PERFORMANCE WORK STATEMENT (PWS)

for

AIRCRAFT FUEL SERVICES

at

MARINE CORPS AIR STATION CAMP PENDLETON, CA

under

SOLICITATION SPE600-26-R-0521

June 5, 2024

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C-1.0 REQUIREMENTS AND DELIVERABLES

C-1.1 Responsibilities: This Performance Work Statement (PWS) identifies the requirements of the Alongside Aircraft Refueling Contract. The Contractor must furnish, manage, operate, and maintain mobile fuel servicing equipment required to provide jet fuel services and support to all tenant and transient aircraft at Marine Corps Air Station (MCAS) Camp Pendleton (Munn Field), CA. The fuel facility is a compact system consisting of two (2) 165,000-gallon aboveground JP-5 tanks. Product is received by commercial tank truck and supplied to the refueler fill stand and an eight lane direct refueling system. The Contractor's responsibilities must be responsible for truck fill and product return to bulk operations.

C-1.2 Facilities: Contractor facilities will consist solely of a Contractor provided prefabricated building used to house all Contractor functions. The entire fueling system is operated and maintained by the Marine Corps. The Contractor must perform tasks which include Issue and Defuel, Dispatch, Quality Surveillance, and all operations and maintenance of Contractor equipment. The Contractor must ensure compliance with all applicable Federal, State and Local Laws and Regulations and is responsible for obtaining copies of them, including future changes.

C-1.3 Contractor Detailed Plans: The Contractor must submit all detailed plans listed below to the Contracting Officer for review and acceptance no later than 60 days prior to the start of the contract performance period and ensure that all required plans are accepted and approved by DLA Energy 30 days prior to start of the contract performance period. DLA Energy reserves the right to request changes or modifications to any detailed plans at any time throughout the contract performance period. The plans are considered dynamic documents and must be updated as required throughout the contract period. Updates will be provided to the Contracting Officer's Representative (COR) and Contracting Officer for review and acceptance as changes are made. These plans may be used by the COR for monitoring and assessing contract performance.

C-1.3.1 Contract Compliance Plan: The contractor must be responsible for ensuring compliance with contract performance requirements indicated in the PWS. A monitoring system must be used by the contractor to measure performance on a continuous basis throughout the contract performance period and any contract option periods. The Contract Compliance Plan (CCP) must include performance requirements for all the services, specific tasks listed, and the contractor's own performance-based plans. General performance criteria must include the contractor's ability to provide continuous support capabilities as specified in the PWS, by record keeping, reporting procedures pertaining to administrative requirements, facility operations, upkeep of facilities, and grounds. The CCP must include time specific checklists for evaluation of all operational requirements. The CCP must address procedures for corrective actions including the resolution of any Contract Discrepancy Report (CDR) generated by the KO/COR. The CCP must be made available for KO/COR review upon request at any time during the contract performance period.

C-1.3.2 Product Quality Surveillance Plan: A comprehensive plan to ensure that products placed in the care of the Contractor are properly handled, remain on-specification, and are ready for issue. The plan must include policy and procedure regarding product sampling, visual examination of samples, and the submission of samples needing further analysis to the Government fuel laboratory. In addition, the plan must outline the documentation of samples and test results, reports and records keeping applicable, and actions to be taken in case of unacceptable test results. The plan must fully outline Contractor responsibilities for quality surveillance under this contract.

C-1.3.3 Maintenance Plan: The contractor must provide a detailed maintenance plan for assigned facilities, equipment, and system components. The Maintenance Plan must clearly outline the process of planning, programming, accomplishing, documenting, reporting all maintenance actions, by including the use of a contractor-furnished computerized maintenance management system (CMMS) to track maintenance for components and facilities, in compliance with all American Petroleum Institute (API) Standards, National Fire Protection Association (NFPA) Codes, National Electric Codes, Unified Facility Criteria (UFC), Environmental Protection Agency (EPA) Laws, Department of Defense (DoD), Federal, State, and Local requirements throughout the life of the contract. These CMMS read only roles must be used by the COR's and QAE's for monitoring and assessing contract performance, maintenance accomplish ratio's, analytical maintenance data calls, and used in conjunction with the QASP. The plan will be continuously reviewed over the course of the contract and any need for changes, must be communicated to the contractor through the Contracting Officer. The complete Maintenance Plan will include a copy of all maintenance action forms signed by the maintainers and managers, along with applicable reports to be generated by the CMMS.

C-1.3.4 Operations and Staffing Plan: The contractor's plan must contain a comprehensive and detailed matrix that outlines all manning aspects, to include sub-contracting, and requirements regarding the management and labor force to undertake the required tasks. The plan must include a detailed organization chart showing the number of employees identified by job classification, wage determination, a brief description of the tasks to be performed, and the duty description of the employee that will perform the task described. Additionally, an operational matrix defining how the proposed staffing must meet the workload requirements for a typical seven-day workweek must also be included. Operating and Staffing hours are detailed in Appendix A.

C-1.3.5 Environmental Protection Plan: The Contractor must submit a comprehensive and detailed plan outlining policy, procedures, and safeguards necessary to protect the environment. The Contractor's plan must 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 elaborate on issues that may be unique to the activity. The plan must comply with all applicable DoD, Federal, Marine Corps, State, Local References and Laws identified in Appendix C.

C-1.3.6 Equipment Provisioning Plan: The contractor must identify and include the types and quantities of vehicles, major equipment items, powered grounds maintenance equipment (unless subcontracted), computer systems, and office machines necessary to support the locations under this contract proposal. Upgrading or modifying equipment to meet specific on-station public over-the-road requirements, licensing or obtaining permits for equipment and personnel, and the adherence to insurance requirements must be the responsibility of the contractor. Vehicles and major equipment items, powered grounds maintenance equipment, must be in an up-to-date maintenance, and operational condition to withstand the entire contract period. All vehicles and equipment must meet the performance requirements of the latest versions of: National Fire Protection Agency (NFPA) 407, Standards for Aircraft Fuel Servicing, Department of Transportation (DOT) 406, National Fire Protection Agency (NFPA) 385 Standard for Tank Vehicles for Flammable and Combustible Liquids, ATA Spec 103 Standards for Jet Fuel Quality Control at Airports, and other Federal Policies/Laws as applicable. Information relevant to vehicles and equipment capabilities such as and not limited to manufacture date, mileage/hours, make, and model along with the maintenance plan for assigned vehicles and equipment, must identify each piece, and will be utilized in determining operational abilities. Contractor equipment must be on site and available at the start of the performance period. Should the contractor be required to lease equipment due to long lead times or unexpected delays with procuring equipment it will do so at contractor expense to ensure there is no disruption of service. The proposal must identify contractor lease business approach, procurement approach to new vehicles or renovated vehicles, and/or contractors currently owned used vehicle business approach in meeting PWS workload requirements. Any proposed vehicle fleet and equipment must meet the performance requirements and specifications as stated in this PWS. Workload requirements are detailed in Appendix A.

C-1.3.7 Contract Contingency Plan: The contractor plan must outline detailed procedures and processes, to ensure there are no significant interruptions. The plan must provide specifics regarding labor issues as may result from potential strike actions, military contingency, war time, and emergent staffing requirements (including subcontracting where required), and the replacement of equipment. The contractor must be responsible for repairing or replacing inoperable equipment or obtaining additional equipment and labor required to carry out day-to-day and contingency operations. The plan must include contingencies for major/minor breakdowns or unavailability of contractor-furnished equipment such as vehicles, major equipment items, powered grounds maintenance equipment (unless subcontracted), computer systems, and office machines, necessary to support the locations under this contract proposal. The contingency plan must detail fluctuating quantities of equipment (e.g., such as one refueler out of service, two refuelers out of service, three to four or more) and a resolution for each situation without any interruption of customer service.

