STATEMENT OF WORK
BULK PROPANE DELIVERY SERVICE
August 4, 2026
Rev. 01

A. SCOPE OF SERVICES

The offeror shall furnish all labor, equipment, materials, storage tanks, regulators, transportation, and services necessary to provide bulk propane delivery, tank installation, tank removal, and associated maintenance to various Fermilab locations as directed by the Fermi Forward Discovery Group (FFDG).

Services include:

- Delivery of bulk propane on a “keep full” basis
- Delivery of propane upon request
- Installation of propane tanks and regulators
- Removal of tanks and associated equipment
- Emergency response to propane leaks or system issues
- Maintenance and repair of offeror-owned tanks and regulators

All work shall comply with applicable federal, state, and local regulations, including OSHA 29 CFR 1910.110 & 1910.153, NFPA 54 (2015), and NFPA 58 (2017) Edition.

In the event of a propane leak, or other emergency, the Offeror shall have a representative out to Fermilab within two (2) hours of Fermi Forward Discovery Group, FFDG notifying the Offeror of the emergency. This response time shall be the same for after-hours emergencies as well. The Offeror is responsible for repairs and maintenance to: the propane tank, the regulator from the tank to the gas line, and the secondary regulator from the line to the building.

The gas line itself, and anything from the' second regulator onward/into the building, will be the responsibility of Fermilab.

TERM:

Base Period: 10/1/2026 – 09/30/2028 (2 years)

Option Year 1: 10/1/2028 – 09/30/2029

Option Year 2: 10/1/2029 – 09/30/2030

Option Year 3: 10/1/2030 – 09/30/2031

EQUIPMENT REQUIREMENTS

Offeror must furnish and install propane tanks as required by FFDG. Some installations will require two (2) or more tanks. All regulators and gauges will be in good working order.

Within two weeks after the Offeror installs their tanks, they shall provide a listing of the following information on each tank:

1. Location
2. Tank Size(s)
3. Number of Tanks
4. Year Built
5. Name of Manufacturer
6. Serial Number(s)

The present number of tanks with their respective size and locations are as given below:

Location	Size of Tanks (gallons)	Number of Tanks
Rail siding Storage Shed	**1000**	**1**
Site 29 House	**1000**	**1**
PS4	**120**	**1**
PIP II	**1000**	**2**
Proton Pole Building – Site 50	**1000**	**1**
Site 56 Residence	**1000**	**1**
Site 58 Residence	**1000**	**1**
Site 67 Barn	**1000**	**1**

B. QUANTITY

Upon request, the Offeror shall furnish tanks and perform installations at additional Fermilab locations, as well as remove tanks and equipment that are no longer required. All such installations and removals are included in the established unit price. It is estimated but not guaranteed that no new tank installations will be needed and that only minimal removals will occur.

The estimated annual quantity of propane is 10,000 gallons. Only actual requirements will be purchased, and the total may be higher or lower than this estimate. FFDG will purchase a minimum of 4,000 gallons per year.

FFDG reserves the right to suspend scheduled deliveries or to request that all tanks be topped off between July 1 and September 15 of each year, based on its fiscal forecast for that period.

C. PRICES

The unit price of propane shall be composed of a bid amount for offeror's distribution, profit, and overhead combined with an indexed amount equal to the average Mont Belvieu propane price called out in BPN's weekly propane newsletter or equivalent index.

D. DELIVERY AND REPORTING REQUIREMENTS

Delivery of bulk propane will be required to Fermilab locations on a "keep full" basis and as requested from time to time by the FFDG Subcontract Administrator. Each delivery ticket shall show the location of delivery, the asset number for that location and the quantity delivered. With respect to delivery, FFDG will reserve the right to purchase this gas elsewhere if in its judgment the Offeror cannot deliver on time or deliver the quantity needed. The Offeror's driver shall pass over the Fermilab truck scale and obtain a weight ticket upon arrival at Fermilab. At the completion of delivery to individual tank locations, the driver will again pass over the truck scale and obtain a weight ticket. Copies of delivery tickets, the Fermilab weight tickets and the appropriate price page from the BPN's newsletter for the week of delivery will be furnished to: Rapid Response Manager, or his designee, Fermilab, Kirk & Wilson Roads, MS 322, Batavia, IL 60510

Bulk propane delivered to Fermilab tanks shall be measured by certified meters. FFDG requires that these meters be recalibrated twice annually. The margin of error shall be plus or minus 1 %. Copies of calibration results shall be made available upon request with one report being submitted to Site Services Support Manager, or their designee, each October.

The Offeror shall submit and keep current emergency phone numbers for propane delivery and/or related propane problems for after-hours and/or holiday emergencies.

E. TRAINING

All offerors working at Fermilab who will not be escorted by a full-time FFDG Employee must attend Offeror Orientation (1/2 hour). All Offeror employees will receive a card documenting attendance. This training must be repeated every two years.

FFDG also requires offerors working at Fermilab to obtain an ID badge (1/2 hour).

F. REQUIRED INVOICE DOCUMENTATION

Invoices shall be sent electronically to "APINVOICES@FNAL.GOV". If authorized by the purchase order/subcontract number, invoices shall be sent to the following in place of electronic submittal.

FFDG Accounts Payable
P.O. BOX 500, MS 112
Batavia, IL 60510-500

Invoices shall contain the following information:

1. Offeror name as stated in the subcontract.
2. Remittance address.
3. Name of person requesting payment.
4. Telephone number and/or email address of person requesting payment.
5. Offeror's statement that the invoice is correct.
6. FFDG purchase order/subcontract number.
7. Invoice number.
8. Invoice date.
9. Total invoice amount.
10. Description, price & quantity of materials, property or services delivered or completed.
11. For Services: A detailed description of services provided and dates of service.
12. For goods received: Date shipped or date of delivery.
13. Payment terms.
14. Shipping terms and required documentation. A copy of pre-paid freight bill is required if charge in $250 or more.
15. Other documentation as required by the subcontract.