

SECTION C

April 15, 2009



PERFORMANCE WORK STATEMENT (PWS)

for

AIRCRAFT/GROUND FUEL SERVICES

under

SOLICITATION SP0600-09-R-0509

NAVAL AIR ENGINEERING STATION

LAKEHURST, NJ 08733-5075

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Note:

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

If applicable, words, phrases, and sections highlighted in **red** refer to outlying (**NALF and OLF**) fields.

If applicable, words, phrases, and sections that may be highlighted in **sky-blue** refer to **cryogenic** operations.

Sections **highlighted in yellow** represent equipment, components, and issues that may or may not be applicable, required, or desirable at this location but are included for review.

C-1.0 GENERAL

C-1.1 Description: NAES Lakehurst is both a historical aviation site and an active air station of the United States Navy. With a rich heritage as the nation's lighter-than-air center, NAES Lakehurst is now the world leader in Aircraft Launch and Recovery Equipment (ALRE) and the only provider of full spectrum support for aircraft launch, recovery and support equipment systems for US and Allied Naval Aviation Forces at sea and Marine Corps Expeditionary Aviation Forces ashore. It is the northeast's largest naval aviation installation and home to the Naval Air Warfare Center Aircraft Division, as well as other joint and interagency commands.

C-1.1.1 Responsibilities: This Performance Work Statement (PWS) is established to identify the responsibilities of the Alongside Aircraft Refueling Contractor (AARC), hereafter referred to as the Contractor, to provide limited maintenance and care for Government owned facilities and equipment at **Naval Air Engineering Station (NAES) Lakehurst (Maxfield Field), NJ**, hereafter referred to as **NAES Lakehurst**. Furthermore, this PWS establishes the Contractor's responsibility to furnish, manage, maintain, and operate mobile fuel servicing equipment required to support the facilities, equipment, vehicles, and aircraft assigned to and as may transit, deploy to and operate or exercise from NAES Lakehurst.



The Hindenburg LZ 129 memorial site and the airship hangars.

C-1.1.2 Facilities, General: Except for the specific tasks outlined herein, the government operates all of the NAES Lakehurst fuel facilities which consist of a small bulk JP8 storage system and the collocated military service station. Other than connecting to the Government maintained facilities to fill its fuel servicing equipment, the Contractor has no responsibility for the systems other than reporting system malfunctions that may be observed during a truck fill operation. Contractor occupied facilities consist of the dispatch center and driver's ready room, the site manger and administrative office, the equipment maintenance bay, and the Government/Contractor shared fuel laboratory, all located in Building 278. The truck parking area is location in front of and across the street from Building 278.

C-1.1.3 Staffing, General: NAES Lakehurst is a test and evaluation center having few assigned aircraft. The bulk of the fuel servicing workload is driven by test and evaluation projects and, as reflected in the *Exhibit of Fuel Services*, is sporadic. The small fuels management staff, to include the working site manager, shall be multi-functional, trained in all aspects of a fuel servicing operation and the corresponding administrative, inventory and quality surveillance duties outlined herein.

C-1.2 Mission

C-1.2.1 Mission Support Functions: NAES Lakehurst is an engineering test and evaluation center supporting aviation units worldwide. Units/aircraft deploy to and operate from NAES Lakehurst under various projects for which fuel support is provided. NAES Lakehurst also supports a small US Army helicopter unit, provides service to a contractor operated NAVAIR commuter passenger service, and services transient aircraft as may transit, deploy to and operate or exercise from NAES Lakehurst. In support of these operations, the Contractor shall be responsible for the following fuels management functions.

- ✓ Fuel services (issue and defuel) of aviation fuels to aircraft, ground support equipment, and facilities using mobile fuel servicing equipment and/or truck supported direct refueling by hose
- ✓ Fuel services (issue and defuel) of ground fuel products via mobile fuel servicing truck
- ✓ Product quality surveillance, sampling and testing relative to aircraft servicing operations
- ✓ All associated inspections, preventive maintenance (PM), and operator maintenance applicable to the facilities occupied and documentation of all limited inspections, maintenance, and repair actions that may be taken.

C-1.2.2 Mission Support Responsibility: The receipt (equipment fill), quality surveillance, inventory reporting (equipment), internal control functions such as dispatch, and the delivery of petroleum products to units assigned to or as may transit, deploy to, or take part in exercises at NAES Lakehurst shall be the responsibility of the contractors.

C-1.3 Contract Performance

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

C-1.3.2 Failure to Perform: Failure to perform, a missed response to request for services resulting in a late or missed launch of an aircraft for example, may result in remedial actions by the government. Failure to perform that results in circumstances that cannot be quantified as a dollar value may result in the issuance of a Contract Deficiency Report (CDR) that defines the specific failure to perform, requests the contractor investigate and document the circumstances, and instructs the contractor to fully document a course of action that will preclude a reoccurrence. Specific failure to perform that can be quantified in terms of dollars, negligence resulting in a fuel spill and government provided environmental cleanup actions for instance, may result in the issuance of a Contract Deficiency Report (CDR), an adjustment to the contractor monthly invoice, or both. In all cases, documentation relevant to the failure to perform will be retained by the government and may be considered during assessments of performance applicable to the continued performance for option periods, incentive awards, and past performance evaluations.

C-1.3.3 Drug Free Workplace: As outlined in *Section I, Clause I102.04, Drug-Free Workplace*, the contractor shall endeavor to maintain a drug-free workplace through the implementation of the steps outlined within the aforementioned reference.

C-1.3.4 Surveys: In addition to the documentation generated under [Appendix F, Quality Surveillance Program](#), the government may perform customer satisfaction surveys, which may be used as part of the assessment of contract performance. The COR has the option to increase the frequency of surveys to address contract compliance issues as needed.

C-1.4 Detailed Plans

C-1.4.1 Plans, General: The contractor shall submit a detailed fuel management plans library to the government for review and acceptance. The plans library shall address the full range of fuel management and operations issues applicable to the contracted fuel functions at NAES Lakehurst. On acceptance, all plans shall be incorporated into the contract; however, each plan should be considered a dynamic document that may require review and updating over the course of the contract.

C-1.4.2 Plans Submission: As specified by clause *L2.31, Proposal Format and Content (Navy) (DESC January 2004)*, summary plans shall be submitted for review during the technical evaluation phase of the solicitation process. In addition, an electronically searchable copy of the technical proposal in Adobe Portable Document Format (.pdf) shall be forwarded to NOLSC Petroleum, Code N423B within the time frame specified by DESC. Final plans shall be submitted to the contracted activity as outlined by the ***bold italics*** sentence of each of the following plan requirement statements. For those plans not required until after the contract start date, the contractor shall comply with existing government practices and procedures during the initial performance period.

C-1.4.3 Plans Library: Once the entire plans library is complete (acceptable to the government), the contractor shall provide a copy of the plans library on Compact Disc (CD-R) in Adobe Portable Document File (pdf) format to the contracted activity COR, NOLSC Petroleum N423B, and the DESC-BXB contracting specialist responsible for contract administration.

C-1.4.4 Required Plans: In order of importance, twelve (12) specific plans, are required.

C-1.4.4.1 Staffing Plan: The *Staffing Plan* is a comprehensive outline and matrix of the management and labor force, to include sub-contracting, required to successfully complete the tasks specified herein, see the manning matrix in *Clause L2.31, Proposal Format and Content (Navy) (DESC January 2004)*. The plan shall include a detailed organization chart reflecting the number of employees identified by the position codes specified in section [C-1.8.1.3, Terms and Titles](#) and whether they are full/part time employees. A manning matrix ultimately defining manning in terms of full time equivalents (FTEs) for a typical seven day, non-holiday work week, and a duty description of the various employees that will perform the tasks described shall also be provided. Resumes for the Corporate Executive Officer (CEO), the Site Manager (SM), and the Assistant Site Manager (ASM) shall be included in the plan. ***The complete Staffing Plan, the final of which is mutually agreed to during the technical evaluation process and outlined in the final revised offer, shall be submitted to the contracted activity, DESC-FPB, and NOLSC Petroleum N423B within 15 calendar days after the contract award date.***

C-1.4.4.2 Equipment Provisioning Plan: As outline in section [C-3.0, contractor Furnished Equipment](#), the contractor shall provide the types of vehicles necessary to support the workload at the locations identified under this contract. In addition, other major equipment items, i.e., powered grounds maintenance equipment, computers systems, office machines, and other machine/equipment items, deemed necessary to the undertake the level of support required, shall be identified and included in the *Equipment Provisioning Plan*. The plan, a complete list of the major vehicle and equipment items to be provided, shall include details regarding the make, model, and year of all vehicles, see the vehicle identification matrix in *Clause L2.31, Proposal Format and Content (Navy) (DESC January 2004)*, and indicate the day or date relevant to the start of the contract, that all listed equipment will be at the contract site. ***The complete plan (list), the final of which is mutually agreed to during the technical evaluation process and outlined in the final revised offer, shall be submitted to the contracted activity, DESC-FPB, and NOLSC Petroleum N423B within 15 calendar days after the contract award date.***

C-1.4.4.3 Operations Plans Group

C-1.4.4.3.1 Maintenance Plan: Government furnished property, facilities, and equipment is identified in Appendix A and B. The maintenance requirements applicable to such facilities and equipment are outlined in section [C-2.12, Preventive Maintenance – Facilities and Equipment](#). The contractor shall publish a plan for the use, protection, maintenance, repair, and preservation of the property identified. The *Maintenance Plan*, to include the installation and use of a contractor furnished commercial off-the-self automated preventive maintenance program, shall clearly outline the process of planning, programming, accomplishing, documenting, and reporting all maintenance actions. Maintenance as may be directed under section [C-4.2, Services Requiring a Task Order](#), shall also be covered. The *Maintenance Plan*, a dynamic document, will be continuously monitored over the course of the contract and modified as regulatory changes, system upgrades/replacement, or the deactivation of systems, are communicated to the contractor through the Contracting Officer. Any contractor provided/installed PM program software shall become government property on termination of the contract. All PM reports, listings, and records generated will become government property at the time they are generated. ***The complete Maintenance Plan, to include a copy of all maintenance action forms, listings and reports to be generated by the computer based preventive maintenance program, shall be submitted to the contracted activity within 60 calendar days after the contract start date.***

C-1.4.4.3.2 Product Quality Surveillance Plan: The contractor shall provide a comprehensive *Product Quality Surveillance Plan* to ensure that petroleum products placed in the care of the contractor are properly handled, remain on-specification, and are ready for issue. The plan shall include policy and procedure regarding product sampling and testing at the level applicable to the NAES Lakehurst fuel laboratory. Furthermore, the plan shall elaborate on the documentation of samples taken and the tests to be performed, all reports and records keeping, the submission of correlation samples and samples requiring an increased level of testing, and actions to be taken in case of unacceptable test results. The plan, to include the provisioning of supplies and materials specified within the PWS, shall fully outline contractor responsibilities for product quality surveillance under this contract. ***The complete Product Quality Surveillance Plan shall be submitted to the contracted activity within 60 calendar days after the contract start date.***

C-1.4.4.3.3 Inventory Control and Administrative Plan: A comprehensive and detailed plan to ensure contractor compliance with the inventory, reporting, and administrative tasks applicable. The contractor shall elaborate on the requirements of DOD 4140.25M, DOD Management of Bulk Petroleum Products, Natural Gas, and Coal, Navy instructions and regulations, and local policy relevant to the inventory of products and the reporting of activities by the contractor to the government. Contractor performance with regard to the Fuels Automated System (FAS) and other fuel accounting system requirements as outlined in section C-2.9, Inventory and Administration, shall also be portrayed. *The complete Inventory Control and Accountability Plan shall be submitted to the contracted activity within 60 calendar days after the contract start date.*

C-1.4.4.4 Compliance Plan Group

C-1.4.4.4.1 Contract Compliance Plan: Pursuit to the provisions of Clause E5.03, Inspection of Services – Fixed Price (August 1996), the contractor shall provide a comprehensive and detailed plan that will ensure contract compliance. The plan, the application of an internal, self-inspection and reporting system acceptable to the government, shall address methods for meeting the performance standards established by the contract. *The complete Contract Compliance Plan shall be submitted to the contracted activity within 60 calendar days after the contract start date.*