C-1.3.8 Security Plan: The Contractor must provide a detailed Security Plan and identify Contractor responsibilities 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 plan must outline policy, guidance, and procedures regarding facility access controls, visitor logs, lock and key controls, and force protection measures.

C-1.3.9 Inventory Control and Accountability Plan: A detailed plan must be written to ensure contractor compliance with the inventory, accounting, and reporting requirements of DoDM 4140.25, DoD Management of Bulk Petroleum Products, Natural Gas and Coal, and DLA Energy and Navy instructions, DLA Energy P-7 Policy, regulations, and other policies as applicable.

C-1.3.10 Safety Plan: The Contractor must provide a detailed plan outlining procedure necessary to maintain safety in accordance with applicable DoD, Federal, Marine Corps, State, and Local References and Laws and identified in Appendix C. This plan must include industrial hygiene, disaster preparedness, fire prevention and protection, hazardous waste operations, emergency response, safety and health standards, Safety Data Sheets, accident /incident reporting, and safety procedures during general fuel handling operations. The plan must identify the responsible individual that will monitor the safety program and maintain records.

C-1.3.11 Training Plan: The plan must publish be comprehensive and outline training and objectives. The plan must list course and subject titles of materials to be used, a brief description of the subject, identify training sources, establish the frequency training, and detail the method of monitoring plan compliance, and record keeping. Training required by applicable DoD, Federal, Marine Corps, State and Local References and Laws identified in Appendix C.

C-1.3.12 Fuel Safety Plan: The contractor must provide a detailed plan outlining the fuel systems applicable to the contracted locations, product handling characteristics, and the policy, procedures, and actions necessary to maintain a safe working environment. The plan, a compendium of references, laws, and regulations applicable to the products stored and handled, Safety Data Sheets, and guidelines regarding the safe handling of such products must be maintained and updated over the course of the contract.

C-1.4 Contract Turnover: The Contractor must, during the last ten working days of the contract, provide access to the terminal to assist the incoming Contractor to accomplish a facilities walk-through: to include observing operations, product sampling and testing, and a complete product and Government-furnished equipment inventory. In addition, the Contractor must have all their required vehicles, equipment, supplies, materials, and documents on-site for physical inspection, count, and/or review by representatives of DLA Energy and COR. The expense of making all such property available must be borne by the Contractor. A list of all Contractor supplied vehicles and equipment will be presented at time of inspection.

C-1.5 Quality Monitoring and Evaluation: Quality Assurance Surveillance Plan (QASP) to monitor and evaluate the contractor's performance throughout the contract performance period. DLA Energy may also perform customer satisfaction surveys, which may be used as part of the assessment of contractor's performance. The CMMS read only roles must be used by the COR's and QAE's for monitoring and assessing contract performance, maintenance accomplish ratio's, analytical maintenance data calls, and used in conjunction with the QASP. The COR can manage the frequency of surveys to address contract compliance concerns, based on trend analysis.

C-1.6 Staffing: The Staffing Plan shall be comprehensive and detailed matrix outlining all manning aspects, to include sub-contracting, and requirements regarding the management and labor force. The plan shall include a detailed organization chart reflecting the number of employees identified by wage determination, job classification, and full/part time equivalent status, a brief description of the tasks to be performed, and the duty description. In addition, a manning matrix ultimately defines manning in terms of Full Time Equivalents (FTEs) for a typical seven-day work week, recurring exercises, and higher known tempo of operations, shall be included. This plan shall be submitted with the Contractor's proposal. There is no provision for augmentation or overtime. The contractor's staffing must be flexible and fully capable of meeting identified demands of hot and cold aircraft fuel services (to include transient aircraft), ground fuel services, bulk fuel storage, fuel offloading (extended offloading), internal transfer operations, quality surveillance, general management, and administrative functions based on current, projected, and historical workload demands as identified in Appendix A. In addition, the contractor's staffing must be able to support multiple aircraft servicing via mobile refuelers.

C-1.6.1 Knowledge and Skills: The Contractor Must 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 must 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 must be capable of performing basic numeric operations and the use of numbers as they relate to ledgers, logs, forms, meters, gauges, and measuring devices such as tapes, thermometers, hydrometers, and other instruments that may be used during the receipt, handling, inventory and issue of petroleum products.

C-1.6.2 Employment Standards: All employees or persons who may be hired to represent, perform on behalf of, or work under the management of the contractor must comply with all DoD, Federal, Marine/Navy, State, and Local References and Laws identified in Appendix C, regarding employment at, and entry to Naval Facilities. The contractor must ensure that they meet the requirements of employment and conform to the rules regarding, but not necessarily limited to, security, clearance, identification policy, vehicle registration and operation of a POV on station, medical 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 station.

C-1.7 Key Personnel: The Corporate Executive Officer, Terminal Manager, Assistant Terminal Manager, Dispatcher are mandatory key personnel, and must have the required education, training, background/experience, and skills necessary to make fiscal and management decisions, direct personnel, and collaborate solutions with individuals, at different levels of corporate management, civil service representatives, and/or military personnel for this contract. The United States Department of Labor is responsible for the administration of federal laws governing occupational safety and health, wage, and hour standards along with salary positions, unemployment benefits, reemployment services, and occasionally, economic statistics. The contractor recruitment, interview, and hiring processes applicable to key personnel, salary base positions, primary job description are listed in the PWS, must remain mandatory, and required to be identified in the contractor proposals. In the event there is no wage determination listing for a class of service, for any key personnel, the contractor must submit a request to conform to a specific salary base determination category to the DLA Energy, KO with the contractor initial offer. Required conformance issues must be resolved prior to the submission of the contractor final proposal revised offer. Awarded contractor must submit a staffing roster that identifies personnel by name, primary job description, position, full time status, salary wage, and their date of hire. The contracting staffing roster information must be incorporated into the monthly Common Access Card (CAC) Log.

C-1.7.1 Corporate Executive Officer (CEO): To assure continuity between the contracted location, activity, and corporate office, the contractor must employ an executive who, for the duration of the contract, can make fiscal, management, and administrative decisions concerning this contract. The CEO must 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 and bulk fuel storage facilities equivalent to the extent outline herein.

C-1.7.2 Site Manager (SM): The SM must have experience relevant to the facilities, contractor provided equipment, in bulk

fuel storage and distribution systems, mobile (aviation and ground) fuel servicing equipment, direct aviation fuel servicing equipment, quality surveillance of aviation and ground fuel products, aviation and ground fuel inventory, accounting, and administration. Practical experience in the basic design and layout of petroleum facilities, component makeup and flow characteristics of storage piping systems, and the ability to read and understand basic drawings, blueprints, and system specifications. DLA Energy Policy P-32 provides training requirements and procedures for the SM. The SM must comply with DLA Energy Policy P-32 and complete all training requirements established therein. This training is funded by DLA Energy. SM must have extensive knowledge of Automated Fuel Handing Equipment (AFHE), **(if system is installed),** and be capable of collaborating scheduled movements of fuel. Temporary replacements for this position are required to have the same qualifications listed above. Other than those administrative duties commonly associated with and carried out by an individual in a management position, the SM's must not have collateral duties, nor must the position be a collateral duty.

C-1.7.3 Supervisory Experience: The SM must have three years of experience in petroleum storage and distribution operations, airfield petroleum services, and fuel systems maintenance within three years immediately prior to the contract start date or the individual's hiring date. That experience must have been specialized supervisory training with emphasis on equipment inspection, operation, maintenance, inventory management, and environmental compliance. In addition, the SM's will complete the required underground and aboveground storage tank Operator Training and Spill Response Training.

