hours specified herein to provide the customer with quality products and services in a safe and timely manner. 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.
- **Performance Standards:**
  - ✓ Assigned system operators qualified and knowledgeable of inspection and maintenance requirements. Training records current
  - ✓ Facilities, structures, equipment, and grounds maintained so as to present a clean and orderly appearance and a safe work environment
  - ✓ Facility, system, and equipment reference files maintained and current
  - ✓ The Preventive Maintenance (PM) program installed, maintained and current
  - ✓ Preventive/operator maintenance performed as scheduled/required
  - ✓ Preventive/operator inspections and maintenance fully documented
  - ✓ Maintenance beyond normal PM/operator programs documented and reported to the COR

## **C-2.13 Training and Records Keeping**

**C-2.13.1 Training Plan and Program:** The Contractor shall establish and maintain a training program that is acceptable to the Government. The plan, both summary and final, shall be provided to the Government as outlined in [Section C-1.4.11, 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 in the following table. Training shall be fully documented within each individuals training record. The *Personnel Qualification Standard (PQS) for Aviation Fuel Operations Ashore, NAVEDTRA 43288A*, shall be used as the core training record for all fuel personnel respectively.

New Contractors to the alongside fuel services program shall arrange with the NOLSC Petroleum to have accounting personnel FAS/ trained and certified prior to the beginning of the contract start date. Initial FAS training of in place contract

dispatch personnel and new contractor personnel will be provided by the Government. Once initial (Government) training of contract personnel has been provided, the Contractor shall be responsible for the continued training of personnel within the contract organization. Additional DESC funded training of contract personnel may be made available on submission of justification to NOLSC Petroleum.

**C-2.13.2 Training Monitor:** The Contractor shall appoint a responsible individual the collateral duty of Training Monitor, the primary point of contact regarding training and records keeping issues.

**C-2.13.3 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 2 Training Requirements**

<i>Training<sup>(1)</sup></i>
Base Driver Training and Familiarization to include Flightline Operations
Fire Prevention and Control
Confined Space Entry (as applicable)
Protection of the Environmental
Facility Response Plan (FRP)
Hazardous Communication
Hazardous Waste Operations and Emergency Response
Lock-Out/Tag-Out Procedures
Safe Transportation of Hazardous Materials
Fuel System Safety
Fuels Automated System (FAS)
Other training, i.e., Marine Terminal Operator, as may be required by state and local agencies and defined by the contracted activity.

(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 base and provided without cost to the Contractor, i.e., fire prevention or base/flightline familiarization, shall be fully documented within an employee’s training record.

- **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. The Contractor shall advise the Government of any circumstance that may result in the inability to perform the required services.
- **Performance Standards.**
  - ✓ The Contractor’s Training Monitor is identified
  - ✓ A complete and current copy of the contract Training Plan readily available to the Government on request
  - ✓ One hundred percent 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

**C-2.14 Safety Program**

**C-2.14.1 Safety Plan:** As noted in [Section C-1.4.9, Fuel and Cryogenic Safety](#), the Contractor shall publish and maintain a comprehensive fuel 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.

**C-2.14.2 Safety Monitor:** 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.

**C-2.14.3 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.

**C-2.14.4 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 C-2.15.5, Spill Reporting](#), regarding product/material spills.

**Table 3 Safety Plan**

<i>Safety</i>
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 (Provide for all Contractor used and controlled systems and facilities.)
Hazardous Waste Operations and Emergency Response Plan (Provided by the Government.)
Safety and Health Standards Plan
Accident/Incident Reporting

- **Requirement:** Establish a comprehensive safety program and publish a safety plan. Train 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. The Contractor shall advise the Government of any circumstance that may result in the inability to perform the required services.
- **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 monitor appointed
  - ✓ One hundred percent documentation and compliance with government approved safety plans
  - ✓ One hundred percent documentation verifying all operations are conducted in accordance with government approved procedures

**C-2.15 Environmental Protection**

**C-2.15.1 Compliance:** The Contractor shall, as stated in [Section C-1.4.4, Environmental Protection Plan](#), publish a comprehensive environmental plan that complies with and compliments the Government provided environmental plans listed below. The Contractors plan shall be site specific, cover all areas, facilities, equipment, duties, and tasks for which the contractor is responsible, establish mishap reporting procedures as required below, and should elaborate on issues that may be unique to the activity, i.e. operator pre-testing of used oils collections (not required at all activities). The Contractor shall be fully responsible for compliance with all Federal, state, and local environmental code, regulation, and laws in effect at the time of contract start and shall comply with all additions, changes, and revisions as may become effective during the contract period.

**C-2.15.2 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.

**C-2.15.3 Training:** The environmental training listed in [Section C-2-13, Training and Records Keeping](#), or as may be relevant to the requirements of this section and the plans outlined shall be the responsibility of the Contractor.

**C-2.15.4 Assignments:** The activity Spill Prevention Control and Countermeasures (SPCC) plan may designate contract management/personnel to serve as the On Scene Coordinator (OSC) relevant to fuel facilities under the control of the Contractor and outlined herein. In addition, fuel dispatchers may be designated as the contract fuels management Initial Point of Contract (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 environmental goals, the Contractor shall train personnel regarding all required duties relevant to the assigned tasks.

**Table 4 Environmental Protection**

<i>Environmental</i>	
EPA Hazardous Waste Management System	40 CFR, Chapter 1, Part 260
Facility/Emergency Response Plan (OPA 90)	33 CFR 154, 40 CFR 112, 49 CFR 194
National Pollutant Discharge Elimination System (NPDES) Permit Plan	40 CFR, Chapter 1, Part 122
Oil Pollution Prevention Operations Manual	33 CFR 154
Spill Prevention Control and Countermeasures (SPCC) Plan	40 CFR, Chapter 1, Part 112
High/Low Level Alarms and Control Valve System Status Report	<a href="#">Section C-2.12.2.10</a>
HAZWOPR/First Response Training	29 CFR, Chapter 17, Part 1910
List state/local requirements or indicate "No specific state/local requirements."	