C-1.4.4.4.2 Contract Contingency Plan: The Contract Contingency Plan shall outline the contractor's plan of actions to ensure there are no significant interruption of services resulting from labor disputes, catastrophic failures of equipment, or the reaction to natural disasters/emergencies for which the contractor is tasked to provide services. The plan shall provide specific details regarding labor issues as may result from potential strike actions, military contingency and war time manning requirements, and subcontracting as may be required to meet emergent manning requirements. New or used, the equipment offered represents an asset commitment which could be difficult to replace. With regarding to the aviation and ground fuel servicing equipment offered and put in place at contract start up, the contractor shall provide a detailed plan outlining specific actions to be taken to facilitate the immediate repair or replacement of equipment anticipated to be out of service for more than seven (7) consecutive days. The plan shall also address the failure of multiple pieces of equipment and outline a resolution that provides for uninterrupted mission support. The contractor shall be fully responsible for repairing or replacing inoperable equipment and/or obtaining additional equipment and manpower required to carry out day-to-day and contingency operations. Upgrading or modifying equipment to meet specific off station and public, over-the-road requirements, licensing or obtaining permits for equipment and the licensing of personnel to operate on public roads, and the adherence to all insurance requirements shall be the responsibility of the contractor. *The complete Contract Contingency Plan shall be submitted to the contracted activity within 60 calendar days after the contract start date.*

C-1.4.4.4.3 Environmental Protection Plan: As outlined in section C-2.15, Environmental Protection, the contractor shall submit a comprehensive and detailed plan outlining policy, procedures, and safeguards necessary to protect the environment. Issues, to include but not necessarily limited to, the assignment of personnel, responsibilities of first responders, training and qualification applicable, and the level of provisioning and care regarding environmental materials shall be outlined. All applicable DOD and USN regulations and Federal, state and local laws apply. *The complete Environmental Protection Plan shall be submitted to the contracted activity within 60 calendar days after the contract start date.*

C-1.4.4.4.4 Training Plan: The contractor shall publish a comprehensive plan outlining training and objectives as set forth in section C-2.13, Training and Records Keeping. The plan shall list course and subject titles of materials to be used, provide a brief description of the subject, identify training sources, establish the frequency of training, and detail the method of monitoring plan compliance. Training, documentation, and certifications required by state and local governments, a Marine Terminal Operator for instance, shall also be included. *The complete Training Plan shall be provided to the contracted activity within 60 calendar days after the contract start date.*

C-1.4.4.4.5 Fuel Safety Plan: As reflected in section C-2.1, Safety Program, the contractor shall provide a detailed plan outlining the fuel systems applicable to the contracted location, product handling characteristic, and the policy, procedures, and actions necessary to maintain a safe working environment. The plan, a compendium of references, local laws, and regulations applicable to the products stored and handled, Material Safety Data Sheets, and guidelines regarding the safe handling of such products shall be maintained and updated over the course of the contract. *The complete Fuel Safety Plan shall be submitted to the contracted activity within 60 calendar days after the contract start date.*

C-1.4.4.4.6 Security Plan: A detailed Security Plan as called for in section [C-2.16, Security](#), shall clearly 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 complete Security Plan shall be submitted to the contracted activity within 60 calendar days after the contract start date.*

C-1.4.4.4.7 Transition Plan: A plan outlining the transition of responsibilities from one workforce to another, i.e., government managed (military/civil service) workforce to a contracted workforce or contractor to contractor, shall be submitted in response to the solicitation. The plan, an outline of the assumption of duties and responsibilities by the successful contractor, shall provide a timeline from the contract award date to a date well into the contract that details specific actions to be taken to assume managerial control, i.e., the dates the transition team, management, and workforce will be in place, the specific positions/skills that will make up the transition team, and other vital issue such as, but not necessarily limit to, the dates by which equipment will be in place, the submission of applications for background investigations, and transition training such as FAS or FES training, as may be required. During the transition period, NAES Lakehurst Fuel Management will assist the contractor in accomplishing a joint facilities turnover inspection as outline below. The extent of the incumbents plan may be limited to a statement of understanding should there be no significant changes to management/manning, equipment, and known mission support requirements. *A proposed (draft) Transition Plan shall be submitted with the offerors (including the incumbent) initial technical proposal. The successful offeror shall submit a copy of the complete (final) Transition Plan to the contracted activity, DESC-FPB, and NOLSC Petroleum N423B within 15 calendar days after the contract start date.*

C-1.5 Contract Turnover

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

C-1.5.2 Assistance: During the last four (4) duty days of the expiring contract, the incoming contractor shall be provided assistance by the outgoing contractor and the COR in accomplishing a joint facility and equipment turnover inspection. The inspection shall provide for a facilities walk-through and property inventory (validation/update of [Appendix A, Government Furnished Facilities](#) and [Appendix B, Government Furnished Equipment, Supplies, and Services](#)), product sampling and testing, and a complete product inventory. In addition, the outgoing contractor, the company responsible for the operation, care, and maintenance of the facilities, shall man all such facilities to dispense products to or receive returns to bulk from the incoming contractor. Furthermore, the incoming contractor shall provide a dedicated work party fully capable of operating the fuel servicing equipment being provided and to assist the NOLSC Petroleum and DESC post award inspection team to accomplish the equipment inspection outline in section [C-3.3.1.2, Equipment Inspection](#).

C-1.6 Planning Information

C-1.6.1 Workload: The Exhibit of Fuel Services, a series of information worksheets, illustrate the known fuel workload factors applicable to NAES Lakehurst. As depicted, the contractor shall plan to undertake fuel servicing and defuel operations and ground fuel deliveries as defined by and within the time frames established by [Table 1, Typical Hours of Operation](#).

C-1.6.2 Information: Workload information for specific fuel services, i.e., the receipt, movement, and issue of products, quality surveillance, inventory, and other workload factors, are quantified in the various sub-sections of [C-2.0, Specific Tasks](#). The *Exhibit of Fuel Services* and other exhibits throughout this PWS provide a more detailed view of product services by truck and truck based direct refueling as may be applicable, in terms of total services by day and month, and average daily workload. However, unforeseen workloads such as the testing of fuels after normal laboratory duty hours or contingency support of any type are not quantified. The data outlined herein is historic information provided to serve as the planning baseline for the fuel services functions. Based on this historic information coupled with real time flight operations schedules, aircraft/squadron deployments, exercise and training schedules, and air show/public exhibit schedules provided by the base, the contractor shall be fully responsible for adjusting levels of and providing personnel and equipment to meet workload demands for day-to-day flight operations, exercises, air show/public exhibits, and other real time workload variances that may affect fuel services operations. As an aid to the contractor, the contracted activity will, to the extent practical, provide daily flight schedules, exercise/deployment schedules, identify all known and scheduled events the contractor will be responsible for supporting, and provide the contractor schedules, correspondence, and message traffic regarding all such events.

C-1.6.2.1 Scheduled and Recurring Event: Bases supporting known, scheduled, and recurring event, i.e., annual helicopter fly-ins, tactical training and competition events, or air shows as noted below, will, to the extent possible, provide the contractor documented information outlining anticipated dates, number and type aircraft, number of anticipated sorties, and historical information regarding aviation and ground fuel requirements. In concert, the contractor shall fully document all services provided for all specified events. An event specific report as well as specific notes and highlights within the *Exhibit of Fuel Services* format shall be provided.

C-1.6.2.2 Air Show AVGAS Services: NAES Lakehurst may sponsors an air show. Given the air show dates and tasking as outlined in section [C-4.2, Services requiring a Task Order](#), the contractor shall, by whatever means deemed most cost effective to the Navy plan for and support all AVGAS requirements. The contractor shall provide the equipment, see the note following [C-3.1.3 Refueler, General](#), or may sub-contract for the services required. In either case, the contractor shall arrange for the quality surveillance of the product supplied, the servicing of aircraft as required, the post air show disposition of residual product, and the disposition (removal from the base) of contractor provided/sub-contracted equipment. contractor manpower and equipment costs applicable to this tasking shall be included in CLIN 0001. Sub-contracted equipment, product, and associated service costs will be reimbursable items under section [C-4.2, Services requiring a Task Order](#).

C-1.6.3 Outlook: Discussions with Fuels Management regarding the current and future mission of NAES Lakehurst indicate there are no known or anticipated changes of assigned units, mission, or flight operations. This outlook does not however preclude fundamental changes in mission, flight-training schedules, and assignment of units as may be undertaken by the Department of Defense, the Navy, or other agencies that may operate from NAES Lakehurst. The contractor will be notified as the requirement for long-term changes are made known and contract adjustments are deemed necessary and appropriate. There are no known major fuel system construction projects at NAES Lakehurst that will have a direct impact on the contractor.

C-1.7 Operating Hours

C-1.7.1 Contractor Coverage: As published in the Flight Information Supplement (FLIP), airfield operating hours for NAES Lakehurst are 0700 to 1900 Monday through alternate Fridays. The airfield is closed outside the aforementioned weekday hours, alternate Fridays, Saturdays, Sundays, and Federal holidays; however, aircraft maintenance activities and ongoing test projects requiring fuel services may be undertaken anytime. As a rule, [Table 1, Typical Hours of Operation](#), establishes fuel services operating hours that meet or exceed the published airfield-operating window. The Contractor shall provide continuous and immediate fuel support services within the response time established in [Section C-2.2.1.2.2, Response](#), for the hours specified in [Table 1, Typical Hours of Operation](#); however, the Contractor shall be fully capable of responding to the demand for all fuel support and services anytime, 24 hours per day, year-round, including holidays.

Note

As used above, “shall be fully capable of,” should not be construed to mean or imply a requirement for full time staffing outside the hours specified in [Table 1, Typical Hours of Operation](#). Also see section [C-2.2.1.2.3, After Hour Response](#)

C-1.7.2 Labor Categories: Offers shall include all labor costs associated with all specified operations in the price for the appropriate Contract Line Item Number (CLIN) as outlined in the Request for Proposal (RFP). Work outside the hours specified in [Table 1, Typical Hours of Operation](#) shall be accomplished within the time reflected in section [C-2.2.1.2.3, After Hour Response](#).

C-1.7.3 Typical Hours of Operation: The following is a table of the petroleum functions for which the contractor shall be responsible. It clearly defines the days of the week and the specific time of the day each function shall be manned with fully qualified personnel capable of accomplishing the work applicable to the specified function or to monitor other work parties, i.e. other contractors, and to performing common operator tasks necessary to assist those persons or parties that may be tasked to survey, inspect, monitor, adjust, refurbish, repair, or replace the equipment, systems, or facilities applicable to a function. The table does not dictate or account for pre-operations equipment inspections, quality surveillance, or maintenance requirements, nor does it dictate the specific level of staffing needed to undertake the support required. Tasks commonly associated with a given function, pipeline receipts at bulk storage for example, or rendering the aforementioned assistance, will normally be accomplished within the hours specified. Cells reflecting a specific time span indicate that staffing for the appropriate skills identified in the function column shall be provided. For example, Fuel Dispatch Center (DCO), 0730-1900, all days, dictate that a qualified DCO shall be on duty for the specified range of time indicated and is not a staffing option. Empty cells indicate that a function is not normally manned for the days indicated by the column heading.