C-1.7.4 Assistant Site Manager (ASM): The ATM shall have a minimum of two years of commercial or military experience in fuel petroleum and terminal operations, bulk storage and distribution services and operations, petroleum equipment/systems maintenance, laboratory and/or environmental compliance prior to the performance start date or individual's hiring date. The individual must have a minimal two years of specialized experience in the following positions: Accountant, Dispatcher/Computer Operator (DCO), Lead fuel distribution system operator (FDSO), or Control Center Internal Pipeline Controller (CCIPC). After the individual hiring date, they shall attend the Joint Responsible Officer and Fuels Terminal Manager Course at the first available course date. This management position may have collateral duties such as: Fuel Distribution System Operator, Driver/System Operator, Laboratory Technician to supplement the day-to-day workforce. However, the ATM may not act as the Dispatcher/Computer Operator, Fuel Distribution Systems Mechanic (FDSM), and Accountant. The contractor ATM who are elevated to the Terminal Manager position, short or long term, shall not have any collateral duties.

C-1.7.4.1 Supervisory Experience: The ASM must have a minimum supervisory experience equivalent to that outlined in Section C-1.7.4, with an emphasis on equipment inspection, operation, maintenance, inventory management, and environmental compliance.

C-1.7.4.2 Replacement of Key Personnel: In the event it becomes necessary to replace any key personnel, the contractor must immediately notify both the KO and COR, as to the final workday or termination date of the outgoing person. A plan outlining specific dates/time frames for the recruitment, interviewing, and hiring of the key replacement person must be provided to the KO, and COR. Key personnel are salary-based positions and proposed replacement must have qualifications that are equal to or greater than the qualifications of the person being replaced. Key personnel positions must not remain vacant for more than 4 weeks (20 working days), as this would impact contractor performance relevant to maintaining PWS staffing levels.

C-1.7.4.3 Resumes: Resumes must be submitted to DLA Energy, for key personnel, immediately and prior to Performance Period (start of contract). The resumes will be reviewed and assessed based on job description vacancy and required standards. A replacement candidate's resume must be submitted for review and assessment prior to assuming duties. Key personnel are salary base positions and proposed replacement must have resumes which meet qualifications that are equal to or greater than the qualifications of the person being replaced.

C-1.7.5 Essential Personnel: The Corporate Executive Officer, Site Manager and the Assistant Site Manager, are essential personnel and must 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 and the military for this contract. Resumes must be submitted for these personnel 30 days prior to the Performance Period (start of contract). The resumes must be reviewed and accepted by DLA Energy. A replacement candidate's resume must be submitted for review and accepted by DLA Energy prior to assuming duties.

C-1.7.6 Replacement of Service Personnel: In the event it becomes necessary to replace any service personnel, the Contractor must notify the Government as to the final workday or termination date of the outgoing person and a plan outlining specific dates/time frames for the hiring of the replacement person that supports the experience as noted below.

C-1.8 Service Personnel: The personnel/position descriptions cited within this section are those classes of service employees applicable to this contract. In the event there is no wage determination listing for a class of service employee required (e.g., service station attendants), the Contractor must submit a request to conform to a specific wage determination category to the DLA Energy Contracting Officer with the initial offer. All such conformance issues must be resolved prior to the submission of the final revised offer. When requested by DLA Energy or the Marine Corps, the Contractor must submit a staffing roster that identifies

personnel by name, position, full or part time status, and their date of hire.

C-1.8.1 License, Special License, Skills, Training, and other Certifications: All drivers must be licensed in accordance with the vehicle operating laws, regulations, and code for the state in which they will operate equipment and must be/remain in compliance with all such requirements for the duration of their employment under this contract. The Contractor must 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. All service personnel who will operate fuel-servicing vehicles on or off station must hold a current and valid Commercial Driver's License (CDL) issued by the State. Specific tasks may require other special licenses, skills, training or certifications.

C-1.8.2 Dispatcher: The Fuels Dispatcher must possess sufficient skills to effectively operate the dispatch system and Business System Management-Enterprise (BSM-E)/Enterprise Business system (EBS). He/she must also be familiar with the use of standard Microsoft Office products such as Word and Excel to ensure that daily fuel operations are conducted in an effective and efficient manner. In addition, dispatchers must be knowledgeable of radio communications, instructions/regulations pertaining to fueling and defueling of Government and civilian aircraft, and Government forms used to document aircraft fuel servicing. He/she must demonstrate familiarity with the layout of the base and outlying fields as well as the airfield and aircraft parking areas and restrictions applicable to servicing aircraft within those areas. Individuals acting as dispatchers must be capable of communicating in English, both orally and in writing. Except for those administrative and accounting duties outlined within this PWS, dispatchers must not have collateral duties.

C-1.8.3 Driver/System Operator (DSO): DSOs must be qualified to perform fuel servicing operations (refuel/defuel) by mobile fuel servicing equipment/trucks, portable pantograph, hose sets, and fixed direct fuel servicing systems (hydrants). A DSO may be required to perform the duties of hot refueling pit operator (deadman control), nozzle operator, or fire watch within a pit operation. Drivers must be trained in the appropriate use of radio procedures. DSOs must pass a Contractor administered base and flight line familiarization test, practical equipment/facility competency tests, and must be certified, by the Contractor, as qualified and the individual training records updated prior to the unsupervised operation of any fuel servicing equipment. The Contractor must re-certify personnel annually or as requested by the COR. DSOs must be familiar with safety regulations applicable to aviation and ground fuel servicing operations on and around the airfield and supported activities. Unless specifically directed (by DLA Energy/COR), the Contractor must not be responsible for manning the fire watch, nozzle operator, or refueling director/coordinator positions. The Contractor must support such changes as required with no additional reimbursement. The workload window for Ground Fuel Operations should not change (increase in duration on any day) but is subject to fluctuation in the daily start/stop times. The two-hour window will allow the refueling of aircraft to be the higher priority on those days. Air Operations, at the earliest possible opportunity, will provide the COR and Contractor notice of such changes or request. Work outside the hours noted above or beyond adjusted fluctuation will be considered supplemental staffing and funded by the requesting exercise unit/activity.

C-1.9 Correspondence and Visits: The Contractor must 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 those considered to be company or proprietary documents, the Contractor must provide the COR copies of all correspondence resulting from such visits. The contractor must establish and maintain a visitor's control log showing visitor names, date, time, organization, and reason of visit.

C-1.10 Records Management: Documents held or generated by the Contractor must be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. The Contractor must submit reports to the Government for compliance with Federal, State, and Local requirements. In addition, special reports may be requested for audits, inspections, reviews, and research. Should proprietary company, or non-DOD maintenance and accounting systems, be installed by the Contractor, the Contractor must provide continuous secure web access or access to a secure workstation. On termination of the contract, all records except personnel files, training records, equipment records, and proprietary company management records must be deemed the property of the government and turned over to the Government.

C-2.0 PERFORMANCE REQUIREMENTS

C-2.1 Fuel Servicing Operations: The Contractor must provide deliveries or perform defuels of aviation fuel to or from aircraft and support equipment by mobile fuel servicing vehicles, fixed direct refueling systems or a combination thereof... Guidance, policy, and procedures regarding the performance of all such fuel servicing operations are outlined in NAVAIR 00-80T-109. The Contractor must be responsible for performing all aviation fuel-servicing operations and safeguarding facilities, equipment, and fuel products under its control.

C-2.1.1 Dispatch Center: The Contractor must staff the dispatch center as required in Table 1. The Contractor is responsible for direct contact with customers and control of fuel servicing equipment and personnel within the established response times. All requests for fuel services must be recorded, monitored, and historical records kept using the BSM-E/EBS, FMD, AFSS

module, and EEBP. The dispatchers must accurately and legibly prepare all documents and pass down logs for submission to the fuel accounting office daily. Weekend and holiday documents must be submitted the next duty day. The Contractor must advise the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

C-2.1.2 Response Time: Each request for mobile fuel services must result in the dispatch of a fuel servicing truck and operator to the aircraft identified by the requestor so that each truck dispatched arrives at the aircraft within reasonable period of time. If a request for services is for multiple aircraft, the Contractor must respond to service the first aircraft identified and continue to service all subsequent aircraft in the order prioritized by the requestor until all fuel servicing requirements are met. The multiple aircraft response rule does not preclude the requestor from requesting more than one fuel service truck. Operators must not change their assigned work (i.e., service aircraft to which they are not directed) without approval by the dispatch center, nor must operators interrupt servicing operations for rest or meal breaks without proper relief or explicit approval of the fuel dispatch center. The Contractor must be responsible for the simultaneous response to any/all of the squadrons/units within the response parameters established.