**C-2.15.5 Spill Reporting:** 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 aircraft venting incidents (refueling), minor seepage or weepage of system/equipment components, or the capture of small amounts of fuel in drip pans incidental to maintenance, i.e. nozzle changes or strainer cleaning, the spill and loss or recovery of product shall be reported to the COR, the DESC-FPB Contracting specialist responsible for the contract, and NOLSC Petroleum N423 and N423B. All reports shall be immediate (same day) written (e-mail) accounts of the circumstances surrounding the spill, the estimated amount of the spill, and actions taken to remediate the spill.

**C-2.15.6 Supplies and Equipment:** The Contractor shall be responsible for the inspection, inventory, and care of the spill containment and clean up kits outlined under [Section C-2.12.2.34, Spill Remediation Kits](#) (facilities), and [Section C-3.1.2.10, Spill Remediation Kits](#) (vehicles). Consumables, i.e., small spill barriers, absorbent pads and compounds, squeegees, mops, rags, and other materials required to replenish kits or maintain all kits at 100 per cent usable level shall provided by the Contractor.

- **Requirement:** Publish an environmental protection plan and train, assign, and task personnel to take all required and necessary actions to prevent, control, or abate environmental pollution relative to the fuel facilities, activities, and programs under the Contractor’s control and responsibility. Maintain remediation and clean up kits to respond to and control spills to the extent possible. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services.
- **Performance Standards:**
  - ✓ A copy of the current Government Spill Prevention Control and Countermeasures (SPCC) plan on hand or readily available to the Contractor
  - ✓ Contractor Environmental Protection plan on hand and readily available to the Government
  - ✓ As applicable, Initial Point of Contact (IPOC) assigned and trained regarding responsibilities
  - ✓ As applicable, On Scene Coordinator (OSC) assigned and trained regarding responsibilities
  - ✓ One hundred percent compliance with Federal, state, and local environmental laws, regulations, and code
  - ✓ Inspect and resupply remediation kits so as to maintain 100 per cent kit stock levels
  - ✓ Fuel spills, regardless of size, reported to the COR, NOLSC Petroleum, and DESC
  - ✓ Notice of Violation forwarded to the COR

## C-2.16 Security

**C-2.16.1 General:** Under the guidelines of the most current [OPNAVINST 5530.14, Navy Physical Security](#), the Contractor shall be responsible for implementing the administrative and physical security measures required and necessary to protect Government facilities, vehicles, equipment, materials, systems, and petroleum products, as well as, contractor owned equipment, tools, supplies, and vehicles and products held therein. The Contractor shall provide all labor, vehicles, equipment, materials, and supplies necessary to manage and protect all the areas under its control. The contractor’s security plan, the requirement for which is established in [Section C-1.4.10, Security Plan](#), shall outline policy, guidance, and procedures regarding facility access controls and visitor logs, lock and key controls, random patrols of fuel management facilities and pipelines, ADP security, and other measures as may be required and relevant to NSB Kings Bay.

**C-2.16.2 ADP Security:** The contractor shall comply with all ADP security measures and requirements for Government computer systems. Contract personnel requiring access to the DOD computer systems shall be properly cleared at the level dictated below. Accept for the Government responses to a Contractor’s requests for a clearance, the administrative burden required to apply for and process clearances requests and to gain access to computer systems at any level shall be the responsibility of the Contractor.

**C-2.16.2.1 Local FCC Access:** Contract personnel, to include contract management, requiring access to the FAS Fuel Control Center (FCC) systems shall be cleared and provided system access (a password) as dictated by local IT/ADP instructions.

**C-2.16.2.2 FAS Enterprise Server (FES):** Persons requiring access to FES (the Purple Hub) shall be cleared and obtain a system password. The Contractor shall complete and submit all specified documentation to obtain the appropriate clearances for each person requiring access to FES. Website <http://www.desc.dla.mil/DCM/Files/FESAccess.pdf> provides instructions regarding access to FES. To the extent possible and practical, all applicable documentation for all contract personnel that will require access to FES should be submitted well before the contract start date. Contract personnel will not be granted access to FES or capable of performing contractually obligated tasks until a clearance/password has been provided.

**C-2.16.3 Physical Barriers:** Except for grounds maintenance and vegetation control around and under installed physical barriers as outlined in [Section C-2.12.2.3, Grounds](#), the Government will provide and maintain the physical security barriers, i.e., walls, fences, lighting, and alarms as may be necessary to protect property; however, see monitoring/reporting of such facilities as outlined below.

**C-2.16.4 Patrols and Guards:** Except for the personnel requirements noted within this section, contractor furnished security guards are not required.

**C-2.16.5 Monitoring/Reporting:** The contractor shall perform and document end-of-day facility inspections to ensure all systems are secure to the extent of the physical barriers provided. During the duty hours reflected in [Table 1, Hours of Operation](#), unmanned fuel facilities shall be randomly inspected at least every four hours. Noted facility, physical barrier, and lighting discrepancies shall be reported as are outlined in [Section C-2.12, Preventive Maintenance](#). The Government will perform random after hour drive-by security inspections.

**Table 5 Security Measures**

<i>Security</i>
ADP security, user accounts and passwords, obtained for Government computer system users.
Maintain controlled access to Government facilities under the Contractor’s control.
Secure all gates, buildings, facilities, and systems when not in use.
Establish and maintain a key security and lock control system.
Maintain visitors logs.
Perform and document random security checks/patrols.