Table 1 Typical Hours of Operation

Hours of Operation (by function)			
Function ⁽¹⁾	Monday - Friday	Alternate Friday	Sat/Sun/Hol
Site Manager (SM)	Working Site Manager, Duties as Required		
Fuel Dispatch Center ⁽²⁾ (DCO)	0730-1900		
Aircraft Fuel Servicing Operations ⁽³⁾ (DSO)	0730-1900		
Vehicle Maintenance (DSO)	0730-1900		
Ground Fuel Delivery ⁽⁴⁾ (DSO)	0730-1900		
Fuel Laboratory Operations ⁽⁵⁾ (DSO)	0730-1900		

- (1) The entry following the functional description, DSO for instance, is the code for the employee/worker that would normally fill the position applicable to that function, see section [C-1.9.1, Essential Personnel](#) and section [C-1.9.2, Service Personnel](#). The specific time segments, i.e., Ground Fuel Delivery, Monday-Friday, 0730-1900 for example, are provided to indicate the days/hours the function is generally manned and may be used for basic planning purposes. The specific time frames noted should not be construed to mean or imply that the function is undertaken only for the time indicated. As noted in section [C-1.7.1, Contract Coverage](#), “the Contractor shall be fully capable of responding to demands for “all” fuel support and services “anytime,” 24 hours per day, year-round.”
- (2) Dispatch duties may be performed by the working site manager and assigned operators; however, see section [C-2.16, Security](#), regarding computer access.
- (3) Includes all mobile (truck) hot refueling via hose and cold refueling/defueling of aircraft assigned to and as may transit, deploy to, or exercise from NAES Lakehurst. Also includes the servicing of facilities and equipment as may be requested by authorized customers. Personnel assigned may include drivers, system operators, a mechanic, and other skilled personnel required and qualified to satisfy aircraft fuel servicing demands and other collateral duties identified herein. FAS/dispatch log data for hours beyond or outside that of the Fuels Dispatch Center shall be updated prior to reconciliation.
- (4) Ground fuel delivery, to include automotive gasoline and jet fuel used in lieu of diesel may be a collateral duty to the driver/operators that provide aircraft fuel-servicing support. Ground fuel operations may include scheduled deliveries to outlying equipment sites and fields. Also note section [C-2.4.1.2.2, Alternate Issues, Method, and Manning](#), regarding alternate ground fuel (service station) support operations.
- (5) A shared laboratory operation. Contract performs testing operation relevant to quality surveillance of refueling truck operations.

C-1.8 Staffing

C-1.8.1 General: The contractor shall provide the management, supervisory staff, and labor to accomplish the limited petroleum handling, issue operations, and related tasks identified in [Section C-2.0, Specific Tasks](#). The contractor’s staffing shall be flexible and fully capable of meeting the demands of multiple aircraft servicing operations via mobile refuelers, direct refueling supplied by truck, and/or a combination of both to provide for hot or cold refueling services. Furthermore, the contractor shall staff to undertake all required quality surveillance, inventory, and other related services as outlined herein.

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

C-1.8.1.2 Employment Standards: All employees or persons who may be hired to represent, perform on behalf of, or work under the management of the Alongside Aircraft Refueling contractor (AARC) shall comply with all Federal, DOD, Navy/USMC, and station/base regulations, instructions, guidelines, and policy regarding employment at and entry to NAES Lakehurst. The contractor shall be responsible for keeping abreast of and ensuring employee adherence to DOD and base regulations and policy relevant to the presents of employees on station and shall ensure that all such persons meet the requirements of employment and conform to the rules regarding, but not necessarily limited to, security, clearance, and identification policy, vehicle registration and operation of a POV on station, medial assistance, the use of the exchange and military facilities, and other local rules, guidance, or prohibitions that may apply to their entrance to and activity or employment on station.. Additionally, unless compensated equal to the current Joint Travel Regulation (JTR) rate for POV mileage, once on duty, employees shall not be tasked to or required to use their privately owned vehicle (POV) to travel between work sites. Furthermore, employees shall not be tasked, required, or allowed to use their POV to transport duty related hazardous materials such as fuel samples or equipment used to obtain samples.

C-1.8.1.3 Terms and Titles: To ensure the complete understanding by all of the staffing required, offered, and employed, the specific acronym or the full descriptive title of the person(s) referred to throughout this PWS shall be used as the common means of identifying management and labor, see section [C-1.9.1, Essential Personnel](#), [C-1.9.2, Service Personnel](#), and [Appendix C, Definitions, Acronyms, and Abbreviations](#), Title and Duty Descriptions. Staffing as outlined in the contractor's final revised proposal and incorporated in the contract, shall establish the PWS/contract staffing levels.

C-1.9 Essential Personnel

C-1.9.1 General: Essential personnel, the corporate executive officer and the site manager team, shall have the education, training, background/experience, and skills required and necessary to make fiscal and management decisions, direct personnel, and work with individuals at all levels of corporate management and the military to this contract.

C-1.9.2 Resumes: As outlined in *Clause L2.31, Proposal Format And Content (Navy) (DESC January 2004)*, a resume for essential personnel, the Corporate Executive Officer (CEO), the Site Manger (SM), and, if applicable, an Assistant Site Manager (ASM), shall be submitted with the initial offer to contract or as outline in section [C-1.9.7, Replacement of Essential Personnel](#). In addition, a list of at least three (3) professional (work related) references, to include a current telephone number and the express consent of the proposed candidate allowing the government to make contact, shall accompany the resume.

C-1.9.3 Challenges: The government reserves the right to undertake an independent inquiry as to the qualifications, in terms of time, work history, and past performance, of essential personnel nominated in response to a solicitation. During the technical evaluation process and the assessment of management team nominees (SM and ASM), the government reserves the right to request that the contractor establish a conditional employment period, a period of days set and declared by the government, during which a nominee will be monitored and evaluated by the COR, a process that, in concert with NOLSC Petroleum and the DESC Procurement Division, may result in the recommendation to discontinue employment in a management position.

C-1.9.4 Corporate Executive Officer: To assure continuity between the contracted location/activity and corporate office, the contractor shall employ an executive who, for the duration of the contract, can make fiscal and administrative decisions concerning this contract. He/she shall have a complete understanding of the terms and conditions of this contract and shall be experience in the operation and maintenance of fixed and mobile fuel systems to the extent outline herein.

C-1.9.5 Site Manager (SM): The contractor shall employ an experienced working site manager. His/her experience shall be relevant to the fuel servicing mission and equipment assigned to the contracted activity and shall include:

- ✓ The management, operation, and maintenance of:
 - Contractor provided mobile (aviation and ground) fuel servicing equipment
- ✓ The quality surveillance of aviation and ground fuel products and support applicable to the contracted activity
- ✓ Aviation and ground fuel inventory, and administration principles and practices
- ✓ Practical experience in the basic design and layout of petroleum facilities, component makeup and flow characteristics and the ability to read and understand basic system specifications

C-1.9.5.1 Management Experience: The Site Manager should have a minimum of five (5) collective years of experience in petroleum storage and distribution operations, airfield fuel services, and fuel systems maintenance. At least two (2) years should have been at a supervisory level of service within the five (5) year period immediately prior to the latter of the contract start date or the individuals hiring date. That experience shall be clearly documented supervisory experience and training in the areas noted above with emphasis on flightline operations, inventory management, and quality surveillance.

C-1.9.5.2 Cryogenics: No cryogenic experience is required.

C-1.9.5.3 Collateral Duties: This is a working site manager position. The site manager shall not have collateral duties outside of fuels management nor shall the position be a collateral duty of a person outside of fuels management. See [Appendix C, Definitions, Acronyms, and Abbreviations](#) regarding collateral duties defined.

C-1.9.6 Assistant Site Manager (ASM): The contractor is not required to employ an assistant site manager.

C-1.9.7 Replacement of Essential Personnel: Should it become necessary to replace an essential person, the contractor shall provide the government a minimum of 15 days advance notice and a resume of the proposed candidate that supports the experience requirements listed above. In an emergency, the installation of new essential personnel shall be followed by a resume of the proposed candidate within 10 working days. Essential personnel positions vacated shall result in reduced payment to the contractor equal to the wages and benefits applicable to the position.

C-1.10 Service Personnel

C-1.10.1 General: The personnel/position descriptions sited within this section do not necessarily dictate or imply that all will be specified or required to staff the activity for which this performance work statement is written. In general, they are statements regarding skills that may be used to satisfy specific labor needs to man the functions outlined in [Table 1, Hours of Operation](#). These personnel/position descriptions do not necessarily differentiate between supervisory personnel and skilled labor but assume the contractor will establish the appropriate management, supervisory, and operator/laborer structure best suited to the contracted activity. Manning as outlined in the contractor's final accepted offer and as incorporated in the contract, shall establish the PWS/contract staffing levels.

C-1.10.2 Skills and Licenses: The tasks outlined herein may require employees have special or specific skills, training, certifications, permits, or licenses to operate specialized equipment, forklifts or cranes, for instance. The contractor shall be fully responsible for evaluating facility, equipment, and task requirements and providing fully qualified personnel with the appropriate, licenses, permits, credentials, or training certificates needed to accomplish all tasks in accordance with all applicable DOD, USN and USMC, Federal, state, and local laws and regulations. Training certificates may be presented in lieu of licenses if no commercial equivalent license, i.e., forklift operator or cryogenic operator exists. The government reserves the right to request and review the records of persons assigned to sensitive and technical positions and functions within the fuel and cryogenic management arena.

Note

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

Note

For the purposes of this PWS, the term “fuel servicing operations” shall be construed to include the handling of fuel products such as but not necessarily limited to turbine (jet) fuels, aviation gasoline, automotive gasoline, diesel fuel, heating oils, turbine fuels used in lieu of diesel fuel, used oil, recyclable jet fuel, and oily water.

C-1.10.3 Dispatcher/Computer Operator IV, DCO (03044, Computer Operator IV): Each Fuel Management dispatcher/computer operator, hereafter referred to as a “dispatcher,” shall be computer literate. He/she shall possess sufficient computer skills to use client/server applications in a Microsoft Windows NT environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; install applications; send and receive email; and to use web browsers to send and receive information. He/she shall also be familiar with the use of Microsoft standard office products such as Word and Excel, other commercial off the shelf applications and utilities; and custom software as may be required to ensure that daily fuel operations are conducted in an effective and efficient manner.

C-1.10.3.1 Qualifications: Dispatchers should be skilled in the use of the DESC Fuels Automated System (FAS). Those skills should include the use of the real time dispatch system, the manipulation data within the Fuel Manager system and the related fuel management modules and status board systems. The dispatcher should be capability to analyzing hardware/software related problems to maintain accurate input flow, data retrieval, and output validity and/or capable of effectively communicating with remote systems support personnel to resolve computer related problems. In addition, dispatchers should 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 shall be capable of to communicate in English, both orally and in writing. Except for those administrative and accounting duties outlined within this PWS, dispatchers shall not have collateral duties.

C-1.10.3.2 Fuels Automated System (FAS): The incumbent contractor and successor for a new contract period actively using FAS shall continue to provide FAS qualified dispatch personnel for the new contract period. See section [C-2.13: Training and Records Keeping](#), regarding FAS training.

C-1.10.3.3 FAS Enterprise Server (FES): See section [C-2.13: Training and Records Keeping](#), regarding FES training.

C-1.10.3.4 FAS FCC and FES Security: See section [C-2.16, Security](#), regarding access to government computer systems.

C-1.10.3.5 Facilities Response Plan (FRP): Duty dispatchers shall also be knowledgeable of emergency notification procedures and serve as the Fuel Management initial point of contact in response to fuel spills within, caused by, or relevant to operations that are the responsibility of the Fuel Department.

C-1.10.4 Driver/System Operator, DSO (31362, 31363, or 31364, Truck Driver) depending on the specific class of truck the driver will operate): Driver/system operators shall be qualified to perform cold/hot fuel servicing operations (refuel/defuel operations) by mobile fuel servicing equipment/trucks. Driver/system operators shall pass a contractor administered base and flightline familiarization test, practical equipment/facility competency tests, and shall be certified, by the contractor, as qualified and the individuals training records updated prior to the unsupervised operation of any fuel servicing equipment. The contractor shall re-certify personnel annually or as requested by the COR. Operators shall be familiar with safety regulations applicable to aviation and ground fuel servicing operations on and around the airfield and supported activities and shall demonstrate a practical knowledge of and ability to inspection and maintain fuel servicing equipment and systems. Drivers/system operators may be required to make basic input to the Fuels Automated System (FAS) or maintain dispatch logs.

C-1.10.4.1 Licensing: All drivers shall be licensed in accordance with the vehicle operating laws, regulations, and code for the state in which they will operate equipment and shall be/remain in compliance with all such requirements for the duration of their employment under this contract. The contractor shall ensure that drivers required to operate vehicles and equipment on public roads are licensed for the class of vehicle to be operated on such public roads. To that end, NAES Lakehurst has mandated that all contract personnel who will operate fuel-servicing vehicles on or off station shall hold a current and valid Commercial Drivers License (CDL) with the appropriate HAZMAT and tank truck endorsements issued by the State of New Jersey. Driver records appropriate to the class of license an employee holds, i.e., individual Department of Motor Vehicle (DMV) driving record, and a current record of physical examination or certification shall be maintained by the contractor and made available for review by the COR on request. The contractor shall ensure that all drivers' records are kept current for the term of the contract.