C-2.1.3 After Hour Notification and Response: The contractor must establish an after-hours notification mechanism: a means of being contacted in the event emergent services or workforce augmentation is required without prior coordination/notification. Aircraft fueling services and emergency requests, impacting missions, required outside of the normal hours of operation, without prior coordination/notification, must be met within two (2) hours, as measured from the time the contractor is notified until the operator is in position to perform the service required. The contractor must meet these requirements for after-hours service. All after hours support must be contractor's responsibility under the Monthly Usage Charge CLIN without increase cost.

C-2.1.4 Mobile Fuel Servicing Equipment: The Contractor must provide fuel servicing equipment in sufficient numbers to undertake the workload. The Contractor must fully maintain all furnished trucks, tractors, equipment fuel tanks, refueling/defueling systems, and components ready for dispatch condition. Equipment inspections and product sampling/testing (i.e., periodic Type "C" product analysis) must be completed and documented prior to the initial dispatch of the equipment for the duty day.

C-2.1.5 Disposition of Defueled Product: The Government will determine the quality of product defueled and the disposition of the product.

C-2.2 Ground Fuels: Issues or defuels by truck will only service authorized customers (jet fuel may be used in lieu of diesel). The Contractor must be responsible for performing all ground fuel operations to tenant squadron Ground Support Equipment (GSE) from a fixed location only, and safeguarding fuel supplies under its control during normal and adverse conditions.

C-2.2.1 Equipment: The Contractor must utilize fuel servicing equipment configured in accordance with section C-3.0 and provide qualified/licensed personnel to operate and maintain all such equipment to undertake ground fuel operations during the days and hours specified in Table 1. Equipment inspections must be completed and documented as required prior to the initial dispatch of the equipment for the duty day.

C-2.2.2 Delivery: Jet fuel (JP5) used in lieu of diesel must be provided as required to tenant squadron GSE at a designated location and time. Unscheduled requests for ground fuel deliveries, for which there is no specific response time, received by the fuel dispatch center must be accomplished within the time limits mutually agreed upon by Air Operations, the requesting activity, and dispatcher.

C-2.2.3 Defueling: The Contractor is not required to have the capability to perform defueling operations for removal of ground fuel from GSE.

C-2.2.4 Off Station Operations: The Contractor is not required to perform ground fuel deliveries to off flight line locations or GSE.

C-2.2.5 Delivery Point(s): There will be set Delivery point(s) by location and time, a schedule as established by MCAS Air Operations which will be provided to the Contractor. The Contractor will issue fuel from a refueling vehicle within the MCAS Airfield boundaries to GSE. Any requests for ground fuel for GSE outside of the set refueling schedule will be at the expense of the requesting unit.

C-2.3 Product Inventory Accountability: The Contractor must be responsible for the inventory management of petroleum products held within the equipment and vehicles under Contractor control. The Contractor must provide accurate inventories of all DLA Energy Capitalized Stocks under Contractor control, in accordance with DoD 4140.25, all applicable DLA Energy and Marine Corps, Policies, Instructions, and all clauses of this contract. The Contractor must be responsible for providing

inventory to the COR/Responsible Officer (RO). The COR/RO must be informed immediately of any discrepancy in inventory or fuel shortages, based on customer requests. All product receipts, issues, shipments or transfers must be properly documented and auditable.

C-2.4 Product Quality Surveillance: The Contractor will be responsible for maintaining the quality of the Government owned product in accordance with MIL-STD-3004, Department of Defense Standard Practice, and Quality Assurance/Surveillance for Fuels, Lubricants and Related Products; NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual, and the Contractor's developed Quality Control Plan.

C-2.5 Quality Determination: No petroleum products must be received or issued without first determining and confirming conformance with product quality requirements. Products must be issued on a first-in, first-out basis unless otherwise specified or directed by the Government. Non-conforming product must be reported to the COR immediately. Anytime product is received into a tank, the tank's contents must be suspended from issue pending quality conformance sampling and testing. The Contractor must ensure that certificates of quality conformance (test reports) are maintained on file for all on-hand fuel stocks.

C-2.6 Preventive Maintenance: Maintenance on the part of the Contractor is limited to the reporting of observed deficiencies regarding Government provided facilities. The Contractor must ensure that all Government property is preserved and maintained in a safe working condition. The contractor is responsible for all maintenance of their own vehicles and equipment.

C-2.7 Training: The Contractor must establish and maintain a training program that is acceptable to the Government. The training program must ensure that all Contractor personnel receive training ranging from initial employee indoctrination, fuel safety, environmental issues, and DoD Antiterrorism (AT) Standards Level I. Training must be fully documented within each individuals training record and made available to the Government on request. Contract personnel may be trained and designated as Fire Wardens by the base Fire Inspector.

C-2.8 Safety: The Contractor must maintain a comprehensive fuel safety program that complies with applicable Federal, State and Local Laws and Marine Corps instructions and regulations. The Contractor must appoint a responsible individual for collateral duties as a Safety Program Monitor, the primary point of contact regarding the Contractor's safety program. All operators must adhere to operational safety rules, i.e., flight line vehicle operations, grounding and bonding, safety distance criteria, fire watch, and other safety guidelines for 100% of operations.

C-2.8.1 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 must be reported to the COR immediately or, depending on the severity and circumstances, as soon as practical. All accidents and incidents must 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.

C-2.9 Environmental: The Contractor must be fully responsible for compliance with all Federal, State, and Local environmental codes, regulations, and laws in effect at the time of contract start and must comply with all additions, changes, and revisions that may become effective during the contract period, to include disposal of all hazardous material waste. The Contractor's work must conform with all operational controls identified in the Environmental Management System (EMS) and provide monitoring and measurement information necessary for the Government to address performance relative to the goals of EMS. Environmental permits and licenses required for the operation of Government fuel facilities will be obtained by and kept on file by the Government. The Contractor must be responsible for maintaining compliance required by the fuel facility permits and licenses. The Contractor's performance must be in accordance with environmental plans that will be provided by the Government. The Contractor must modify standard operating procedures and work practices to ensure compliance with any new or revised permits, licenses, laws or regulations. The Contractor must ensure that all necessary actions are taken to prevent, control and abate environmental incidents. If the Contractor receives a Notice of Violation, they must immediately notify the Contracting Officer and COR.

C-2.9.1 Responsibilities: The Spill Prevention Control and Countermeasures (SPCC) plan and/or the Facility Response Plan (FRP) or equivalent, may designate contract management/personnel to serve as the Incident Commander (IC) and/or designated as the Initial Point of Contact (IPOC) relevant to fuel facilities under the control of the Contractor. In concert with the base environmental goals, the Contractor must train personnel regarding all required duties relevant to the assigned tasks, Hazardous Waste Operations and Emergency Response (HAZWOPER), and Safe Transportation of Hazardous Materials and Under Ground Storage Tank Operator Training and Oil Pollution Act of 1990 (OPA 90), conducted annually, and all other systems for which it is responsible. All spill reports must 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-2.9.2 Spill Reporting: In the event of a reportable spill, the Contractor must report to the Contracting Officer, DLA Energy, Americas West, and the COR, the spill response required immediately by telephone and email in accordance with the

requirements in DLA Energy Policy P-40. In addition to DLA Energy formal requirements for the reporting of fuel spills, the Contractor must provide a simplified report of all spills involving the Contractor, its personnel, equipment and systems for which it is responsible. All reports must 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-2.9.3 **Spill Response**: In the event of a spill, the contractor will follow the Installation Facilities Response Plan (FRP) which includes tasks such as, but not limited to, the following:

- First response to spill and leaks; including, but not limited to, notifications to emergency personnel and, to the maximum extent practical until directed to cease by emergency personnel, identifying the source, stopping the release, containing the spill, evacuating personnel, and eliminating ignition sources. First Response does not include emergency services provided by Marine Corps Personnel.
- Containment and clean up associated with the discovery of a minor spill not requiring emergency services.
- Maintaining clean up and control equipment/systems and all materials required to respond to a spill.
- Disposal services for waste, both hazardous and non-hazardous, for spill materials used during a minor spill not requiring emergency services.