- **Requirement:** In concert with the local vulnerability assessment, the threat condition established, and to the extent of the physical barriers and systems provided, the Contractor shall act to ensure that all Government/Contractor facilities, equipment, materials, supplies, products, and computer systems over which the Contractor maintains control are physically secure. The Contractor shall advise the Government of any circumstance that may result in the inability to perform the required services.
- **Performance Standards:**
  - ✓ Level of security comparable to the established threat condition
  - ✓ Security plan and requirements documented and files maintained
  - ✓ Key and lock system established and controlled
  - ✓ Visitor logs maintained
  - ✓ Random security inspections performed and documented
  - ✓ Facility inspections performed to ensure security systems are functional. Noted discrepancies reported
  - ✓ Government computer systems used only by personnel who are cleared and provided password access

## C-2.17 Property Inventory and Accountability

**C-2.17.1 Joint Inventory:** At contract turnover as outlined in [Section C-1.5, 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 [Appendix 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.

**C-2.17.2 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; however, the Contractor may be tasked under [Section C-4.2, Services Requiring a Task Order](#), 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.

**C-2.17.3 Annual Property Inventory:** As outlined in [Section I, Clause I114, 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 and provide copies of source documents, i. e., Contractor/vendors invoices, for each item of Government-furnished property. As applicable, [Appendix A, Government Furnished Facilities](#), and [Appendix B, Government Furnished Equipment, Supplies, and Services](#), shall be updated by the Contractor.

## C-2.18 Use of Government Facilities

**C-2.18.1 General:** The Contractor shall not permit or authorize its personnel to store, repair, or care for personal property such as boats, motor vehicles, recreational vehicles, trailers, motorcycles, etc., on Government property under Contractor control. Likewise, the Contractor shall not use Government property, facilities, or buildings for the storage or repair of Contractor-owned vehicles and equipment not specified or provided within the terms of this contract.

**C-2.18.2 Parking:** The parking of personal vehicles used for transportation to and from work will be permitted in designated vehicle parking areas during normal working hours.

## C-3.0 CONTRACTOR-FURNISHED EQUIPMENT

### C-3.1 Tools and Equipment

**C-3.1.1 General:** The Contractor shall ensure that all the equipment, tools, supplies and services specified, required and necessary for the normal and continuous safe operation, maintenance, and inspection, calibration and upkeep of the equipment and vehicles identified herein are provided and available. The Contractor shall provide all tools, equipment, instruments, devices, parts, and supplies directly or indirectly called for within this performance work statement and references cited.

### C-3.2 Vehicles

**C-3.2.1 General:** The only Contractor provided vehicles under this contract will be utility vehicles.

**C-3.2.1.1 Standards:** The Contractor shall provide all of the vehicles required and necessary to meet the workloads identified herein within the response times outlined in [Section C-2.2.2.2, Response](#), for the petroleum related operations specified in [Table 1, Hours of Operation](#). The equipment stipulated within this section shall be built to the specifications outlined, a grouping of Federal, commercial, and organizational specifications directly and indirectly used and referred to by DOD and other Government agencies in the procurement of equivalent type of vehicles and equipment. All vehicles and equipment shall be maintained in a fully serviceable condition by the Contractor and shall be fully capable of safely performing the tasks for which they are designed.

#### C-3.2.2 Utility Vehicles

**C-3.2.2.1 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 C-3.1.2.9.2, Company Logo](#), and shall be reflective of the pride and professionalism of the Contractor.

**C-3.2.2.2 Spill Kit:** Each utility vehicle furnished shall be equipped with a well marked and readily identifiable 10-gallon spill clean up/remediation kit that is protected from the environment but readily available to the vehicle operator.

### C-3.3 Records, Inspections and Disposition of Property

**C-3.3.1 General:** The Contractor shall maintain records; submit to inspections, and dispose of property as outlined in the following sections.

**C-3.3.1.1 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 be provided and available to the Government for the duration of the contract.

**C-3.3.1.2 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 the COR of the contracted activity, a representative of NOLSC Petroleum, and a contracting specialist from the Defense Energy Support Center. 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.

**C-3.3.1.3 Function and Testing:** Not used.

**C-3.3.1.4 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, NOLSC Petroleum, 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.

**C-3.3.1.5 Re-inspection:** As outlined by Clause E29, should it become necessary for the Government to physically re-inspect the equipment, supplies, materials, and documents specified, all costs to the Government, to include but not necessarily limited to those costs applicable to Government travel by the inspection team, shipping/mailing of materials, and/or the movement of equipment, shall be borne by the Contractor.

**C-3.3.1.6 Disposition of Property**

**C-3.3.1.7 General:** Contractor furnished property identified herein shall be used solely in the performance of this contract and the work defined in [Section C-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 C-2.0, Specific Tasks](#).

**C-3.3.1.8 Property Storage:** The Contractor shall not store equipment in excess of contract requirements on Government property. Equipment deemed to be unacceptable for use within the terms of this contract, excess to contract requirements, and standby equipment shall be removed from the base immediately. That property in place at termination of the contract shall be removed from Government property within 30 days. Thereafter, the Contractor may be charged the prevailing commercial storage rate for each piece of equipment remaining on Government property.

**C-3.4 Other Contractor Provided Equipment and Supplies**

**C-3.4.1 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 provided and the purchase, transport, use, storage, and disposition of hazardous materials that may be required to fulfill the conditions of this contract.

**C-3.4.1.1 Radios:** The Contractor shall provide intrinsically safe, multi-channel fixed or hands held radios, in sufficient numbers to fully control, simultaneously if necessary, all Contractor fuel operations. A base station, antenna, charging units, if applicable, and all other necessary and required equipment to establish and maintain communication throughout the Contractor's area of responsibility shall be provided. The Contractor shall secure a Fuel Management frequency and gain access to the frequencies as may be required by Memorandum of Agreement (MOA) with the local/base communications organization, prior to the contract start date.