C-1.10.4.2 Hours of Service of Drivers: The contractor shall not schedule drivers to work in excess of the rules established by 49 CFR Part 395, Hours of Service of Drivers.

C-1.10.5 Aircraft Servicer ACS (23060, Aircraft Servicer): Not required under this contract/solicitation.

C-1.10.6 Motor Vehicle Mechanic, MVM (23430 Heavy Equipment Mechanic): Not required under this contract/solicitation. Duties performed by working site manager and DSO or may be sub-contracted.

C-1.10.7 Fuel Distribution Systems Operator, FDSO (21010, Fuel Distribution System Operator): Not required under this contract/solicitation.

C-1.10.8 Fuel Distribution Systems Mechanic, FDSM (23340, Fuel Distribution System Mechanic): Not required under this contract/solicitation.

C-1.10.9 Fuel Laboratory Technician, FLT (29210, Laboratory Technician): Not required under this contract/solicitation. Duties performed by working site manager and DSO.

C-1.10.10 Cryogenics Supervisor/Operator, CSO (Conform): Not required under this contract/solicitation.

C-1.11 Reserve Training

C-1.11.1 Space/Training Obligations: The government reserves the right to enter and occupy contracted government facilities and to use systems and equipment to conduct Naval Reserve training and to meet real time military operational requirements. Full cooperation in the joint use of facilities and systems is expected; however, under normal peacetime conditions or conditions as may be specified herein, the contractor is not obligated to relinquish control of facilities required to fulfill its contractual obligations and commitments, provide training services to Reserve personnel, or provide access to or use of contractor owned equipment.

C-1.11.2 Training Schedules: To the extent possible and practical, the government will provide advanced notification of reserve training schedules to the contractor.

C-1.12 Correspondence and Visits

C-1.11.1 Notification: The contractor shall notify the COR of any and all visits or notice of intent to visit contract management, its employees, or the contracted facilities by any federal, state, local government, base (military) office/agency, union representative, or contract corporate officer. Except for that considered to be company or proprietary documents, the contractor shall provide the COR copies of all correspondence resulting from such visits.

C-1.13 Information and Records Management

C-1.13.1 General: Documents held or generated by the contractor may take the form of personnel files, i.e., individual driver and training records, proprietary company records and reports such as internal monthly management reports, and government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered proprietary company records, all correspondence, records, to include contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the contractor shall be open and readily available to government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records except personnel driver and training records, contractor owned equipment history records, and proprietary company management records shall be turned over to the government.

C-2.0 SPECIFIC TASKS (FIRM FIXED PRICE)

C-2.1 Tasks and Services

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

C-2.2 Fuel Servicing Operations

C-2.2.1 Functions: Fuels servicing operations in support of aviation activities and aircraft assigned to and as may transit, deploy to, or exercise from NAES Lakehurst are defined as those fuel functions directly involved in the delivery of fuel products to aircraft and support equipment. Those functions are the **Fuel Dispatch Center**, responsible for direct contact with customers and the control of fuel servicing equipment and personnel, and **Aircraft Refueling**, the section responsible for providing qualified personnel and equipment to transport and issue (refuel/defuel) products by mobile fuel servicing equipment and fixed direct refueling systems or a combination of both.

C-2.2.1.1 Fuel Dispatch Center

C-2.2.1.1.2 Staffing: The contractor shall staff the fuel management dispatch center, the focal point of the fuel management function, for the days/hours listed within [Table 1, Hours of Operation](#). A dispatcher/computer operator, hereafter referred to as the dispatcher, shall be qualified as outlined in section [C-1.10.3, Dispatcher/Computer Operator IV \(DCO\)](#).

C-2.2.1.1.3 Dispatch Control: Aviation fuel is issued to station and transient aircraft directly by mobile refuelers, cold and hot refueling. Defuels, the return of product to the fuels management, are generally accomplished by truck. In addition, ground fuel services are requested by organization throughout the base. Requests for all such services shall be taken by and processed by the fuel dispatch center. Based on the specific request, equipment and personnel shall be dispatched and controlled as needed to satisfy the request received. All requests for fuel services shall be recorded, monitored, and historical records kept using the Fuels Automated System (FAS). The contractor shall maintain FAS modules relevant to contractor and government furnished equipment and the maintenance thereof, as well as those modules concerning quality surveillance and laboratory operations, personnel and training information, and all other FAS modules as may be available.

C-2.2.1.1.4 Documentation: The fuel dispatch center/dispatchers shall perform basic fuels accounting and administration functions such as collecting and reviewing fuel receipt, issue, and inventory documents. The dispatcher shall ensure all documents are legible and accurate, shall generate FAS reports, and ready all documents, pass down logs, and management reports for submission to the government fuel accounting office by 0900 Monday through Friday. Weekend/holiday documents shall be submitted the next duty day following the weekend or holiday.

- **Requirement.** The focal point of the Fuel Management that receives and records requests for fuel services using the Fuels Automated System (FAS) to capture data relevant to the Fuel Division workload. Dispatches and maintains control of personnel and equipment to meet the demand for fuel services within the established response times. Performs basic accounting and reviews documentation for legibility and accuracy, maintains control of documentation, prepare reports and FAS summaries relevant to the Fuel Management workload, and submits a complete documentation package to the fuel accounting office. Advises the government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards**
 - ✓ Qualified personnel on duty for the days/hours specified in [Table 1, Hours of Operation](#)
 - ✓ Dispatcher(s) one hundred per cent accurate in processing and recording requests for fuel services (aviation and ground fuel) using the Fuels Automated System (FAS)
 - ✓ For each request for services, fully qualified personnel dispatched to arrive at the requesting location with the established response time

- ✓ Dispatcher maintains full control of fuel servicing equipment and duty personnel
- ✓ No support/operational delays in excess of standard response time the result of contractor negligence or misconduct
- ✓ The contractor fully maintains all FAS modules relevant to equipment and personnel
- ✓ Dispatch pass down logs and management reports prepared at submitted
- ✓ FAS reports and transaction documentation submitted to the Fuel Division office by 0900 hour daily, Monday through Friday
- ✓ FAS historical records and backup files maintained

C-2.2.1.2 Aviation Fuel Servicing Operations

C-2.2.1.2.1 Defined: Aviation fuel servicing operations are defined as the delivery, or receipt by defuel, of aviation fuel products to aircraft and support equipment by mobile fuel servicing vehicles, and truck based direct refueling, or a combination thereof. Guidance, policy, and procedures regarding the performance of all such fuel servicing operations are outlined in *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual*. The contractor shall be responsible for performing all aviation fuel-servicing operations and safeguarding facilities, equipment, and fuel products under its control during normal and adverse conditions.

C-2.2.1.2.2 Response: As outlined in [Table 1, Hours of Operation](#), the contractor shall be capable of providing fuel services to station and transient aircraft 24 hours a day, year around, including holidays (24/7/365). During the hours specified in [Table 1, Hours of Operation](#), and/or in response to a specifically scheduled event for which fuel services will be required, weather related deployment of aircraft for example, and for which the contractor is provided 24 hours advance notice, each request for fuel services shall result in the dispatch of a fuel servicing truck/operator to the aircraft identified by the requester so that each truck/operator dispatched arrives at the aircraft specified by the work request, within **20 minutes** as measured from the time the request for service is received by the dispatch center (logged in FAS) to the time the operator physically arrives at the aircraft to be serviced. If a request for services is for multiple aircraft, the contractor shall respond to service the first aircraft identified within the **20 minute** response time and continue to service all subsequent aircraft in the order prioritized by the requestor until all fuel servicing requirements for the specified request are met. However, note that the multiple aircraft response rule does not preclude the requestor from requesting more than one fuel service truck/operator. The response to or scheduling of “hot pit” servicing operations shall be such that the operator/crewmembers are physically present at the hot pit site at the time the aircraft to be serviced arrives at the designated refueling pit/lane. Drivers, operators, or crewmembers shall not interrupt the flow of work, i.e., service aircraft to which they are not directed, without approval by the dispatch center, nor shall they interrupt servicing operations for rest or meal breaks without proper relief or explicit approval of the fuel dispatch center. On arriving at an aircraft, operators shall take all steps and precautions necessary to service the aircraft in accordance with *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual*, USN regulations, and station instructions applicable to fuel servicing operations. Service response times in excess of that outline above shall be fully and accurately recorded and explained in the dispatch pass down log and management reports reflected in section [C-2.2.1.4, Documentation](#).

C-2.2.1.2.3 After Hour Response: The Contractor shall establish an after hours notification mechanism, a means of being contacted and communicating with its workforce in the event emergent services or a supplemental workforce are required. Requests for any/all services outside of the operating hours specified in [Table 1, Typical Hours of Operation](#) or the above advance notice process, shall be met within **two (2) hours** as measured from the time the contractor is notified to the time the contract operator is in position to perform the service required.

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

C-2.2.2.3.1 Mobile Fuel Servicing Equipment: The contractor shall provide the aviation fuel servicing equipment as specified in section [C-3.0, contractor Furnished Equipment](#), in sufficient numbers to undertake the workload outlined in the *Exhibit of Fuel Services*. The contractor shall fully maintain all furnished trucks, tractors, equipment cargo tanks, refueling systems, and components thereof in a safe, serviceable, ready for dispatch condition. Equipment inspections and product sampling/testing, i.e., periodic Type "C" product analysis, shall be completed and documented on the vehicle inspection form prior to the initial dispatch of the equipment for the duty day.

C-2.2.2.3.1.1 Off Station Operations: Should they be required, aviation fuel deliveries over public roads to off station locations shall be accomplished using equipment that is configured and licensed/permitted for use on public roads. All Federal, state, and local inspections, licensing or permits, and insurance requirements for the equipment used, shall be a responsibility of the contractor. Operators shall be licensed as set forth in section [C-1.9.2.4.1, Licensing](#).

C-2.2.2.3.2 Direct Fuel Servicing Equipment: No direct refueling equipment or other types of government furnished servicing equipment are provided at NAES Lakehurst.

C-2.2.2.3.3 Jet Fuel Services Data: The data reflected by *Exhibit of Fuel Services*, is historical for NAES Lakehurst. It provides detailed information in terms of months and years of fuel services. Other workload exhibits provide average workload data in terms of truck movements and pit services applicable NAES Lakehurst. As follows, Table 2, Squadrons and Aircraft Assigned, is a breakdown of squadrons/aircraft currently assigned to NAES Lakehurst and provides a local picture of the services required on a day-to-day basis. The contractor shall keep this table, as well as the home station aircraft database in FAS, current.

Table 2 Squadrons and Aircraft Assigned

Squadron/Unit ⁽¹⁾	Type Aircraft ⁽¹⁾	Number Assigned ⁽¹⁾	Max. Fuel Load ⁽²⁾	Average Refuel ⁽³⁾
Commuter Aircraft	de Havilland DH-8	1	130	75
Project Units ^{(5) *}	Various types of Aircraft	Varies	Varies	Varies
USA	C-12 Hurion	4		212
	H-1 Huey	3		92
	H-60 Blackhawk	6		175
	C-23 Sherpa	1		225
ANG	H-60 Blackhawk	7	Deployed	
FBI	DC-8 Caravan	1		138
Transient Maintenance *	Various types of Aircraft	None	Varies	Varies

(1) Data extracted from FAS Home Station Aircraft Database

(2) See Military Handbook 844 (AS) or airframe specific NATOPS manuals

(3) Based on historical data, the average quantity of product issued in a single refueling on a day-to-day basis

(4) . See section [C-1.6.2.1, Air Show AVGAS Services](#).

(5) The number of deployed units may vary from one to many at any given time. As outline in section [C-1.6.2, Information](#), the contractor shall adjust manning levels to accommodate for increased workload.