C-2.9.4 **Supplies and Equipment:** The Contractor must be responsible for the care and upkeep of all spill containment and clean up kits within the confines of the Contractor-furnished equipment and occupied facilities.

C-2.10 **Security:** The Contractor must be responsible for implementing the administrative and physical security measures required to protect Government facilities, equipment, materials, systems, and petroleum products within its control along with Contractor owned equipment, tools, supplies, and vehicles.

C-2.11 **Buildings and Structures**: The Contractor must ensure that all buildings, structures, and facilities used by or under Contractor control are kept clean and sanitary. The Contractor must sweep, mop, and wax floors, wash windows, and walls of occupied buildings or office spaces so as to present a clean, sanitary, and orderly appearance. Food storage and preparation areas must be maintained in an orderly and sanitary condition. Clothing locker and change areas must be kept orderly and clothing hung or kept in lockers. Maintenance and storage buildings must be kept in a clean and orderly manner. Areas immediately around buildings for which the Contractor is responsible must be kept free of debris. The Contractor must 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 **General Maintenance**: The Contractor must be responsible for keeping their facilities clean and serviceable. The requirement for other building/structure maintenance, i.e., electric, carpentry, and other skilled trade work must be reported to the COR. The Contractor must not alter any structure or allow it to be altered without explicit written approval by the Government.

C-2.13 **Trash Removal**: The Contractor must be responsible for the pick-up of all trash and debris within and around fuel areas under its control and must 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-2.14 **Automated Data Processing (ADP) Security**: The Contractor must comply with all ADP security measures and requirements for Government computer systems and site-specific installation regulations for information security.

C-2.15 **Government Property**: See FAR 52.245-1

C-2.15.1 **Annual Property Inventory:** The Contractor must maintain records and submit a report of Government Furnished Equipment/Property in the custody of the Contractor annually on the anniversary date of the contract award. The report must be forwarded to the COR not later than 30 days from the anniversary date. The Contractor must identify all property deleted and received since the preparation of the last inventory and provide copies of source documents.

C-2.15.2 **Use of Government Facilities**: The Contractor must not permit or authorize its personnel to store, repair, or care for personal property on Government property under Contractor control. The Contractor must not use Government property, facilities, or buildings for the storage or repair of Contractor-owned vehicles and equipment not specified or provided for within the terms of this contract.

C-2.15.3 **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 Vehicles and Equipment: The Contractor must provide aviation, ground, utility vehicles and equipment in necessary quantities to meet the aircraft and ground refueling/defueling workload requirements including surge demands. At least one 5,000-gallon refueler/defueler will be dedicated for JP-8/F-24. This refuel/defuel Truck must be used to defuel on-specification JP8/F-24 from aircraft and immediately re-issued. The vehicles and equipment must meet the performance requirements of NAVAIR 80T-109, Aircraft Refueling NATOPS Manual, National Fire Protection Agency (NFPA) 407, Standards for Aircraft Fuel Servicing, NAVFAC P-300, Management of Transportation Equipment, Department of Transportation (DOT) 406, and other Federal, State and local policies/laws as applicable. These are commercially available vehicles, trucks, tractors, and cargo tanks modified to meet specific military demands and maximum deliverable quantities of product to an airfield/flight line environment. The NAVAIR 80T-109, Aircraft Refueling NATOPS Manual, will take precedence over other regulations unless otherwise dictated. The Contractor must provide all necessary tools, instruments, devices, and parts required to operate and maintain vehicles and equipment. All vehicles and equipment must be maintained in a fully serviceable condition by the Contractor and must be fully capable of safely performing the tasks for which they are designed. Daytime running lights and headlights must be configured to be turned off by the operator. The vehicles provided at contract start must not be replaced or removed from the base/station without written notification to and documented approval by the Contracting Officer.

C-3.1.1 Radios: The Marine Corps will provide radios under this contract to fully control all Contractor fuel operations.

C-3.1.2 Company Logo: Aviation, ground, utility vehicles and equipment doors must be marked with a permanently affixed company name or logo. Stenciled or spray-painted logos or magnetic placards must not be used.

C-3.1.3 Spill Remediation Kits: All Contractor aviation, ground, and utility vehicles must be equipped with a 10-gallon spill clean-up/remediation kit that is protected from the elements but readily available to the vehicle operator. Sufficient spares must be provided so that in vehicle kits can be maintained at a 100 per cent level.

C-3.1.4 Overfill Protection Equipment (OPE): The contractor must provide aviation and ground equipment to meet DLA Energy Overfill Protection Maintenance Guide. Each mobile refueler placed in service must be equipped with overfill prevention, ground verification, and Truck Identification Module (TIM). The OPE must consist of an automatic electronic continuous self-checking system with dual level overfill prevention to include high and high-high liquid level sensing. The system must mirror that of DLA Energy managed OPE installed at the fuel facility and incorporate an anti-driveaway feature. The OPE system must have a pre-check feature to ensure the automatic high-level shutoff system is functioning properly. The high-level liquid sensor must be the primary method of shutdown at the fill stand. The high-high level liquid sensor must be the secondary method of shutdown on the truck to include defuel operations, both must cause the internal tank valve to close and sound an audible alarm.

C-3.1.5 Low Point Drain: All tanks must be configured with an internal self-closing stop-valve.

C-3.1.6 Recirculation and Defueling: All aviation fuel servicing vehicles must have recirculation and defueling capabilities.

C-3.1.7 Meters: Refuelers must be equipped with positive displacement, temperature-compensating meters sized to the flow rates established. The Contractor must calibrate or have calibrated by a certified agent each meter semi-annually, after maintenance/servicing, when suspected of being out of tolerance, or when the meter has been damaged. The Contractor must mark each meter to indicate the date of calibration and must establish a system of records to validate calibration date markings.

C-3.1.8 Hoses: Unless otherwise specified, refuelers must be configured with over wing and under wing hoses compatible with the aircraft and safety requirements. There may be airfield specific distance requirements based on airfield configuration. The Contractor must refer to schedule of aircraft to determine hose length required.

C-3.1.8.1 Hose fittings: Nozzles, tubes, drum thieves, cut hard/soft hose, and any other apparatus required to connect to and defuel the equipment and facilities must be provided by the Contractor.

C-3.1.8.2 Hose Storage: Hose storage in the form of troughs, platforms, or hose reels must be provided for all hoses. Hoses must not be hung or draped over intermittent points attached to or protruding from the tank or frame.

C-3.1.9 Tires: Unless specific requirements are established, non-FOD tires may be mounted at the Contractor's discretion.

C-3.1.10 **Spot Light**: It is recommended that all aviation refuelers be equipped with a cab-mounted spotlight (work light) that can be manipulated by the driver from within the truck cab.

C-3.1.11 **Warning Light**: All vehicles operating on or entering the airfield must comply with local airfield requirements. All vehicles operating or entering the airfield must be equipped with a yellow flashing light.

C-3.1.12 **Relaxation Chamber:** Aviation refuelers handling fuels products that do not contain a static dissipater additive, such as JP5; must incorporate the use of a relaxation chamber that increases the residence time of the fuel downstream of the filter to at least 30 seconds, thereby allowing most of the charge to dissipate before the fuel arrives at the aircraft.

C-3.1.13 **Pressure Regulation and Flow Control:** Refueling systems must have separate and independent primary and secondary pressure control device. Hose End Pressure Regulator (HEPR) will be used as secondary control device.