**C-3.4.1.1.1 Radios for Government Use:** The Contractor shall provide the Government a hand held radios that will allow the COR/QA to monitor the Contractor's operations. The appropriate battery/radio charging unit(s) shall also be provided to the Government.

**C-3.4.1.2 Telephone Services:** The Contractor shall provide all commercial telephone services (voice, facsimile, or data,) and equipment required and necessary to conduct commercial or company business. See [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), regarding Government-furnished telephones services.

**C-3.4.1.3 First-Aid Supplies and Equipment:** The Contractor shall provide first aid kits as outline by [ANSI Standard Z308.1-1998, Minimum Requirements for Industrial Unit-Type First Aid Kits](#), for each manned and geographically separated work center, i.e., refueling, storage, direct fuel servicing, etc.

**C-3.4.1.4 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 C-2.17.2, Disposition of Government Property](#).

**C-3.4.1.5 Janitorial/Housekeeping Supplies, Equipment, and Services:** At those locations for which the Contractor is tasked to perform janitorial 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.

**C-3.4.1.6 Tools:** Whether company or individually provided, 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 also be made available as needed.

**C-3.4.1.7 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 concert with 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 C-3.3.1.2, Equipment Inspections](#), and inspected as deemed necessary by the COR over the course of the contract.

**C-3.4.1.8 Spares for Government Furnished Equipment/Facilities:** The Contractor shall, for the duration of the contract, 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.**

**C-3.4.1.8.1 Specification/Standards:** All parts, items, and materials furnished shall meet or exceed DOD specification/standards or commercial item standards.

**C-3.4.1.8.2 In-place Assets:** Items listed in [Appendix, A, Government Furnished Facilities](#), and [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), represent assets available to the Contractor at the start of the contract. During the system inspection outlined in [Section C-1.5, Contract Turnover](#), the condition of all facilities, equipment, 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. Thereafter, the Contractor shall be responsible for the repair or replacement at the levels identified and listed herein, for the duration of the contract.

**C-3.4.1.9 Consumables, Maintenance:** With reference to equipment and facilities operated and maintained by the Contractor, all consumable supplies and materials, to include but not necessary limited to, 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 Material 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.**

**C-3.4.1.10 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 (wide-mouth) 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 C-1.5](#), may be used by the Contractor. Thereafter, the Contract shall be responsible as outlined.

**C-3.4.1.11 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 required and necessary to maintain all grounds, fence lines, pipeline right-aways, and clear zones identified herein.

## **C-3.5 Uniforms and Protective Equipment**

**C-3.5.1 General:** Contract personnel shall wear the appropriate uniforms safety equipment required for self-protection.

**C-3.5.1.1 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.

#### **Note**

**Regardless of the uniform style chosen, cryogenic supervisors/operators as well as the vehicle mechanic may wear protective coverall type uniforms emblazoned as outlined above.**

**C-3.5.1.2 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.

**C-3.5.1.2.1 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.

**C-3.5.1.2.2 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.

**C-3.5.1.2.3 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.

## C-4.0 LOGISTICS SUPPORT, COST REIMBURSABLE

### C-4.1 Cost Reimbursement

**C-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:

#### C-4.1.2 Reimbursement for Allowable, Allocable, and Reasonable Cost

**C-4.1.2.1 Goods and Services:** Reimbursement under [Section C-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.

**C-4.1.2.2 Labor:** Reimbursement under [Section C-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.

**C-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.

**C-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 C-4.2, Services Requiring a Task Order](#) and [C-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 C-4.2, Services Requiring a Task Order](#) and [C-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:

### C-4.2 Services Requiring a Task Order

#### C-4.2.1 Contractor Purchasing System

**C-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.

**C-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.

**C-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.

**C-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.

**C-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.

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

**C-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:

**C-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.

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

**C-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.

**C-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.

**C-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.

## **C-4.3 Augmentation**

**C-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.

**C-4.3.2 Augmentation Authority:** The Commanding Officer, NSB Kings Bay, 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.

**C-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.

**C-4.3.3.1 No Oncoming Relief (A):** For any 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 C-4.3.2, Augmentation Authority](#).

**C-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.

**C-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.

**C-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.

**C-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 Facilities

The following is a list of Government facilities and components thereof that will be put under the care and control of the Contractor. It includes items that must be monitored, inspected, and requires preventive maintenance as specified throughout this PWS. Small components such as valves and flow indicators of less than 1.5 inches for which there is no specific PM schedule are not listed. This and the component/PM summary page that follow are approximations that shall be validated and updated as outline in [Section C-2.17, Property Inventory and Accountability](#).

Facility	Item/Component Description <sup>(1)</sup>	Qty
1719	Tank 1, 250,000 Gallon Aboveground, Welded Steel, Cone Roof with Floating Pan	1
	Valve, Ball, 8"	2
	Valve, Ball, 6"	1
	Valve, Ball, WCO, 2"	1
	Valve, Thermal/Pressure Relief, 125 PSI	2
	Gauge, Pressure, 0-160 PSI	2
	High Level Alarm Assembly	1
	Automatic Tank Gauge (ATG) System	1
	Valve, Raising Stem Gate, 6" (Berm drain valve)	1
() <sup>(2)</sup>	Fillstand, Jet Fuel, Dual Lane/Outlet	1
	Filter Separator, 300 GPM	2
	Gauge, Differential Pressure 0-30 PSI	2
	Gauge, Pressure, 0-300 PSI	2
	Valve, Thermal/Pressure Relief, 125 PSI	2
	Air Eliminator, PSI	2
	Fuel Monitor, 300 GPM	2
	Gauge, Differential Pressure 0-30 PSI	2
	Gauge, Pressure, 0-300 PSI	2
	Valve, Thermal/Pressure Relief, PSI	2
	Air Eliminator, PSI	2
	Meter Assemble	2
	Meter Register	2
	Valve, Flow Control with Pilot, 6"	2
	Valve, DB&B, 6"	4
	Strainer, Basket, 6"	2
	Valve, Thermal/Pressure Relief, 125 PSI	2
	Gauge, Pressure, 0-300 PSI	4
	Hose Assemble, 4" X 12'	2
	Coupler, Quick Disconnect	2
	Nozzle, Single Point, D-1	2
	Ground Reel with Wire, Clip, and Plug	2

(1). Provide a complete and accurate description, i.e., item, manufacture, model number, size, rating, and other descriptive information, of the system components. Indented lines indicate the item or component is a sub-assembly of the item above.