(*) An asterisk following any squadron/unit designation indicates an independent maintenance activity authorized to request services from the Fuel Dispatch Center. See section [C-2.2.1.2.2, Response](#), regarding the response time applicable to a request for fuel services. The contractor shall be responsible for the simultaneous responds to all of the units designated within the response parameters established.

➤ **Requirement:** Respond to requests for aircraft, equipment, and facility fuel services so as to provide quality product in a timely manner to authorized customers. Tasked personnel and equipment meet the demand for services within the established response times. Receive and review documentation for legibility and accuracy, maintains control of all documentation, prepare reports and FAS summaries relevant to the Fuel Management workload, and submits a complete documentation package to the fuel accounting office in a timely manner. The contractor shall notify the government of any circumstance that may result in the inability to perform the required services in a timely manner.

➤ **Performance Standards**

- ✓ Mobile equipment inspected and sampled by prior to first use of the duty day. Inspection and applicable laboratory documents available
- ✓ Response to requests for fuel services within the established perimeters. No servicing delays the result of contractor negligence or misconduct
- ✓ Driver’s knowledgeable of and use appropriate radio etiquette
- ✓ Operators adhere to operational safety rules, i.e., flightline vehicle operations, grounding and bonding, safety distance criteria, fire watch, and other safety guidelines
- ✓ Issues/defuel/truck fill documents one hundred percent accurate. Documents complete and legible
- ✓ No fuel spills due to contractor negligence or misconduct

C-2.3 Bulk Storage Operations

C-2.3.1 General: Bulk storage operations are performed by the government. Other than connecting to the Government furnish and maintained fillstand to fill its fuel servicing equipment, the Contractor has no responsibility for the systems other than reporting system malfunctions that may be observed during the truck fill operation.

C-2.4 Ground Fuel Delivery

C-2.4.1 Defined: Ground fuel delivery operations are defined as the issue or defuel, by truck, of ground fuels, i.e., gasoline, diesel, or jet fuel as may be used in lieu of diesel, to authorized customers. The contractor shall be responsible for performing all ground fuel delivery operations, and safeguarding fuel supplies under its control during normal and adverse conditions. The *Exhibit of Fuel Services* provides a detailed historic picture of ground fuel deliveries by truck for the periods indicated. Also included in the exhibit are listings of sites to which products are routinely delivered. The data provided should not be construed as an all-inclusive listing of ground fuel delivery points.

C-2.4.1.1 Equipment: The contractor shall furnish ground fuel servicing equipment configured in accordance with section [C-3.1, Vehicles](#), and the qualified/licensed personnel to operate and maintain all such equipment to undertake ground fuel delivery operations during the days and hours specified in [Table 1, Typical Hours of Operation](#). Equipment inspections shall be completed and documented on the vehicle inspection forms prior to the initial dispatch of the equipment for the duty day.

C-2.4.1.2 Delivery: Ground fuels shall be delivered as scheduled to the activities outlined in the issue point worksheet of the *Exhibit of Fuel Services*. These as well as other unscheduled requests for ground fuel deliveries received by the fuel dispatch center and for which there is no specific response time, shall be accomplished within the time limits mutually agreed upon by the requesting activity and dispatcher. With the exception of the eight (8) arresting gear motors/tanks (two (2) at each end of the two (2) active runways) that are serviced (topped off) every Friday, all ground fuel deliveries are undertaken as a request is received by the dispatch center.

C-2.4.1.2.1 Off Station Operations: Should they be required, ground fuel deliveries to off station locations shall be accomplished using equipment that is configured and licensed/permitted for use on public roads. All Federal, DOD, state, and local inspections, permits, licensing and insurance requirements for the equipment used on public roads, shall be a responsibility of the contractor. Vehicle operators shall be licensed as set forth in section [C-1.9.2.4.1, Licensing](#).

C-2.4.1.2.2 Alternate Issues, Method, and Manning: Disruption of automated service station function may require the dispensing of products from a ground fuel servicing truck. In the event of a power, system, or mechanical failure that renders the service station **completely inoperable**, the Contractor shall, for a period not to exceed five (5) weekdays, position the ground fuel servicing truck at the service station to assist customers and manually document issues for the hours of 0730-0930 and 1330-1530 Monday through Friday and 0800-1000 Saturday, Sunday, and holidays. Weekend and holiday manning outside that specified in [Table 1, Typical Hours of Operation](#), and justifiable weekday manning costs beyond the aforementioned five (5) weekday rule may be submitted to the Government for reimbursement.

C-2.4.1.3 Delivery Points: A list of delivery points by location, building/facility number, tank capacity and characteristics, and a delivery schedule, if known or established, is provided by the *Exhibit of Fuel Services*. Maps identifying all established and scheduled delivery points, by grade of product, will be provided by NAES Lakehurst and become a part of the contract, [Appendix E, Maps](#). At contract start up, the contractor shall survey all delivery locations and confirm delivery schedules to ensure uninterrupted customer support. The contractor shall update the ground fuel delivery points and schedules outlined in *Exhibit of Fuel Services* as changes occur.

C-2.4.1.4 FAS Gas Log: The contractor shall provide and use the automated data collection equipment identified in section [C-3.1.4.9, Automated Data Collection](#) or document each ground fuel issue using forms or logs that provide all the information required to fully satisfy the data entry requirements of the Fuels Automated System (FAS) Gas Log. The contractor shall fully maintain the hardware and software required to download data or input truck issue data to the FAS Gas Log daily, Monday through Friday. Weekend/holiday activities shall be downloaded/imported on the first duty day following the weekend or holiday.

- **Requirement:** Maintain and man the ground fuel servicing equipment to ensure customer support with specification products. Implement management, maintenance, quality, security, and environmental controls that ensure the safe delivery of ground products to authorized customers in a timely manner. The contractor shall notify the COR of any discrepancy or circumstance that may result in the inability to deliver ground fuel products.

Performance Standards:

- ✓ All equipment inspected, serviceable, and inspection documentation readily available by 0800 daily.
- ✓ Daily truck inventories one hundred percent accurate.
- ✓ Documented issues, defuels, and truck fills one hundred percent complete, accurate, and legible.
- ✓ Ground fuel truck logs maintained and accurate.
- ✓ Ground fuel truck issues, defuels, and truck fills entered into the FAS Gas Log Monday through Friday.
- ✓ Fuel servicing safety procedures and precautions observed.

C-2.5 Used Oil Handling

C-2.5.1 General: Other than the collection, safe handling, and disposition of product considered unrecoverable, incidental maintenance residual for example, used oil collection and handling is not applicable under this contract/solicitation.

C-2.6 Recyclable Jet Fuel Handling

C-2.6.1 General: Recyclable jet fuel handling is limited to the collection, safe handling, and return to inventory of recoverable laboratory sample residuals and truck low point drain samples.

C-2.9 Inventory and Administration

C-2.9.1 Defined: Inventory is defined as the physical measurement of products in terms of volume and temperature, the documentation of those measurements, and the conversion of observed measurements to standards recognized by the government and petroleum industry. Accounting is the manipulation of inventory, receipt, and issue data to portray an accurate record of daily events regarding the purchase and sale of products, the adjustment of inventories, and the capture of information in the form of manual records and computer files. The fuel accounting function will be performed by the government. The contractor shall be responsible for reporting inventory held within contractor vehicles. The contractor shall also be responsible for those administrative tasks, activities, and functions necessary to the complete input of information via the appropriate media, file maintenance, and reporting outlined within the contract.

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

C-2.9.3 Accounting: The contractor's accounting responsibilities are limited to those outlined in section [C-2.2.1.4, Documentation](#), and shall facilitate:

- ✓ The continuous update and accurate portrayal of FAS system information
- ✓ The import/input of ground fuel data to the FAS Gas Log for the periods specified by the government
- ✓ FAS access, input, and report generation. Note requirements under section [C-2.16, Security](#)
- ✓ The provisioning of inventory and workload information, to include local reporting, as may be requested by the COR, other Navy activities, and DESC
- ✓ Audits and inspections as may be conducted by the COR and other agencies

C-2.9.3.1 Inventory and Reports: The contractor shall complete all inventory actions daily. Fuel Automated System (FAS) modules, files, and records as may be applicable to the contracted activity, shall be updated and balanced daily. A summary report of receipts, issues (refuels/defuels), and product inventories for the previous days activities shall be provided to the COR by 1300 hours daily, Monday through Friday. Summaries of weekend/holiday activities shall be forwarded to the COR by 1300 hours of the first duty day following the weekend/holiday. In addition, the contractor shall maintain and update PWS embedded tables and Microsoft Excel spreadsheets, i.e., the *Exhibits of Fuel Services* provided with this PWS and forwarded to the Site Manager by the COR. Maintenance and update of the MS Excel *Exhibits of Fuel Services* shall include the complete, exact, and accurate reformatting for of the workbook in it's entirety for all years of the contract. An updated workbook file shall be submitted to the COR by the fifth workday of the month for subsequent submission to NOLSC Petroleum 423B.

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

C-2.9.5 Files and Records: Inventory files and records, the property of the government, shall be organized and stored in a neat accessible manner. All files shall be made available to the COR on request.

➤ **Requirement:** Process fuel and cryogenic receipt, transfer, issue, sales, and inventory documents. Post data to and/or validate entries to FAS and generates summary reports that accurately portrays the state of the fuel/cryogenic accounts. Advise the FMO, COR, customers regarding inventory matters and maintain records and filing systems applicable to the inventory and administration for Fuels Management. The contractor shall notify the government of any circumstance that may result in the inability to perform the required services in a timely manner.

➤ **Performance Standards**

- ✓ Appropriately personnel in place to perform the inventory function
- ✓ Inventory personnel knowledgeable and capable of work within the Fuels Automated System (FAS) and systems as may be applicable to the contracted activity
- ✓ Inventory processes, to include the update of computer systems, completed daily
- ✓ Out of tolerance conditions investigated, resolved, and documented
- ✓ Inventory reconciled and reports generated and forwarded to the COR in a timely manner
- ✓ Files/documentation neat, legible, and filed for easy access

C-2.10 Quality Surveillance

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

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

C-2.10.2.1 Sampling: The contractor shall take all samples, i.e., trucks and visual samples as may be applicable to the movement of product. Those samples requiring more than visual analysis shall be delivered to the fuel laboratory for testing. Samples shall be taken in accordance with the *API Manual of Petroleum Measurement Standards (MPMS), Chapter 8, Section 1, Manual Sampling of Petroleum and Petroleum Products*, and *MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products* as may be supplemented by local instructions. *NAVAIR 80T-109, Aircraft Refueling NATOPS Manual* and local instructions dictate the location of samples to be taken, the frequency, quantity, and minimum test requirements. *NAVSUP Publication 558, Fuel Management Ashore* outlines the sample retention procedures applicable.

C-2.10.2.2 Testing: The contractor shall conduct all testing of all product samples within the limits and capabilities of the station fuel laboratory and equipment provided. Unless otherwise specified, product samples shall be tested in accordance with *MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products*, and *NAVAIR 80T-109, Aircraft Refueling NATOPS Manual*. Calibration of laboratory test equipment and the replacement of standards applicable to all tests shall be conducted by the contractor and included in the PM plan. Personnel performing quality testing shall be trained and qualified to perform at the level of quality surveillance normally applicable to and undertaken at NAES Lakehurst. Sample requiring analysis beyond the capabilities of the base fuel laboratory shall be turned over to the COR for submission to the supporting area laboratory.