C-3.1.14 **Exterior Paint Color:** Conform to the most current FAA Advisory Circular, 150/5210-5.

NOTE

Aviation fuel equipment previously purchased for use at Government Owned Contractor Operated (GOCO) facilities and Government Owned Government Operated (GOGO) facilities and painted yellow in accordance with Naval Facilities Engineering Command Publication NAVFAC P-300 may continue operation through maximum economic service life.

C-3.1.15 **Vehicle Marking and Identification Numbers:** Conform to the most current FAA Advisory Circular, 150/5210-5. Additionally, refueling equipment must be clearly marked with the appropriate NATO Code Number contained in a rectangle as well as the common U.S. military designation. For example, JP-5 refueling trucks must carry the following symbol as well the JP-5 designation:

Refuelers used as refuelers/defuelers must be marked with “JET FUEL/JP” since the fuel will, in most cases, be a mixture of JP- 4, JP-5, JP-8, F-24 and/or commercial jet fuels. No NATO Code Number is to be applied to such equipment.

C-3.1.16 **Spares and Tools:** The Contractor must provide all spares, replacement parts, components, hand/power tools, test/measurement/calibration devices, and powered/non-powered equipment necessary to inspect, test, calibrate, maintain, and repair Contractor furnished vehicles and equipment.

C-3.2 **Records**: The Contractor must keep maintenance records on all fuel servicing equipment provided containing a complete description of the truck, tractor, and fuel tank provided and a copy of fuel tank certification and any applicable inspection documents. A complete maintenance history relevant to the Contractor’s possession of the vehicle must be provided and available to the Government for the duration of the contract.

C-3.3 **Prefabricated Building(s)**: The Contractor must provide prefabricated building(s) sized to the need for office space, a driver’s ready room, rest rooms, maintenance workspace, and storage space not otherwise provided by the Government. The structures provided must, as mutually agreed upon prior to contract start-up, be wired (electric), plumbed (water and sewage), and have telephone and local area network (LAN) cabling, as may be applicable, installed. The structures must be erected at the site specified by the Government, must be complete (all windows, doors, and fixtures in good safe working order), must be properly supported/leveled, and must have the appropriate trim, flashing, and stairs securely installed on set-up. Installed structures must not detract from local surroundings, buildings, and landscaping.

C-3.3.1 **Utility Connections**: The Installation will provide the agreed upon utility connections, to include meters and measuring devises as may be applicable, at the designated building/structure site. The installation is responsible for the cost of utilities. The Contractor must arrange for the physical connection of all such utilities at the building site.

C-3.4 **Equipment Inspection**: Five days prior to the contract start date or a date mutually agreed upon by all parties, the Contractor must have all equipment, supplies, materials, and documents available on-site for physical inspection, count, and/or review by DLA Energy, Navy Petroleum Office (NPO) Energy, and the COR. The expense of making all such property available for inspection, to include the labor necessary to move, fill, operate, and adjust/repair the equipment being inspected, must be borne by the Contractor. An accurate vehicle identification list must be presented for inspection. Copies of documents and all required attachments must be provided to the Contracting Officer and the Post-Award Inspection Team Leader on the first day of the equipment inspection.

Should it become necessary for the Government to physically re-inspect Contractor provided equipment, supplies, or materials deemed unacceptable, they must be repaired, modified to meet specifications, or replaced at the Contractor's expense and documented in the contract file.

C-3.5 Disposition of Property: Contractor furnished equipment must be used solely in the performance of this contract. Vehicles and equipment that do not meet the performance requirements of this contract, excess equipment, or fire/safety hazard must be removed from the work site and replaced if applicable at the Contractor's expense.

C-3.5.1 Property Storage: The Contractor must not store vehicles or equipment in excess of contract requirements on Marine Corps property. Equipment deemed to be unacceptable for use within the terms of this contract, excess to contract requirements, and standby equipment must be removed from the base immediately. That property in place upon contract completion must be removed from Marine Corps property within 30 days.

C-3.6 Other Contractor Provided Equipment and Supplies: The Contractor must adhere to all Federal, State, and Local Laws, Rules, Codes, 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. The Contractor must provide the following:

C-3.6.1 Communication Services: The Contractor must provide all services and equipment necessary to conduct company business.

C-3.6.2 Administrative Supplies and Equipment: With the exception of Government furnished forms and equipment the Contractor must provide all administrative supplies and equipment necessary to undertake the administrative and records keeping functions required by the contract. The Contractor must 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.

C-3.6.3 Janitorial/Housekeeping: The Contractor must provide all janitorial and housekeeping equipment and supplies necessary to maintain the cleanliness and sanitation of their building.

C-3.7 Spares for Government Furnished Equipment/Facilities: The Contractor has no responsibility to stock spares for Government equipment under this solicitation/contract.

C-3.8 Computer Hardware and Software: Computer hardware and software needed to generate company correspondence, reports, and business forms/documents or to facilitate company computer-based training routines, for example, must be provided by the Contractor.

C-3.9 Uniforms: All Contractor personnel must wear a distinctive company uniform in performance of their duties. The Contractor must provide seasonal uniforms. All shirts, coveralls, jackets, coats, and caps must be emblazoned with a readily identifiable company name or logo with the employee's nametag affixed.

C-3.10 Safety Equipment: Contractor personnel must wear Personal Protective Equipment and safety equipment applicable to the task/duty being performed and as mandated by 29 CFR 1910.132 or the installation. 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, must also be furnished by the Contractor. Special safety equipment used in the performance of direct refueling operations by contactor personnel will be provided by the Contractor.

Appendix A Facility Specific Information

1. Hours of Operation: The Contractor must be responsible for providing fuel support for all fueling requests. The entire staffing workload will be covered under the monthly price for services. This contract has no provisions for augmentation or overtime reimbursement. The following table defines the typical days of the week and hours of operation for which the Contractor must be responsible for providing immediate support/services. However, should fueling operations change (increase in duration on any day or weekend operations arise), or fluctuate in the daily start/stop times, the Contractor must support such changes with no additional reimbursement. The base will, at the earliest possible opportunity, provide the Contractor notice of such changes. The table does not dictate or account for pre- operations equipment inspections, quality surveillance, or maintenance requirements, nor does it indicate the level of staffing required.

Table 1 Hours of Operation

Line	Function	Monday & Friday	Tuesday thru Thursday	Sat/Sun/Holidays
1	Site Manager (SM)	**Duties as Required**		
2	Assistant Site Manager (ASM)	**Duties as Required**		
3	Fuel Dispatch Center (DCO)	0600-1700	0600-0000	
4	Aircraft Fuel Servicing Operations (DSO)	0600-1700	0600-0000	
	Function	**Monday**	**Wednesday**	**Friday**
5	Ground Fuel Operations (DSO)	2 Hours – Time TBD	2 Hours – Time TBD	2 Hours – Time TBD

2. Computer and Components/Accessories:

Facility	Item/Component Description	Qty
	Storage Building (In refueler parking area).	18 SF
	Radios	6
234	Fuels Automated System (FAS) Equipment	
	Computer, COMPAQ Deskpro with keyboard and mouse	1
	Monitor, COMPAQ V70	1

*Note: All other equipment provided by the base/installation, not DLA.