(2) Use an empty parentheses () to indicate unknown factors, i.e., facility numbers, make/manufacture, GPM or PSI ratings, etc.



## Appendix B 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 telephone services, i.e., commercial, DSN, and on-station emergency lines, Local Area Network (LAN) connections (if applicable), and equipment required and necessary to conduct Government business, i.e., FAS/FES input. See [Section C-3.3, Other Contractor Provided Equipment and Supplies](#), regarding Contractor-furnished telephones services.

**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 C-3.1.10, Prefabricated Buildings](#).

**Custodial Service:** The Contractor shall provide custodial services for those facilities occupied and maintained by

**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 fuel servicing equipment, trucks, and tractors identified as Government furnished fuel servicing equipment. The Contractor shall provide fuel for its (Contractor provided) 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.

**Materiel Safety Data Sheets (MSDS):** The Government will provide the appropriate MSDS for those compounds furnished by the Government. See [Section C-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.

The following is a list of additional Government minor property that will be put under the care and control of the Contractor. It includes items that must be secured, monitored, inspected, and may require preventive maintenance as specified within this PWS. This is an approximate list to be validated and updated as outline in [Section C-2.17, Property Inventory and Accountability](#).

Facility	Item/Component Description <sup>(1)</sup>	Qty
	Fuels Automated System (FAS) Equipment (Show serial numbers)	
	Computers	
	Keyboards	
	Mouse/Roller Ball	
	Monitors	
	Printers	
	Modems	
	APC Devise	
	Laboratory Equipment (Installed/affixed cabinets need not be listed.)	
	Combined/Contaminated Fuels Detector (CFD and CCFD)	
	AEL Water Detector	
	B-2 FSII Test Kit	
	Flash Point Tester	
	Gammon Field Test Kit	
	Conductivity Meter	
	Calibrated Thermometers	
	List portable items such as dishwashers, ovens, flammables cabinets, etc.	
	Furniture	
	Desks	
	Chairs	
	Filing Cabinets	
	Powered Equipment/Tools	
	Fuel Servicing Equipment	
	9642240      Tractor                      Kenworth                      1988	1
	G8203654      Tractor                      GMC                              1988	1
	9739806      Fuel Servicing Truck, 5500 Gal      Stepp                      SST5.5M                      1993	1
	9739807      Fuel Servicing Truck, 5500 Gal      Stepp                      SST5.5M                      1993	1
	9647615      Fuel Servicing Truck, 5000 Gal      International                      2002	1
	9646878      Fuel Servicing Truck, 1000/1000 Gal      International                      1999	1
	9646877      Fuel Servicing Truck, 1000/1000 Gal      International                      1999	1
	9645158      Fuel Servicing Truck, 2000 Gal      International                      1993	1
	9640006      Fuel Servicing Truck, 2000 Gal      International                      1985	1
	9647965      Fuel Servicing Truck, 5000 Gal      Freightliner                      2003	1
	9035              Fuel Servicing Trailer, 750 Gal	1

(1) List item, manufacture, size, rating, and other descriptive information. Supplies stocked and controlled by the Government then issued to the Contractor, need not be listed. <sup>2)</sup>

## Appendix C Definitions, Acronyms, and Abbreviations

Words, the use of words, phrases, abbreviations, and acronyms as may be reflected within this Performance Work Statement are defined and clarified as follows. It is a generic list. Many of the entries herein may not appear in this specific PWS and should be regarded solely as general information.

**AFSS:** Automated Fuel Service Station

**API:** American Petroleum Institute

**AT:** Annual Tour. Term applicable to Air Force Reserve annual reserve training activities.

**ATG:** Automatic Tank Gauge

**AST:** Aboveground Storage Tank

**ASTM:** American Society for Testing and Materials

**Barrel:** A barrel is equal to 42 U.S. gallons.

**Biodiesel:** Fuel Oil, Diesel, Biodiesel B20, a mixture of diesel fuel and organic oil such as soybean oil.

**Caretaker Status:** Caretaker status denotes a facility where all piping, hoses, loading arms (pantographs), storage tanks, and related equipment in the facility are completely free of oil or hazardous materials, where the components have been certified as being gas free, where piping, hoses, and loading arms (pantographs) have been blanked, and where the facility has been posted as being in caretaker status.

**CFE:** Contractor Furnished Equipment

**CFR:** Code of Federal Regulations

**CLIN:** Contract Line Item Number

**Common Hand Tools:** As it applies to this document, common hand tools are defined as screwdrivers, pliers, hand cutters, hand, Allen, and pipe wrenches, socket and nut driver sets, hammers, bars, clamps and securing devices, and miscellaneous other non-powered tools of all size and type as may be carried by (personal tools) or available to (shop tools) a system operator or maintenance person performing simple and immediate adjustments and repairs.

### Contract Date/Periods:

**Contract Award Date:** The date entered in block 20C, Date Signed, of the Standard Form 26, Award/Contract. This date may differ from the start/performance date. Note that elements of the solicitation/contract are linked to this date.