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

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

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

- **Requirement:** Implement management, sampling and testing regiments, and administrative, security, and environmental controls that fully implement a quality surveillance program that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The contractor shall notify the government of any circumstance that may result in the inability to perform the required services in a timely manner.
- **Performance Standards:**
 - ✓ One hundred percent sampling prior to, during, and after all fuel receipts, transfers, and issues
 - ✓ One hundred percent visual testing
 - ✓ Qualified personnel on duty as outlined in [Table 1, Hours of Operation](#)
 - ✓ Sampling and testing does not cause delays resulting in demurrage charges
 - ✓ A receipt sample shall be properly marked as to product, source, and date and stored as a retention sample
 - ✓ Quality of all petroleum products received, stored and issued meet specification requirements
 - ✓ Quality of all petroleum products is verified as suitable for their intended use
 - ✓ Records and petroleum samples are maintained to resolve quality concerns
 - ✓ Cleanliness and order maintained

C-2.11 Property Management and Maintenance

C-2.11.1 General: The contractor shall be responsible for the normal and continuous use, operation, and real time reporting of discrepancies applicable to the systems, facilities, and equipment furnished by the government and identified herein, and shall perform the limited preventive and operator maintenance such as that outlined in section [C-2.12.2.1.2, General Maintenance \(AR\)](#), and reporting as outline in section [C-2.3, Bulk Storage Operations](#). The contractor shall provide all manpower, materials, tools, and equipment not otherwise specified as government-furnished but directly or indirectly required and called for within this contract or references cited to accomplish all work requirements at the level and scope sited herein. The purchase of repair services and supplies beyond the scope of the preventive/operator maintenance program will, given the appropriate approvals, be reimbursed under section [C-4.0, Logistics Support, Cost Reimbursable](#).

C-2.11.2 Maintenance Categories:

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

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

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

C-2.12 Preventive Maintenance - Facilities and Equipment

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

C-2.12.2 Preventive Maintenance Inspections: The following inspections are applicable to NAES Lakehurst. The codes following each item heading, i.e., **Roads and Paved Surfaces (C)**, indicates the scheduled preventive maintenance cycle of continuous. The codes (**C** for continuous or daily observation during system inspections and monitoring during routine work or system operations, **D** for daily, **W** for weekly, **M** for monthly, **Q** for quarterly, **SA** for semi-annual, **A** for annual, and in some cases **AR** for as required) do not dictate or imply it is the only time an item will be monitored or inspected. In all cases, discrepancies noted as part of the daily system inspections and the preventive/operator maintenance program shall be fully documented, reported, and corrected. Repair requirements deemed beyond the expertise of the contractor or outside normal preventive maintenance practices shall be documented and reported to the appropriate work center via the COR. However, the contractor may be tasked under section [C-4.2, Services Requiring a Task Order](#), and shall take the appropriate action dictated by such a tasking.

C-2.12.2.1 Buildings and Structures (C): The contractor shall ensure that all buildings, structures, and facilities used by or under contractor control are kept clean and sanitary. The contractor shall sweep, mop, and wax floors and wash windows and walls of occupied buildings or office spaces to present a clean, orderly, and professional appearance. Maintenance and storage buildings shall be kept in clean and orderly manner. Areas immediately around buildings for which the contractor is responsible shall be kept free of debris. The contractor shall not allow fire hazards, such as oily rags, loose paper, and trash to accumulate in or around buildings, structures, facilities, and areas used, occupied, or controlled by the contractor.

C-2.12.2.1.1 Pest, Rodent, and Vegetation Control (AR): Requests for pest, rodent, and vegetation control shall be forwarded to the appropriate work center or agency via the COR.

Note

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

C-2.12.2.1.2 General Maintenance (AR): The contractor shall reset circuit breakers and switches, furnish and replace burned out standard and fluorescent lights, and plunge sinks and toilets to keep them serviceable. The requirement for other building/structure maintenance, i.e., electric, carpentry, and other skilled trade work shall be documented and forwarded to the appropriate work center or agency via the COR. The contractor shall not alter any structure or allow it to be altered without explicit written approval by the government.

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

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

C-2.12.2.3 Grounds (C): Grounds maintenance, grass cutting and vegetation control, will be provided by the Government.

Note

The use of herbicides by the contractor is prohibited. The government will undertake any application of herbicides.

C-2.12.2.4 Roads and Paved Surfaces (C): All roads, paved surfaces, curbing, and sidewalks within contracted fuel management areas shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the appropriate PW work center.

C-2.12.2.5 Fences and Gates (C): The contractor shall inspect all fences, to include signs and markings, gates and automatic gate openers, of fuel management compounds. Discrepancies shall be recorded and a work request forwarded to the appropriate PW work center.

C-2.12.2.6 Lighting (C): Exterior lighting, security lighting, and exterior building lights will be monitored on a continuous basis. Discrepancies shall be recorded and a work request forwarded to the appropriate PW work center.

C-2.12.2.7 Other Facilities, Equipment, and Utilities (C): The contractor shall continuously monitor other facilities, equipment, and utilities, i.e., AFFF Systems, storm drains, exterior water systems, power poles, lines and transformers, and exterior telephones within Fuel Management areas. Deficiencies noted shall be documented and reported to the appropriate PW work center.

C-2.13 Training and Records Keeping

C-2.13.1 Training Plan and Program: The contractor shall establish and maintain a training program that is acceptable to the government. The plan, both summary and final, shall be provided to the government as outlined in section [C-1.4.4.4.4, Training Plan](#). On acceptance, the complete training plan shall become a part of the contract. The training plan/program shall ensure that all contract personnel receive training ranging from initial employee indoctrination to fuel safety and environmental issues as may be outlined in but not necessarily limited to in the following table. Training shall be fully documented within each individuals training record. The *Personnel Qualification Standard (POS) for Aviation Fuel Operations Ashore, NAVEDTRA 43288A*, shall be used as the core training record for all fuel personnel.

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

C-2.13.3 Training Records: Training records shall be kept current and information posted thereto as training occurs. Training records shall be made available to the government on request. All training documents or a complete copy thereof, excluding proprietary company information, shall be provided without cost to an employee on termination of duties with the contractor.

Table 3 Training Requirements

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

- (1) Except as may be specified by other sections of this contract, the government is not obligated to train or provide training to contract personnel. However, incidental training as may be mandated by the base and provided without cost to the contractor, i.e., fire prevention or base/flightline familiarization, shall be fully documented within an employee’s training record.
- (2) New contractors to the Alongside Aircraft Refueling Program shall hire FAS trained and certified personnel or arrange with the NOLSC Petroleum, Code N422C, to have dispatch personnel FAS trained and certified prior to the contract start date. Initial FAS training of new contractor personnel will be provided by the government. Once initial government training of contract personnel has been provided, the contractor shall be responsible for the continued training of dispatch personnel within the contract organization. Additional DESC funded training of contract personnel may be made available on submission of justification to NOLSC Petroleum.
- **Requirement:** The contractor shall continually develop and train personnel to enhance work habits and improve skills applicable to the petroleum and cryogenic management mission. Training relevant to equipment operation, product handling and safety procedures, quality and quantity determination, environmental protection, and administrative/accounting functions shall be provided as applicable. The contractor shall advise the government of any circumstance that may result in the inability to perform the required services.
- **Performance Standards.**
 - ✓ The contractor’s Training Monitor is identified
 - ✓ A complete and current copy of the contract Training Plan readily available to the government on request
 - ✓ One hundred percent compliance with the government accepted training standards
 - ✓ All training records complete and annotated regarding required training as outline in the training plan
 - ✓ Training materials, literature, documents, aids, and information readily available to all personnel

C-2.14 Safety Program

C-2.14.1 Safety Plan: As noted in section [C-1.4.9, Fuel Safety](#), the contractor shall publish and maintain a comprehensive fuel safety program that complies with applicable Federal, state, and local laws and Navy instructions and regulations. The following table lists those safety plans/topics to be provided by the contractor and government plans to be incorporated in the contractor’s final safety plan. On acceptance, the safety plan shall become a part of the contract.

C-2.14.2 Safety Monitor: The contractor shall appoint a responsible individual the collateral duty of Safety Program Monitor, the primary point of contact regarding the contractor’s safety program.

C-2.14.3 Safety Materials: A copy of the safety plan supported by applicable safety literature, training aids, and other safety training materials shall be made available to contract employees.

C-2.14.4 Accident/Incident Reporting: All duty related accidents and incidents, to include traffic violations involving contractor operated equipment, for which the contractor or contract personnel are responsible or involved in shall be reported to the COR immediately or, depending on the severity and circumstances, as soon as practical. All accidents and incidents shall be fully documented and a copy of all initial draft and final accident/incident reports forwarded to the COR with the next duty day documents and reports. Also see section [C-2.15.5, Spill Reporting](#), regarding product/material spills.

Table 4 Safety Plan

<i>Safety</i>	
Safety and Health Standards Plan	29 CFR 1910, Occupational Safety and Health Standards
Fire Prevention Plans	29 CFR 1910.39, Fire Prevention Plans
Hazardous Waste Operations and Emergency Response Plan (Provided by the government)	29 CFR 1910.120, Hazardous Waste Operations and Emergency Response Plan
Personal Protective Equipment (PPE)	29 CFR 1910.132, Personal Protective Equipment
Permit Space Program	29 CFR 1910.146c, Permit Required Confined Spaces
Industrial Hygiene Survey (Physical survey performed by the government)	OPNAVINST 5100.23* Navy Occupational Safety and Health (NAVOSH) Program
Accident/Incident Reporting	See section C-2.14.4 Accident/Incident Reporting

- **Requirement:** Establish a comprehensive safety program and publish a safety plan. Train personnel to recognize potential hazards, avoid exposure to danger, and to develop safe working habits and skills applicable to petroleum related operations so as to minimize disruptions to customer support. The contractor shall advise the government of any circumstance that may result in the inability to perform the required services.
- **Performance Standards:**
 - ✓ The Contract's Safety Plan available to the government and contract personnel
 - ✓ All safety materials, training aids and documents readily available to contract personnel
 - ✓ contractor safety monitor appointed
 - ✓ One hundred percent documentation and compliance with government approved safety plans
 - ✓ One hundred percent documentation verifying all operations are conducted in accordance with government approved procedures

C-2.15 Environmental Protection

C-2.15.1 Compliance: The contractor shall comply with all Federal, state, and local environmental law, regulation, and code as outlined by section [C-1.4.4.2, Environmental Protection Plan](#), and publish a comprehensive environmental plan that complies with and compliments the government provided environmental plans listed below. The contractors plan shall be site specific, cover all areas, facilities, equipment, duties, and tasks for which the contractor is responsible, establish misshape reporting procedures as required below, and should elaborate on issues that may be unique to the activity, i.e. operator pre-testing of used oils collections (not required at all activities). The contractor shall be fully responsible for compliance with all environmental code, regulation, and laws in effect at the time of contract start and shall comply with all additions, changes, and revisions as may become effective during the contract period.

C-2.15.2 Permits and Licenses: Environmental permits and licenses required for the operation of government fuel facilities will be obtained by and kept on file by the government.

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

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

Table 5 Environmental Protection

<i>Environmental</i>	
Hazardous Waste Operations and Emergency Response (Plan Provided by the government)	29 CFR 1910.120, Hazardous Waste Operations and Emergency Response Plan
Oil Pollution Prevention (SPCC Provided by the government)	40 CFR 112, Oil Pollution Prevention OPNAVINST 5090.1*, Navy Environmental and Natural Resources Program Manual
National Pollutant Discharge Elimination System (NPDES) Permit is held by the government	40 CFR 122, EPA Administered Permit Programs: The National Pollutant Discharge Elimination System
Requirements for recyclable materials and used oil	40 CFR 261.6, Identification and Listing of Hazardous Waste 40 CFR 279.11 Used Oil Specifications
High/Low Level Alarms and Control Valve System Status Report	Section C-2.12.2.10, High/Low Level Alarms and Control Valves

C-2.15.5 Spill Reporting: In addition to any and all formal government requirements for the reporting of fuel spills, the contractor shall provide a simplified report of all spills involving the contractor, its personnel, equipment, systems, and processes for which it is responsible. Outside aircraft venting incidents (refueling), minor seepage or weepage of system/equipment components, or the capture of small amounts of fuel in drip pans incidental to maintenance, i.e. nozzle changes or strainer cleaning, the spill and loss or recovery of product shall be reported to the COR, the DESC-FPB Contracting specialist responsible for the contract, and NOLSC Petroleum N423 and N423B. All reports shall be immediate (same day) written (e-mail) accounts of the circumstances surrounding the spill, the estimated amount of the spill, and actions taken to remediate the spill.