3. **Government Provided Services:**

Fire Suppression Equipment: Except for Service Provider furnished extinguishers mounted on vehicles, all fire suppression equipment, i.e., fire extinguishers or portable/installed fire suppression equipment, will be provided and maintained by the Base Fire Department. The Base Fire Department will establish the quantity and type of fire suppression equipment on station within the Fuel Management facilities.
Telephone Services: The Base will provide government telephone services, i.e., DSN, and on-station emergency lines, Local Area Network (LAN) connections (if applicable), and equipment required and necessary to conduct Government business, i.e., BSM-E input.
Utilities: The Base 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 Base and prefabricated structures provided by the Contractor.
Refuse Collection: The Base will provide refuse collection. Refuse placed in refuse containers by the Contractor must be limited to that generated at the contracted location in the performance of this Contract.
Grounds Maintenance: The Base will provide grounds maintenance, except for those grounds maintenance tasks specified in the PWS.
Emergency Medical Service: The Base will provide the emergency medical service limited to first responder emergency medical services as available through the Marine Corps Base/Station Medical Section.
Postal/Mail Distribution: The Base will provide access to and postage for the United States Postal Service and United

Parcel Service for official Government mail (mailing to a Government agency) generated as a result of performance of this Contract. The Base will also provide on-installation distribution of mail. Correspondence (mail to) with the corporate office, vendors, financial institutions, and the likes, as well as employees must be a Service Provider expense.
Fuel Products: Limited to those products stocked and issued on base, the Contractor may utilize base fuel facilities to purchase fuel at established government rates for their fuel servicing equipment, trucks, and tractors identified as fuel servicing equipment. The contractor must first establish a Fuel Purchase Agreement (FPA) with DLA Energy to purchase government petroleum products in accordance with DLA Energy I-3 "DEFENSE ENERGY SUPPORT CENTER FUEL PURCHASE AGREEMENT PROGRAM". There will be no reimbursement of fuel costs.
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.
Safety Data Sheets (SDS): The Government will provide the appropriate MSDS for products furnished.

4. Jet Fuel Services Data: The Squadrons and Aircraft Assigned Table, lists squadrons/aircraft currently assigned and provides a local picture of the services required on a day-to-day basis. The Contractor must keep this table, as well as the home station aircraft database current.

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Table 1 Squadrons and Aircraft Assigned

Squadron/Unit	Type Aircraft	Number Assigned	Max. Fuel Load	Average Refuel
VMM-164	MV-22 Osprey	12	1710	1000
HMLA-169	CH-46 Sea Knight	31	630	250
HMLA-267	UH-1 Huey AH-1W Super Cobra	32	300 513	125/ 250
HMLA/T-303	UH-1 Huey AH-1W Super Cobra	44	300 513	131/ 250
VMM-364	MV-22 Osprey	12	1710	1,000
HMLA-369	UH-1 Huey AH-1W Super Cobra	33	300 513	119/ 250
HMLA-469	UH-1Y Venom AH-1Z Viper	32	300 513	120/ 250
HMLA-775	UH-1 Huey AH-1W Super Cobra	20	300 513	153/ 250
Transient Maintenance	Various	None	Varies	Varies

Appendix B Definitions, Acronyms, and Abbreviations

ADP: Automated Data Processing
AFSS: Automated Fuel Service Station
API: American Petroleum Institute
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 (B20): Fuel comprised of 20 percent vegetable oils or animal fats blended with petroleum diesel as outlined in ASTM D7467.
CFE: Contractor Furnished Equipment
CFR: Code of Federal Regulations
CLIN: Contract Line Item Number
Contracting Officer: The Contracting Officer is the only individual expressly authorized to enter into, administer, change, and terminate contracts. Contracting Officers may bind the government only to the extent of the authority delegated to them through a warrant. The Contracting Officer is the only person authorized to appoint/designate CORs.
Contracting Officers Representative (COR): Person with technical expertise related to the requirement, monitors the technical or performance aspects of the contract and performs other duties specified by the appointment letter. The COR acts as the eyes and ears of the Contracting Officer.
DFSP: Defense Fuel Support Point
DiEGME: Diethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)
DLA Energy: Defense Logistics Agency Energy
DOD: Department of Defense
DSN: Defense Switching Network (telephone communications system)
EGME: Ethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)
EPA: Environmental Protection Agency
FAR: Federal Acquisition Regulations
FSII: Fuel System Icing Inhibitor
FRP: Facility Response Plan
FTE: Full-Time Equivalent
ISSA: Inter-Service Support Agreement
GFE: Government Furnished Equipment
GOCO: Government Owned Contractor Operated
Operational Maintenance: As the term implies operational maintenance is performed by the operator and is the care and minor maintenance of equipment using procedures that do not require detailed technical knowledge of the equipment's or system's function and design. This category of operational maintenance normally consists of inspecting, cleaning, servicing, preserving, lubricating, and adjusting, as required. Such maintenance may also include minor parts replacement that does not require the person performing the work to have highly technical skills or to perform internal alignment.
Preventive Maintenance (PM): Maintenance that is regularly performed to preserve and maintain equipment, apparatus, or facilities in such condition that they may be effectively used for their intended purpose.
Recurring Maintenance: Maintenance inspections and services which are on a fixed schedule. This schedule will come from UFC 3-460-03, NAVFAC MO-230, Manufacturer Recommendations; API Requirements, Federal, State, Local Law, Code or Regulation.
MILCON: Military Construction
NFPA: National Fire Protection Agency
NPDES: National Pollution Discharge Elimination System
NSN: National Stock Number
Off Station: A generic term used to stipulate the areas outside the boundaries of a Naval Station, or facility, support activity, or Marine Corps Base or Air Station.
OPA: Oil Pollution Act
OSHA: Occupational Safety and Health Administration

PA: Property Administrator

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

SDS: Safety Data Sheet

SOP: Standard Operating Procedure

SPCC: Spill Prevention Control and Countermeasure Plan

SRM: Sustainment, Restoration, and Modernization of Facilities

TM: Terminal Manager

USCG: United States Coast Guard

UST: Underground Storage Tank

Should: Is used to indicate an action on the part of the Contractor is recommended.

Will: "The Government will provide," implies the Government to take some future action to make something available to the Contractor.

Appendix C Reference Documents

The following is a list of the references directly/indirectly cited within the PWS. It is not all-inclusive and does not cite 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 local instructions required. All other references, i.e., federal and state, professional, association, industry standards and guidelines, must be provided by the Contractor.

Document	Title
29 CFR 1910	Occupational Safety and Health Standards
29 CFR 1910.120	Hazardous Waste Operations and Emergency Response
33 CFR 154	Navigation and Navigable Waters, Facilities Transferring Oil or Hazardous Material In
33 CFR 156	Navigation and Navigable Waters, Oil And Hazardous Material Transfer Operations
40 CFR 112	Oil Pollution
40 CFR 122	EPA Administered Permit Programs: The National Pollutant Discharge Elimination
40 CFR 261.6	Identification and Listing of Hazardous Waste
40 CFR 264	Standards for Owners, Operators of Hazardous Waste Treatment, Storage and Disposal
40 CFR 279.11	Used Oil Specifications
40 CFR 280	Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks
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 CRF 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 CFR 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
NFPA 10	Portable Fire Extinguishers
NFPA 30	Flammable and Combustible Liquids Code
NFPA 30A	Code for Motor Fuel Dispensing Facilities and Repair Garages
NFPA 77	Recommended Practice on Static Electricity
NFPA 385	Standard for Tank Vehicles for Flammable and Combustible Liquids
NFPA 407	Aircraft Fuel Servicing
DLA Energy I and P	DLA Energy Instructions and Policies
DLA J72.001	Contractor Common Access Card (CAC) Issuance and Accountability Process for DLA
EI 1529	Aviation Fueling Hose and Hose Assemblies
EI 1581	Specification and Qualification Procedures for Aviation Jet Fuel Filter/Separators
DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal
MIL-STD-161	Identification Methods for Petroleum Products Systems Including Hydrocarbon Missile
MIL-STD-3004	DOD Standard Practice, and Quality Assurance/Surveillance for Fuels, Lubricants and Related Products

MIL-HDBK-844	Aircraft Refueling Handbook for Navy/Marine Corps Aircraft
NAVAIR 00-80R-14	NATOPS U.S. Navy Aircraft Firefighting and Rescue Manual
NAVAIR 00-80T-109	NATOPS Aircraft Refueling Manual
NAVAIR 00-80T-114	NATOPS Air Traffic Control Manual
NAVFAC P-300	Management of Transportation Equipment
OPNAVINST 4790.2	The Naval Aviation Maintenance Program (NAMP)
OPNAVINST 5090.1	Environmental Readiness Program Manual
UFC 3-460-01	Design: Petroleum Fuel Facilities
UFC 3-460-03	Operation and Maintenance: Maintenance of Petroleum Fuel Facilities
API 570	Piping Inspection Code: In-service Inspection, Rating, Repair, and Alteration of Piping
API 653	Tank Inspection, Repair, Alteration, and Reconstruction
API 650	Welded Tanks for Oil Storage

Appendix D Common Access Card (CAC) Procedures

Performance under this contract may require the contractor to obtain a Common Access Card (CAC). If CACs are issued under this contract, the contractor must complete and comply with the following steps to obtain, control, and turn-in Government-issued CACs, as well as establish procedures to control and account for contractor CACs at all times. This process is only for the issuance and accountability of CACs. Contractors may be required to provide additional forms and follow additional procedures for other forms of access and/or background/security checks depending on local site/installation requirements.