**Contract Start Date:** The contract start date, performance date, or first day of the performance period is the first day of the period cited in block 15 (A through F) of the Standard Form 26, Award/Contract. The start date and performance period may be adjusted by amendment to provide the Contractor sufficient lead-time to ready equipment for the contract. In this respect, the award and start dates are linked dates in that one may drive actions of the other.

**Contract(ed/ing) Activity:** Any reference to the “contracted” or “contracting” activity is reference to the base, facility, activity, or installation for or to which the PWS applies.

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

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

**Contracting Officers Representative (COR):** The local or on site Navy technical specialist, military or civilian, designated by the Contracting Officer to inspect and accept or reject the supplies and services furnished under a specified contract.

**Cut and Cover (Tank):** The type of bulk storage tank common to the early 1950's and NATO that was constructed at or partially below ground level and then covered with protective layers rock, gravel, and earth. Pits, pumping equipment, and pump houses are normally atop the tank.

**DESC:** Defense Energy Support Center

**DFAMS:** Defense Fuel Automated Management System

**DFR:** Defense Fuel Region

**DFSP:** Defense Fuel Support Point

**DiEGME:** Diethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)

**DLA:** Defense Logistics Agency

**DOD:** Department of Defense

**DODAAC:** Department of Defense Activity Address Code (also see UIC)

**DSN:** Defense Switching Network (telephone communications system once referred to as AUTOVON)

**EDP:** Emergency Distribution Plan

**EPA:** Environmental Protection Agency

**EGME:** Ethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)

**FAR:** Federal Acquisition Regulations

**FAS:** Fuels Automated System

**FES:** Fuels Enterprise Server

**FSII:** Fuel System Icing Inhibitor

**ISSA:** Inter-Service Support Agreement

**Grade Code:** Standard codes as outline in NOLSC Petroleum Notice 4265, Revised DOD Standard Prices and Pricing guidance for Petroleum Products (Cognizance 9X and 1B Materials). The use of "X" as in LSX indicates a seasonal use of similar products of similar codes, i.e., LS1 and LS2, Low Sulfur Diesel fuel.

**GFE:** Government Furnished Equipment

**Government, The:** The Contracting Officers Representative (COR) or any other person, office, unit, or base acting collectively on the part of, employed or retained by, acting on behalf of, and given authority by the Government of the United States.

**Maintenance:** Unless specifically defined otherwise, the word or term "maintain or maintenance" shall mean preventive or operator maintenance as defined below.

**Operator Maintenance:** Operator maintenance is that work accomplished during routine inspections and during system use/operation. Operator maintenance may be, but is not necessarily limited to, work such as the replacement of ground wires, plugs, and clips, the replacement of O-rings and gaskets, the tightening of nuts, bolts, and screws to prevent leakage, or corrosion control and spot painting. Operator maintenance is normally be limited to those actions taken by qualified system operators using common hand tools.

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

**Other Maintenance and Repair:** Maintenance and repair beyond that defined as preventive is other maintenance and repair. This includes unplanned repair or replacement of material or components that show abnormal wear or fail. This maintenance will be approved by the COR and is reimbursable under Section C-4.1.

**Maintenance "Not requiring component tear-down"** implies that whatever action is stated, "replace an O-ring" for instance, does not require that the component be removed from the system or disassemble (major maintenance) and that the replacement of the O-ring is a simple slipped in or over or that a retainer ring can be moved, removed, and replaced (PM or operator maintenance) with no more than a simply hand tool.

**MILCON:** Military Construction

**MPMS:** Manual of Petroleum Measurements Standards

**MSDS:** Material Safety Data Sheet

**MRE:** Maintenance, Repair, and Environmental

**NFPA:** National fire Protection Agency

**NPDES:** National Pollution Discharge Elimination System

**NOLSC DC:** Naval Operational Logistic Support Center, Washington DC, referred to as NOLSC Petroleum

**NSN:** National Stock Number

**OPA:** Oil Pollution Act

**OSHA:** Occupational Safety and Health Administration

**Phase IIB:** The inclusion of ground fuels into the DESC DFAMS management and reporting system.

**PM:** Preventive Maintenance (see Maintenance above)

**POS:** Peacetime Operating Stock

**POV:** Privately Owned Vehicle

**PSI:** Pounds per Square Inch

**PWC or D:** Public Works Center or Department

**PWS:** Performance Work Statement

**Response Time:** The total elapse time as measured from the time a call for services is received by the Contractor to the time the fuel servicing equipment or operator arrives at the aircraft, vehicle, facility, or equipment to be serviced. Note that there are varying “normal duty hour” and “after hour or weekend” response times.

**QASP:** Quality Assurance Surveillance Plan

**SOP:** Standard Operating Procedure

**SOW:** Statement of Work

**SPCC:** Spill Prevention Control and Countermeasure Plan

**TAFDS:** Tactical Airfield Fuel Delivery System, a set of pumps, filters, bladders, connecting hoses, and components used to receive, store, and dispense fuel to aircraft under field conditions.

**Time:** All reference to time or time periods, i.e., 0600-2000, 0600 to 2000, or 0600 to 2000 hours, is an expression of time as measure by a 24-hour clock (military time) and is an expression of local time for and at the contracted location.

**UDAPS:** Uniform Data Automated Processing System

**USCG:** United States Coast Guard

**UST:** Underground Storage Tank

**UTA:** Unit Training Assembly. Term applicable to Air Force Reserve weekend training.

**Wordings:** Word usage and the intended meaning with regard to this solicitation/contract are as follows:

**“Asterisk”** The use of the asterisk, “\*”, following a specified numerical regulation or instruction designation, e.g., 4790.2\*, indicates that the most current version or release date of the sited document shall be used.