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

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

C-2.16 Security

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

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

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

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

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

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

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

Table 6 Security

<i>Security</i>	
ADP security, user accounts and passwords, obtained for Government computer system users.	SECNAVINST 5510.36, Department of the Navy (DON) Information Security Program (ISP) Regulation
Maintain controlled access to Government facilities under the Contractor’s control.	OPNAVINST 5530.14, Navy Physical Security
Secure all gates, buildings, facilities, and systems when not in use.	
Establish and maintain a key security and lock control system.	
Maintain visitor’s logs.	
Perform and document random security checks/patrols.	

➤ **Requirement:** In concert with the local vulnerability assessment, the threat condition established, and to the extent of the physical barriers and systems provided, the contractor shall act to ensure that all government/contractor facilities, equipment, materials, supplies, products, and computer systems over which the contractor maintains control are physically secure. The contractor shall advise the government of any circumstance that may result in the inability to perform the required services.

➤ **Performance Standards:**

- ✓ Level of security comparable to the established threat condition
- ✓ Security plan and requirements documented and files maintained
- ✓ Key and lock system established and controlled
- ✓ Visitor logs maintained
- ✓ Random security inspections performed and documented
- ✓ Facility inspections performed to ensure security systems are functional. Noted discrepancies reported

- ✓ Government computer systems used only by personnel who are cleared and provided password access

C-2.17 Property Inventory and Accountability

C-2.17.1 Joint Inventory: At contract turnover as outlined in [Section C-1.5, Contract Turnover](#), representatives of the contractor and government will conduct a joint inventory of all government furnished facilities, systems, equipment, supplies, and other property to be furnished by the government to the contractor. They will jointly validate the list of facilities, fuel and cryogenic systems, equipment, and components listed in [Appendixes A, Government Furnished Facilities](#), and update the appendix to fully account for government assets to be placed under the care and control of the contractor. They will also update and jointly validate [Appendix B, Government Furnished Equipment, Supplies, and Services](#) to provide an inventory of all other government furnished minor property.

C-2.17.2 Disposition of Government Property: The government reserves the right to dispose of any excess or unserviceable facilities, equipment, components, parts, materials, supplies, or other items as may have been furnished at any time over the course of the contract. The government will replace items critical to the contractor's performance; however, the contractor may be tasked under [Section C-4.2, Services Requiring a Task Order](#), to provide replacement items or procure repairs. Furthermore, the government reserves the right to dispose of any excess or unserviceable common use items such as but not limited to office and rest area furniture, decorative pieces, and appliances such as coffee machines, microwave ovens, and refrigerators without replacement. Appliances and furniture items accumulated, collected, or otherwise provided by the contractor over the course of the contract shall be removed from the base or otherwise disposed of at the end of the contract. All facilities, equipment, components, parts, materials, supplies, or other items furnished by the government to the contractor shall be returned to the government in as good a condition as received, allowing for normal wear and tear.

C-2.17.3 Annual Property Inventory: As outlined in [Section I, Clause III4, Government Property \(Fixed-Price Contracts\)](#), the contractor shall account for all properties, maintain records, and submit a report of government Furnished Equipment/Property in the custody of the contractor, annually, as of the anniversary of the contract. The report shall be forwarded to the COR not later than 30 days from the anniversary date each year of the contract. The contractor's report shall provide a complete inventory of government-furnished property under its custody. The contractor shall identify all property deleted and received since the preparation of the last inventory and provide copies of source documents, i.e., contractor/vendors invoices, for each item of government-furnished property. [Appendixes A, Government Furnished Facilities](#), and [Appendix B, Government Furnished Equipment, Supplies, and Services](#), shall be updated by the contractor.

C-2.18 Use of Government Facilities

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

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

C-3.0 CONTRACTOR-FURNISHED EQUIPMENT

C-3.1 Equipment and Tools

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

C-3.2 Vehicles

C-3.2.1 Standards: The contractor shall provide all of the vehicles required to meet the workloads identified herein within the response times outlined in section [C-2.2.2.2, Response](#), for the petroleum related operations specified in [Table 1, Typical Hours of Operation](#). The equipment identified within this section shall be built to the Federal, commercial, and trade specifications outlined and directly or indirectly used and referred to by DOD and other government agencies in the procurement of the equivalent type of vehicles and equipment. All vehicles and equipment shall be maintained in a fully serviceable condition by the contractor and shall be fully capable of being used to safely perform the tasks for which they are designed. The government is fully aware that equipment built and configured as specified herein may exceed weight standards for use on “off station” public roads. For the most part, they are commercially available trucks, tractors, and cargo tanks modified to meet specific military demands and maximum deliverable quantities of product to an airfield/flightline environment. In the event any piece of equipment must be taken off station to satisfy a task issued by the government, the contractor will be instructed or allowed to obtain the appropriate waivers to operated at full capacity or reduce the cargo load to that level that will fully comply with all Federal and state laws, regulations, and code.

C-3.2.1.1 Configuration: All vehicles provided shall be built to and configured as specified herein. Other than those parts and subparts that are attached by a quick disconnect or a locking type coupler that can be immediately and readily connected or disconnected by the equipment operator, all other equipment, attachments, parts, systems, and subsystems shall be provided with and remain on—permanently affixed—to the vehicle.

Note

The offer and acceptance of used equipment may result in the requirement to retrofit such equipment to facilitate the implementation of new standards and/or the installation of new devises, components, or systems, i.e., new emergency controls mechanisms.

C-3.2.1.2 Replacement of Vehicles: The vehicles provided to an activity at contract start shall not be replaced or removed from the base/station without written notification to and documented approval by the government.

C-3.2.1.3 Standby Equipment: Standby or spare vehicles not specified or required herein but presented for use on station shall pass all inspections applicable to the equivalent type of equipment provided under this contract.

C-3.2.2 Prime Mover, Trucks and Tractors

C-3.2.2.1 Prime Mover, General: Truck and tractor chassis, to include motor tank vehicle chassis, provided under this contract shall be of the size, capacity, and condition that provides for an ease of operations fully intended by the truck manufacture, the complete safety of the driver/operator, and one that reflects the pride and professionalism of the contractor. Truck and tractor chassis shall be of a standard, first class commercial design fully equipped and sized to tow/carry the cargo load to which they will be subjected. Subject to the minimum cargo tank capacity set forth in section [C-3.1.3.2.1, Cargo Tank Capacity](#), the contractor shall provide equipment that, when filled to capacity, will, within the military support requirements outlined herein, support the loads being carried. Tractors under 8,000-gallon refuelers shall be configured with three (3) axles rated at 12/20/20 thousand pounds or greater front to rear. 5,000-gallon motor tank trucks shall be configured with three (3) axles rated at 14/20/20 thousand pounds or greater front to rear. Single and dual product 2,000-gallon motor tank trucks used as refuelers and to transport of ground fuels, aviation gasoline, used oils, and recyclable fuels shall be configured with two (2) axles rated at 10/19 thousand pounds or greater front to rear. Providers of new trucks/tractors shall comply with the most current version of *Federal Standard 794**; *Truck and Truck Tractor, Medium Commercial* for two (2) axle, 2,000-gallon motor tank trucks and *Federal Standard 807**; *Truck and Truck Tractor, Heavy Commercial* for three (3) axle 5,000 and 8,000-gallon trucks or that applicable to the model year the chassis was built; however, alternative engine specifications [215 horsepower rated engines for three (3) axle vehicles and 175 horsepower rated engines for two (2) axle vehicles] and alternative transmission specifications [manual versus automatic] are acceptable. Furthermore, as allowed by section 1.2, Application [both standards], the components listed within the various truck and truck/tractor tables as “standard equipment” are, except as may be required for the safe handling as a fuel servicing vehicle or specified herein and references sited, waived. As outlined in the aforementioned standards, vehicle ratings shall be the manufacture’s published ratings. Component and vehicular ratings shall not be raised to meet the requirements of this or any other specification. Except as specifically modified herein, each truck/tractor shall be configured and maintained to meet the requirements set forth in *49 CFR, Chap III, Sub-Chap B, Part 393, Parts and Accessories Necessary for Safe Operation*. All tractors of the same size and class shall be interchangeable with all trailers of the same class by the vehicle operator without modification to the tractor or trailer.

C-3.2.2.2 Safety/Environmental: The contractor shall maintain trucks and tractors so that entry of carbon monoxide and noxious fumes into the vehicle cab is minimized. Rubber boots around pedals and levers shall be in tact and tight fitting. Grommets in holes through the firewall shall fit snugly. Holes in the floor panels, firewall, or elsewhere within the cab shall be repaired and closed. Heater and fresh air intakes shall be remote from the exhaust discharge. Exhaust systems shall be inspected and repaired or replaced as necessary. Engine oil and fluids shall be controlled (leaks repaired) so as to prevent the spillage of fluids anywhere.

C-3.2.2.3 Radios: The government will provide the radios described in [Appendix B, Government Furnished Equipment, Supplies, and Services](#). The ignition system of all contractor vehicles shall be equipped with devices designed to minimize radio interference.

C-3.2.2.4 Electrical Wiring and Lights: All wiring beyond the rear of the truck or tractor cab shall be of adequate size to provide the required current-carrying capacity and mechanical strength. It shall be mounted to provide protection from physical damage and contact with spilled fuel by being enclosed in a metal conduit or other oil-resistant protective covering. All circuits shall have over-current protection. Junction boxes shall be weatherproof.

Note

Daytime running lights, headlights on newer vehicles that cannot be turned off by the driver, shall be disabled.

C-3.2.2.5 Mirrors and Glass: All trucks and tractors shall be equipped with large, truck type exterior rear view mirrors located and mounted so as to provide the driver a clear view of the rear along both sides of the vehicle or trailer. Mirrors, windshields, windows, turn signals, reflectors, clearance and brake lights shall not be cracked, broken, fogged, or distorted in a way that would impede the driver's vision or prevent a clear signal to other traffic.

C-3.2.2.6 Fenders and Mudguards: Fenders and mudguards shall be installed over the wheels of the tractor to fully protect the cargo tank and pumping system. Such fenders/mudguards may be tractor or trailer mounted. Non-functional skirting and flashing is prohibited.

C-3.2.2.7 Tires: Unless specific tire requirements are established by the Commanding Officer, *49 CFR, Chap III, Sub-Chap B, Part 393, Sub-Part G* applies. However, non-FOD tire may be mounted at the contractors discretion.

C-3.2.2.8 Exhaust Systems

C-3.2.2.8.1 Pre 2007: With regard to pre 2007) equipment, the exhaust system of all trucks/tractors (gas or diesel) shall consist of a standard commercial muffler and a spark arrestor. The spark arrestor shall be approved under USDA Forest Service Standard 5100.1b as supplemented by the NWCG Spark Arrestor Guide, General Purpose and Locomotive (GP/Loco), Volume I. The spark arrestor shall have a clean out plug. Where flexible exhaust pipe is used to absorb engine torque, a short section, not exceed 18 inches may be used. Exhaust systems shall be configured as follows:

NOTE

A spark arrestor is not required on trucks equipped with turbo diesel engines where 100 percent of the exhaust passes through the turbo unit.

C-3.2.2.8.1.1 Forward Mounted Fuel Components: On fuel servicing tractor/semi-trailers where fuel system components and piping are mounted on the tractor chassis or on the front of the tank over the tractor chassis, and on cargo tank motor vehicles where components are mounted on the chassis between the cab and the tank or along the chassis under the tank behind the cab, the muffler and spark arrestor shall be mounted at the front of the engine with the exhaust outlet directed toward and exiting at the right extreme of the front bumper of the unit. The exhaust outlet shall point toward the ground at a 45-degree angle and terminate no higher than 18 inches above the ground.

C-3.2.2.8.1.2 Under-Trailer/Rear Mount Fuel Components: On fuel servicing equipment configured with the system components and piping mounted under the trailer and to the rear of the trailer landing gear or on the rear of the trailer or tank, a shielded commercial exhaust system as described in NFPA 407, Standards for Aircraft Fuel Servicing, may be installed. To preclude the accumulation of hot, noxious, and potentially dangerous gases/fumes, exhaust piping, shielded or otherwise, shall not terminal under the truck/tractor cab or anywhere between the chassis frame rails.