1) The contractor has each contractor employee requiring a CAC complete and sign Sections I and II of the DD Form 1172-2. The instructions for completing the DD Form 1172-2 are located at http://www.cac.mil/docs/1172-2-Instructions.pdf.

a) For Section II, Block 22 - If the contractor employee signs and the DD Form 1172-2 it is then forwarded by the contractor. This provides verification for the employee information. If the contractor is submitting a DD Form 1172-2 for him/herself (e.g., the owner), with no higher authority above them for verification, then the signature in Block 22 must be notarized to verify identity.

2) The contractor forwards the DD Form(s) 1172-2 via hand-carry, secure mail, or encrypted email to (NOTE: The contractor may forward these forms individually or as a group):

a) The Contracting Officer's Representative (COR) for the contract, if a COR was designated.

b) The Contracting Officer (CO) for the contract, if no COR was designated.

3) Each contractor employee must verify his/her account information upon receipt of an email from the Government containing a username and password for the Trusted Associate Sponsorship System (TASS). The web link for TASS is included in the email.

4) Each contractor employee will receive an email via TASS when his/her account has been approved. The email will notify the employee to obtain a government-issued CAC from the nearest Real-Time Automated Personnel Identification System (RAPIDS) office. The email will also provide a link that identifies the locations of RAPIDS offices.

5) Each contractor employee must obtain his/her issued CAC from the RAPIDS office.

6) The contractor, within one (1) business day of issuance, provides written notice via email to the COR (or the CO, if no COR was designated) for each contractor CAC issued identifying the contractor employee's name, the date of issuance, and the date of expiration of the CAC. This notification may be made individually for each contractor employee or together for a group of contractor employees.

7) The contractor establishes procedures to control and account for Government-issued contractor CACs at all times, to include the following:

a) Ensure contractor CACs issued for this contract are only used for the purpose of performing under this contract.

b) Ensure contractor CACs are secured in a manner that precludes unauthorized use and that recognizes the CAC is the property of the U.S. Government.

c) Ensure contractor employees do not abuse or place holes in their CACs.

d) Ensure contractor employees do not display their CACs in public.

8) If a contractor CAC is lost or stolen:

a) The contractor employee must immediately notify the contractor that the contractor CAC has been lost or stolen.

b) The contractor must immediately notify the COR (or the CO, if no COR was designated), detailing the circumstances regarding the lost or stolen contractor CAC, as follows:

i) In person, followed within one (1) business day by a written notice via email, or

ii) In writing, via email, or

iii) By telephone, followed within one (1) business day by a written notice via email.

c) The contractor must report the lost or stolen CAC card to the local DLA Police/host installation police, who will provide the contractor a police report. If there is no local DLA Police/host installation police, or no police report is provided, the contractor must provide information to the COR/CO, as applicable, detailing the circumstances of how the CAC was lost or stolen. The COR/CO will provide a memorandum for the contractor employee to support issuance of new CAC.

d) The contractor has the contractor employee bring the report/memorandum to the nearest RAPIDS office. If the CAC can be reissued within 24 hours, bring the report/memorandum to the nearest CAC office for reissue. If the CAC cannot be reissued in

24 hours, follow the steps for a new CAC, beginning at Step 1.

9) If the expiration date for a contractor CAC is prior to completion of the contract and the contractor employee is to continue working under the contract and still requires a CAC, the contractor:

a) Notifies the COR as follows:

i) In person, followed within one (1) business day by a written notice via email, or

ii) In writing, via email, or

iii) By telephone, followed within one (1) business day by a written notice via email.

b) No less than two (2) weeks prior to the current CAC's expiration date, completes and complies with the steps above beginning with Step 2 for issuance of a new contractor CAC for the employee.

c) Brings the expiring CAC to the RAPIDS office for turn-in and receives new CAC.

d) Notifies the COR once a new CAC has been issued.

10) The contractor/contractor employee turns in any found CACs immediately, via hand- carry, to the nearest Federal law enforcement office.

11) The contractor immediately collects all contractor CAC(s) from the contractor employee(s) at:

a) Contract completion or termination

b) Termination/Reassignment of an employee (this includes any reason the employee is no longer working for the contractor under the contract or otherwise no longer requires a CAC)

12) The contractor:

a) For contract completion or termination – within one (1) business day after collecting the contractor CAC(s), arranges for turn-in via one of the below methods:

13) If the COR/CO is co-located or near enough that in-person transfer of CACs can be arranged, the contractor:

a) Arranges to meet the COR (or the CO, if no COR was designated) to turn-in the collected contractor CAC(s).

b) Hand-carries all collected contractor CACs for turn-in to meet the COR (or the CO, if no COR was designated).

c) Completes and signs the Government-Issued Contractor CAC Turn-In Receipt with the COR (or the CO, if no COR was designated). The contractor is provided a copy of the receipt.

14) If in-person transfer of CAC cannot be arranged, the contractor:

a) Sends, via certified mail, the CACs to the COR/CO. The contractor includes in the package the Government-Issued Contractor CAC Turn-In Receipt, with signed acknowledgement of contractor turn-in.

b) Notifies COR/CO that CACs have been sent via certified mail.

c) Receives a completed copy of the receipt from the COR/CO once the COR/CO has received the CACs.

d) For termination/reassignment of an employee:

15) Immediately notifies the COR (or the CO, if no COR was designated) that the employee is no longer working for the contractor under the contract or otherwise no longer requires a CAC, as follows:

a) In person, followed within one (1) business day by a written notice via email, or

b) In writing, via email, or

c) By telephone, followed within one (1) business day by a written notice via email.

16) Follows the turn-in procedures above for contract completion or termination, as applicable.

7) Contractor Reporting Requirements: The contractor is required to submit, on a monthly basis, to the COR (or the CO, if no COR was designated) a report of all employees working on the contract who have been issued CAC cards and a verification of whether each listed employee still requires a CAC. The report must note where changes have occurred (additions or deletions) since the previous month. Contractor employees who already have a CAC related to another DLA or DoD contract must be included in the monthly report. Contractor must note the issuing organization and the CAC expiration date. Contractor is still responsible for notifying the COR/CO when the individual is no longer working under the subject contract.

18) The above procedures have been established as a DLA security measure. Contractors are advised that failure to comply with any of the above requirements will be considered a violation of the terms and conditions of the contract and the Contracting Officer may take action to remedy such violations. Specifically, failure to safeguard, follow these procedures, including reporting requirements, or turn-in CACs within the established timeframes may result in the following actions, which are in addition to other actions the Contracting Officer may take under governing law and regulation and the terms and conditions of the contract:

19) Immediate work stoppage (issuance of a stop work order), not to be lifted until resolution of CAC issue

20) Disapproval of invoices and delay of payment

21) Withholding of final payment (in accordance with FAR 52.204-9)

22) Documentation of CAC Non-Compliance in the Contractor Performance Assessment Reporting System (CPARS)