**“Shall”** is used to indicate that a provision of the contract or a requirement/action specified of the Contractor is mandatory. “The Contractor shall,” identifies a mandatory action on the part of the Contractor.

**“Should”** is used to indicate an action on the part of the Contractor is recommended. “Emergency dry breakaway couplers should be installed,” implies a recommended action or option on the part of the Contractor.

**“Will”** is used to indicate futurity on the part of the Government. “The Government will provide,” implies the Government to take some future action to make something available to the Contractor.

**“Furnish” and “provide”** are use interchangeable.

**“Herein”** as use within this document refers to the Performance Work Statement (PWS) document and attached exhibits, in total.

**“Immediate”** as used herein implies that an action specified will be the next action, task, movement, or accomplishment taken on the part of the Contractor or contract employee to which action is directed.

**“Notes”** Notes are used to emphasize specific requirements, practices, and procedures required of the Contractor.

**“Off Station”** a generic term used to stipulate the areas outside the boundaries of a Naval station, air base or facility, support activity, or Marine Corps base or air base.

**“Therein”** as used within this document refers to the policy, procedure, guidance, information, data, or other information contained within a referenced document or an area of the PWS other than that being read.

The use of **“and/or”** and the forward slash **“/”** between words, i.e., collection/delivery, means or implies a capability to carry out either or both of the actions or activities described.

The terms **“fuel”** and **“petroleum”** may be used interchangeability.

## Appendix D Reference Documents

The following is a list of the references directly/indirectly sited within the PWS. It is not all-inclusive and does not site local/command instructions. It is the responsibility of the Contractor to ensure full compliance with all Federal, state, USN/USMC, and local regulatory documents. On contract award, the contracted activity will provide a copy of applicable DOD, USN, USMC, and local instructions required under this contract. All other references, i.e., federal and state code, professional, association, and industry standards and guidelines, many of which are available from various web sites, shall be provided by the Contractor. The following items that appear as [blue and underlined](#) are linked to a web site.

Document	Title
<a href="#">29 CFR</a> <sup>(1)</sup>	Labor
29 CFR Part 1910	Occupational Safety and Health Standards
40 CFR 112	Oil Pollution Prevention
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 packaging
49 CFR 178.345	General design and construction requirements applicable to Specification DOT 406
49 CFR 178.346	Specification DOT 406; cargo tank motor vehicles
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 DFR 387	Minimum Levels of Financial Responsibility for Motor Carriers
49 CFR 390	Federal Motor Carrier Safety Regulations; General
49 CFR 391	Qualification 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
<a href="#">NFPA 385</a>	Tanks Vehicles for Flammable and Combustible Liquids
<a href="#">NFPA 407</a>	Aircraft Fuel Servicing
<a href="#">API Bulletin 1529</a>	Aviation Fuel Hose
<a href="#">DOD 4140.25-M</a>	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal
<a href="#">MIL-STD-3004</a> <sup>(2)(4)</sup>	Quality Surveillance Handbook for Fuel, Lubricants and Related Products
<a href="#">NAVFAC P-300</a>	Management of Transportation Equipment
<a href="#">OPNAVINST 5090.1</a> * <sup>(3)</sup>	Environmental and Natural Resources Program Manual
<a href="#">NAVSUP P-558</a> <sup>(3)</sup>	Petroleum Management Ashore
<a href="#">NAVSUP Vol. II</a>	Supply Ashore

(1) All Code of Federal Regulation (CFR) referenced are at the same web site. To access the basic web page, point to 29 CFR, click, and follow the web page instructions. In this and other links, the user is taken to the basic web page. The computer knowledge of and navigation of the web sites is a user responsibility.

(2) User may require **mil (Military) domain** assistance or may have to register with this site in order to gain access and download documents.

(3) An asterisk \* at the end of a reference, i.e., OPNAVINST 4790.2\*, indicates there is an alpha designator to indicate the most recent version of the publication.

(4) Go to SPECS & STDS, scroll to STINET and enter DODISS ID Number MIL-STD-3004 (see Note 2 above).

## **Appendix E Maps**

The NSB Kings Bay Fuel Division will provide the following maps during the contract pre-bid on-site visit. The 8½ X 11 inch map or map set provided will become a part of the contract.

1. A local area map clearly showing the nearest major city/town, roads, and the base
2. A station/local area map showing the routes to any outlying fields requiring ground fuels support
3. Station and outlying field maps clearly showing all fuel facilities. Any connecting pipelines should be shown
4. Station and outlying field maps clearly showing the pier area, service station locations, power plants, restricted areas, and other information as may be useful to the Contractor
5. Station and outlying field map or a map set clearly showing all ground product delivery points (color coded by grade of product)

## Appendix F Quality Surveillance Program

The primary purpose of the Quality Surveillance Plan (QSP) and these Performance Requirements Summaries (PRSs) is to identify those performance requirements considered most critical to acceptable contract performance and the corresponding standards of performance. A PRS also identifies the Acceptable Quality Level (AQL) for each required service. It specifies the lot size that will be used as the basis for payment calculation as well as for sampling purposes, and the quality assurance methods, which the Government will use to evaluate the Contractor's performance in meeting the contract requirements. Finally, the PRS shows the percentage of the contract price that each listed contract requirement represents.

