DRAFT

Fuel for NIH Fleet Refueling Site
National Institutes of Health

Statement of Work

Background:

The National Institutes of Health (NIH) is required by Federal Fleet orders to supply alternative fuels and standard commercial unleaded gasoline for vehicles, trucks and special use equipment.

This contract is needed to provide fuels for the NIH Fleet.

All fuels supplied under this contract will provide the needed alternative fuels and unleaded gas for the NIH Fleet and to obtain the best pricing.

Objective:

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Scope:

The National Institutes of Health (NIH) Fleet Management Service (FMS) requires a Contractor to provide and deliver fuels for the NIH Campus and Poolesville MD refueling site supporting 365 day, 24x7 mission critical operations at the NIH Facility in Bethesda and Poolesville, Maryland. The contractor is needed to supply Unleaded, E-85, and Diesel fuel.

Multiple deliveries will be requested during the period of performance.

Typical deliveries will be scheduled 24 hours in advance by telephone or email.

Delivery will be completed within 24 hours of notification by telephone or email.

Emergency deliveries require delivery within 24 hours.

Truck drivers must have a valid State driver's license for the truck that the fuel is being delivered in.

The access road for trucks is limited.

Access is available for a tank truck (up to 5000-gallon capacity) to access the filling point.

Access is available for a tank truck (up to 8500-gallon capacity) to access the filling point

(NOTE: Vendor must protect leakage from linking hoses.)

Contractor must be able to pump fuel deliveries into both an above ground and underground storage tanks.

Contractor must meet and conform to all Federal and State of Maryland environmental laws, statutes and regulations concerning fuel transportation. The Contractor is responsible for taking precautions to avoid spills, for ensuring that the fuel spill is contained, and for the clean-up of any spills.

Deliverables:

NIH Fuel Deliverable Schedule

Deliverable	Description	Quantity	Date Completed	Documentation provided
1	Bio Diesel Fuel	500 gallons and up to 8,000 gallons at delivery	On delivery	Bill of lading
1.1	Provide diesel fuel additive to prevent gelling, clouding and eliminate moisture.	Enough to treat delivery amount	On delivery November to March only	Bill of lading
2	E-85 Fuel	500 gallons and up to 8,000 gallons at delivery	On delivery	Bill of lading
3	Unleaded fuel	500 gallons and up to 8,000 gallons at delivery	On delivery	Bill of lading

Tasks:

Task Number	Work Milestones	Milestone Completion
1	Provide and deliver Diesel fuel to all NIH Fleet refueling sites	Within 24 hours of order placement
1.1	Gravity offload or pump Diesel fuel to aboveground storage tank	On delivery date
1.2	Gravity offload or pump Diesel fuel to aboveground storage tank	On delivery date
1.3	Record Diesel tank levels before and after Diesel offload	At Diesel offload
1.4	Provide bill of lading after Bio Diesel offload	At Diesel offload
1.5	Delivery driver cleans all spill buckets and fuel spills	On delivery
1.6	Provide invoice by the 20th of each month	20th of the month

Task Number	Work Milestones	Milestone Completion
2	Provide and deliver E-85 fuel to all NIH Fleet refueling sites	Within 24 hours of order placement
2.1	Gravity offload or pump E-85 fuel to aboveground storage tank	On delivery date
2.2	Gravity offload or pump E-85 fuel to aboveground storage tank	On delivery date
2.3	Record E-85 tank levels before and after E-85 offload	At E-85 offload
2.4	Provide bill of lading after E-85 offload	At E-85 offload
2.5	Delivery driver cleans all spill buckets and fuel spills	On delivery
2.6	Provide invoice by the 20th of each month	20th of the month

Task Number	Work Milestones	Milestone Completion
3	Provide and deliver Unleaded fuel to all NIH Fleet refueling sites	Within 24 hours of order placement
3.1	Gravity offload or pump Unleaded fuel to aboveground storage tank	On delivery date
3.2	Gravity offload or pump Unleaded fuel to aboveground storage tank	On delivery date
3.3	Record Unleaded tank levels before and after Unleaded offload	At Unleaded offload
3.4	Provide bill of lading after Unleaded offload	At Unleaded offload
3.5	Delivery driver cleans all spill buckets and fuel spills	On delivery
3.6	Provide invoice by the 20th of each month	20th of the month

Government-Furnished Property, Material, Equipment, or Information (GFP, GFM, GFE, or GFI):
The government will not supply any tools, parts or materials to accomplish delivery of ordered fuels

Contractor Supplied Equipment:

The contractor will supply all necessary licensed drivers, trucks, tankers, hoses, fitting, nozzles, caps, measurement tools, spill cleanup and disposal supplies to accomplish delivery of ordered fuel products.

Contractor will ensure that all equipment has a valid operating certificate and safety inspections to transport ordered fuels to the NIH refueling sites

All Fuel Truck drivers must have a valid State Commercial driver's license.

Security:
The NIH is a secure Government facility.

Fuel truck delivery drivers will be required to enter through the NIH Commercial Vehicle inspection facility.

All Contractors are required to present valid picture identification upon entering the Commercial Vehicle Inspection Facility.

Fuel Truck drivers must have a valid State Commercial driver's license.

All drivers and deliveries being brought into the NIH facilities or leaving the facilities are subject to be searched.

Travel:

Drivers and trucks will be required to travel to the NIH Bethesda and Poolesville facilities in all weather conditions to deliver fuel.

Place of Performance:

9000 Rockville Pike, Bethesda, Maryland 20892
Fleet Management Section, 13 South Drive, Bldg. 13, Room 1328
Fuel Station – Building 34

Poolesville, Md:
167701 Elmer School Rd. Dickerson, Md 20842

Period of Performance

The period of performance for this order shall be one 12-month base period with four one -year option periods.

Other Information

If the Contractor disposes of damaged or expended materials off-site, from the NIH premises, the Contractor is required to dispose of the materials in accordance with the applicable regulations of the Environmental Protection Agency, and all laws and regulations of State and local jurisdictions.