Government Quality Assurance. At the end of each inspection period, the Government will compare contractor performance to the contract standards and AQL/Allowable Degree of Deviation (ADD) using the Quality Assurance Plan (QAP). The Government will evaluate each required service based on one of the following inspection methods:

- a. Random sampling using the concepts of ANCI/ASQC Z1.4-1993
- b. One hundred percent inspection
- c. Validated customer complaints

Criteria for Acceptable and Unacceptable Performance. The standards indicate the levels of performance deemed acceptable to the Government. Performance of a required service is considered satisfactory when the percentage of defective units (unsatisfactory outputs) found by the Government during contract surveillance does not exceed that allowed by the AQL. When the percentage of defective units discovered by the COTR exceeds that allowed by the AQL/ADD, the contractor's performance is considered unsatisfactory. When the performance is unsatisfactory, the Contractor shall respond in writing to a Contract Discrepancy Report (CDR). The CDR will require the Contractor to explain, in writing, why performance was unacceptable, how performance will be returned to satisfactory levels, and how recurrence of the problem will be prevented in the future. The COTR will evaluate the Contractor's explanation and recommend to the Contracting Officer if full payment, partial payment, or the contract termination process is applicable. The Contractor's payment for services rendered will be calculated as stated in paragraph 4.

Determination of the Number of Defective Units that Renders a Service Unsatisfactory. For services inspected by random sampling, the number is determined from the ANCI/ASQC Z1.4-1993 charts. For services inspected by other than random sampling, the reject (unacceptable) level equals the next whole number greater than the number of defectives allowed by AQL. (NOTE: If the AQL is expressed as a percentage, it must first be multiplied by the lot size to determine the number of defective units allowed by unsatisfactory performance.)

Re-performance of Unsatisfactory Work. At the Government's discretion, the Contractor shall re-perform, without additional cost to the Government, all work found by the COTR to be unsatisfactorily performed. The Contracting Officer will determine the amount of time the Contractor will be given to re-perform the work on a case-by-case basis. Re-performance will not improve the overall rating of the service in question.

For services sampled, the maximum contract payment per month is multiplied by the maximum payment percentage for the service to determine the maximum payment for acceptable service. This payment is multiplied by the percentage of the sample found acceptable to determine the percentage of the contract price that the Contractor will be paid for the listed service. The total number of defectives found, not just those in excess of the reject level, are used to determine the percentage of the sample found unacceptable. The percentage of the sample found unacceptable subtracted from 100 percent determines the percentage of the lot found acceptable.

For services checked by One hundred percent inspection or validated customer complaint, the maximum payment percentage of the service in column 5 of the PRS is multiplied by the payment percentage of the lot found acceptable. The resulting percentage is the percentage of the monthly contract price that the Contractor will be paid for the listed service. The total number of defectives found, not just the defectives in excess of the reject level, are used to determine the percentage of the lot found acceptable.

For those services that are performed less frequently than monthly, surveillance and computation of the Contractor's payment will be made during or immediately following the month when that service is performed. The payment computation will be determined for the entire period since the last surveillance. Should computation of the Contractor's payment result in an amount less than has already been paid for the preceding month(s) of the period since the last surveillance, the Government will deduct the overpayment from the current month's invoice.

Contractor Payment

Satisfactory Service. For satisfactory performance of a service, the Government will pay the Contractor the percentage of the monthly contract price indicated for that service.

Unsatisfactory Service. For unsatisfactory performance not caused by Government interference or Government failure to provide C3 requirements, the Government will pay the Contractor only for the percent of work found to be satisfactory.

Random Sampling. Payment based upon a finding of unsatisfactory service is calculated on the percentage of the sample found satisfactory. Payment will be calculated as follows: (maximum payment for satisfactory service x (% of sample found satisfactory)) = payment for percentage of service found satisfactory.

EXAMPLE	
Maximum Contract Payment Per Month	\$10,000.00
Maximum payment percentage for this service:	9% (\$900.00)
Quantity of Units Completed:	450 (lot size)
AQL	10%
Sample size:	50
Reject level:	11(MIL-STD-105D)
Unsatisfactory units found:	20
Satisfactory units found:	30
Service is unsatisfactory	
Maximum payment for satisfactory service would be	900
% of sample found satisfactory (60 divided by 100 = 60%)	60%
Payment for percentage of service found satisfactory	\$540

One hundred percent Inspection and Validated Customer Complaints. Payment for unsatisfactory service is based on the percentage of the **lot** found satisfactory. Payment will be calculated as follows: (maximum payment for satisfactory service) x (% of lot found satisfactory) = payment for percentage of service found satisfactory.

EXAMPLE	
Maximum Contract Payment Per Month	\$10,000.00
Maximum payment percentage for this service:	9% (\$900.00)
Quantity of Units Completed:	100 (lot size)
AQL	10%
Unsatisfactory units found:	40
Satisfactory units found:	60
Service is unsatisfactory	\$900
Maximum payment for satisfactory service would be	
% of sample found satisfactory (60 divided by 100 = 60%)	60%
Payment for percentage of service found satisfactory	\$540

Payment for Service with a Surveillance Period Longer than Monthly. Some of the line items listed in the PRS have a surveillance period which is longer than monthly. Throughout the surveillance period, the Government will inspect each unit completed for these line items using the inspection method specified in the PRS. Each month the Government will pay the Contractor the maximum payment percentage allowed for that service, as if the service were found satisfactory. At the end of the surveillance period, the Government will compare the Contractor's performance for the entire surveillance period to the AQL for that line item to determine if overall performance for the line item was satisfactory.

Satisfactory Service. Payment for satisfactory performance will be calculated as follows: (maximum payment for satisfactory service) - (payments made during the surveillance period) = total amount of adjustment at the end of the surveillance period.

Unsatisfactory Service. Payment for unsatisfactory performance will be calculated as follows:

For services inspected by random sampling: (maximum payment for satisfactory service) x (% of sample found satisfactory) - (payments made during surveillance period) = amount of adjustment at end of surveillance period.

For services inspected by One hundred percent inspection and validated customer complaints: (maximum payment for satisfactory service) x (% of lot found satisfactory) - (payments made during surveillance period) = amount of adjustment at end of surveillance period.

Nothing in the foregoing provisions will diminish or preclude Government actions pursuant to the "Default" clause or other terms and conditions of this contract.