C-3.2.2.8.2 2007 and Beyond: Diesel powered equipment manufactured in 2007 and beyond shall be configured with exhaust system complying with EPA rules requiring the use of ultra low sulfur diesel. Furthermore, in that the new exhaust systems cannot be front mounted, a shielded commercial exhaust system as described in NFPA 407, Standards for Aircraft Fuel Servicing, shall be installed. To preclude the accumulation of hot, noxious, and potentially dangerous gases/fumes, the shielded exhaust piping shall not terminal under the truck/tractor cab or anywhere between the chassis frame rails. For gas powered equipment, refer to C-3.2.2.8.1 above.

C-3.2.2.9 Painting and Marking: contractor vehicles, excluding utility vehicles, shall be painted and marked in accordance with in most current version of NAVFAC P-300, Management of Transportation Equipment. All vehicles shall be free of rusted areas, running rust, flaking paint, and excessive paint oxidation. Contractor vehicles shall be completely repainted when touch up painting exceeds 20 percent of the vehicle's surface. Faded, poorly reflective, and obscure stencils, placards, and logos shall be replaced.

C-3.2.2.9.1 Placards: A DOT placard applicable to the grade of product being transported shall be placed on the left quarter of the front bumper. A placard holder or rigid plate to which the placard is mounted may be used for the bumper mounting. See sections applicable to the cargo tank for side and rear placard requirements.

C-3.2.2.9.2 Company Logo: Truck/tractor doors (both) shall be marked with permanently affixed or firm (tight) fitting magnetic placards of the company name or logo. The name and logo shall be applied in a professional manner, reflective of company pride and professionalism. Stenciled or spray painted logos shall not be used.

C-3.2.2.9.3 No Smoking: The readily visible warning "**NO SMOKING**" shall be posted within the cab of all fuel servicing equipment provided under this contract.

C-3.2.2.10 Spill Remediation Kits: Each contractor truck/tractor shall 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 spare kits shall be provided so that in vehicle kits can be maintained at a 100 per cent level while used kits are replaced or restored a complete kit level after use.

C-3.2.2.11 Equipment Controls: Except to operate the clutch, set the transmission in the appropriate gear, and engage the PTO, all pump system controls and effort necessary to observe or operate those controls and the pumping system shall be from the operator position outside the cab of the vehicle being operated. Once the unit is set to operate, the drive shall not be required to re-enter the truck cab except in an emergency or to disengage the PTO and move the equipment from the servicing area.

C-3.2.2.12 Spot Light: Each prime mover shall be equipped with a cab-mounted spotlight (work light) that can be manipulated by the driver from within the truck cab.

C-3.2.3 Refuelers

C-3.2.3.1 Refuelers, General: contractor provided refuelers, aviation fuel-servicing trucks/trailers and cargo motor tank trucks configured to issue filtered product and defuel and filter product being returned to the cargo tank, shall be configured to meet the specifications outlined herein. The design and construction of new refuelers shall be such that the cargo tank meets DOT 406 specifications. Refueler components shall be applied in accordance with the most current edition of *NFPA 407, Standards for Aircraft Fuel Servicing*; however, see *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual, Appendix D*, regarding Navy unique components to be installed, their specific range of measurement. Furthermore, all cargo tanks and system components through which product will pass, shall be constructed of aluminum or stainless steel. Internally coated tanks and components are not acceptable. Should a conflict between specifications arise, the more stringent or restrictive requirement shall apply. Except for the PTO mounted hydraulic pump, its in-cab mounted controls, and the tractor to trailer electrical, air, and hydraulic lines, all refueler components shall be contiguous to the cargo tank/frame (semi-trailers), or the entire prime mover/refueler shall be a cargo motor tank truck. A hydraulic cooling system, if installed, may be tractor or trailer mounted. Regardless of the refueler/truck configuration, all hoses and connections, i.e., servicing hoses, recirculation, bottom loading, and defuel connections, overfill protection devices, grounds, deadman controls, or otherwise shall be located on the left or drivers side of the vehicle.

Note

Reference to various type, size, and capacity of equipment outlines general requirements. See section [C-3.2.3.2.1, Cargo Tank Capacity](#) that follows to determine the specific requirements of this solicitation/contract.

Note

The government reserves the right to designate the grade of product to be held in and dispensed from any or all contractor fuel servicing vehicles. Reasonable costs associated with product changes, filter replacement for example, directed by the government will be borne by the government.

C-3.2.3.2 Cargo Tank: Cargo tanks shall be constructed of aluminum or stainless steel. New tank construction shall conform to DOT 406 specifications as outlined in the *CFR Title 49, Transportation*. Unless otherwise specified, the provisions of *49 CFR 178* and the most current subpart applicable to specification DOT 406 apply. Furthermore, all referenced guidelines for the construction, use of materials, inspections, certifications, marking, and stamping of cargo tanks or components thereof, also apply. The cargo tank shall be one compartment with the appropriate baffles. Each baffle shall be open at the baffle/tank top to allow venting between all baffled areas at the 600 GPM fill rate. Openings at the baffle bottom/tank floor shall allow the flow of lading to the tank suction point at the 300 GPM issue rate. The entire tank shall drain completely to a low point. The tank shall be designed so that all portions are accessible for inspection, cleaning, and maintenance. Each cargo tank shall be marked with a specification and nameplate as outlined in *49 CFR 178*. In addition, *49 CFR, Part 180, Subpart A, General, and Subpart E, Qualification and Maintenance of Cargo Tanks* applies.

Note

For clarification, MC 302, 303, 305, and 306 specification tanks will not be considered under this contract.

C-3.2.3.2.1 Cargo Tank Capacity: Trailer and motor tank chassis shall be of a standard, first class commercial design equipped and sized to the maximum extent possible and practical carry the load to which it will be subjected. Cargo tanks provided shall have a **minimum capacity of 5,000 gallons** plus the appropriate expansion space and, unless specified otherwise, shall be filled to capacity. Subject to the minimum cargo tank capacity specified, 8,000-gallon refuelers (trailers) shall be configured with two (2) axles rated at 20/20 thousand pounds or greater, see section [C-3.2.2.1, Prime Mover, General](#), regarding 2,000 and 5,000 gallon motor tank trucks (refuelers). Vehicle ratings shall be the manufacturer's published ratings. Component and trailer ratings shall not be raised to meet the requirements of this or any other specification. Equipment required for use or travel off station shall be properly licensed or permitted and loaded to comply with all federal, state, and local highway/road use laws, regulations, and code.

Note

All fuel servicing trucks and tractor/trailer combinations shall be filled to capacity with JP5/8 or a fluid of equivalent weight and weighed. Certified weight documents and manufacturer's documents regarding weight specifications and limitations of axles shall be presented at the time of the equipment inspection outlined in section [C-3.3.1.2, Equipment Inspection](#).

C-3.2.3.2.2 Sacrificial Devices: As outlined in *49 CFR 178-345-8 and 346-8*, any piping that extends beyond the accident damage protection must be equipped with an emergency stop valve and a sacrificial device such as a shear section. Sacrificial devices in the form of a shear section shall conform to the specifications of the *Tank Truck Manufacturers Association (TTMA) RP 86-XX* as tested in accordance with the procedures set forth in *Tank Truck Manufacturers Association (TTMA) RP 84-XX*, the most current version or that applicable at the time the refueler was manufactured or the valve replaced.

C-3.2.3.3 Tank Venting: In addition to pressure and vacuum devices required under specification DOT 406, the cargo tank shall be equipped with a venting system rated at the 600 GPM bottom loading flow rate. The system shall open automatically when the unit is set for the movement of product into or out of the cargo tank.

C-3.2.3.4 Overfill Protection: Each cargo tank shall be equipped with an overfill protection system, Scully IntelliCheck II or equivalent, a multi-connector to allow for the connection to commercial and military (four plug) cable assemblies at the fillstand, and a system actuated tank valve. The multi-connection/receptacle that mates with the fillstand cable/connector shall be firmly mounted near the bottom-loading receptacle. Any wiring between the receptacle and the tank probe shall be encased as required by section [C-3.1.2.4, Electrical Wiring and Lights](#). Any system installed/used shall be fully functional in the defuel mode and capable of being tested during equipment inspections. If the contracted activity fillstand system is not equipped with a functional overfill protection device, system, or equipment, the contractor shall configure the aforementioned to stop the flow of product to the cargo tank completely at the designated full tank level. Regardless of the method used, an anti-drive feature required under section [C-3.1.3.6.1, Bottom-Loading](#), shall be installed.

Note

Internal tank mounting brackets and probes should be adjustable to the extent that potential highway load/capacity restrictions, should they be applied or required, can be accommodated.

Note

The overfill protection system (cable and plug assemble) currently installed at NAES Lakehurst is the four prong Scully model SD-4J.

C-3.2.3.5 Low Point Drain: The cargo tank shall be configured with an internal self-closing stop-valve at the lowest point of the cargo tank to facilitate low point (complete) draining of the tank. The drain assembly, the self closing valve, tubing or piping necessary to connect to additional downstream control valve, and a cable pull, shall be installed. The downstream control valve, a sampling point, shall terminate with a short pipe nipple sized to fit inside the neck of a standard quart sample bottle, shall be rigidly mounted beyond or to the outside of the tank ladder, fire bottle, frame, and the bumper or panel to which it is attached, and shall be readily accessible and positioned so that a sample bottle can be easily filled.. The cable pull used to open the self-closing valve shall be positioned at (within one foot) of the outlet valve. The drain valve and pull handle shall be mounted apart from and readily distinguishable from the emergency control system identified in section [C-3.2.3.8.3, Emergency Controls](#) and clearly marked "LOW POINT DRAIN" in a color other than red.

C-3.2.3.6 Piping: System piping shall be designed and installed to facilitate complete drainage of the cargo tank. Piping sections subjected to excessive movement during operation, shall be firmly mounted or braced, and fully protected by grommets where it passes through sheet metal frames or bulkheads. The pump and bottom loading system piping shall be constructed of schedule-40 aluminum or schedule-5 stainless steel.

Note

Refuelers configured with permanently installed tank to tractor--tractor to tank product transfer or "belly hoses" will not be considered for use under this contract.

C-3.2.3.6.1 Bottom Loading: Cargo tanks shall be configured to bottom load at 600 GPM. A jet fuel bottom loading system shall consist of a standard single point receptacle with dust cover and manual shutoff valve. An anti-drive away device/system, one that will prevent the movement of the unit as long as a nozzle is connected to the bottom-loading receptacle, shall be incorporated in the system.

Note

In those states requiring vapor recovery, a vapor recovery system shall be installed on refuelers dispensing volatile products, i.e., Jet B, JP4, and aviation gasoline.

C-3.2.3.6.2 Recirculation: All fuel servicing hoses shall be capable of being recirculated. The recirculation system shall be capable of flow rates equal to the size and type of hose system being tested. Product shall be drawn from the main tank valve/suction point, circulated throughout the entire fuel system and hose(s) and returned to the tank at a separate tank fitting remote to the suction point, see *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual, Figure 11.5*. The bottom-loading system may serve as the recirculation point if the return to the cargo tank is remote to the pump suction point.

C-3.2.3.7 Defueling: Each refueler shall be capable of defueling at 50 GPM at ground level. All product defueled shall be metered, filtered, and pass through the relaxation chamber prior to returning to the cargo tank. The defuel connection (stub) shall normally consist of a one and one-half inch (1½”) quick disconnect adapter (male fitting) and dust cap, a line strainer assembly configured to strain incoming product, and a control valve that isolates the strainer and defuel connection; however, see the hose coupling option outline in the note to section [C-3.2.3.13, Hoses](#). The strainer screen shall be readily removable for cleaning and inspection without interference with or removal of other components.

C-3.2.3.8 Pumping System: The pumping system shall consist of pumps, piping, connectors, valves, and other hardware identified herein. The pump system shall provide for a low flow rate of 0 to 100 GPM via either of the hose/nozzle systems, and a high flow rate of 0 to 300 GPM via the underwing (single point) hose/nozzle system. The pump system shall be adjustable so that fuel pressure measured at the underwing nozzle does not exceed 50 PSI at the 300 GPM flow rate during aircraft refueling. All system controls, valves, and hose connections shall be accessible to the operator and operable from ground level. All tank, piping, and component metals exposed to fuel, shall be non-ferric or stainless steel material. Internally coated tanks, piping and components are not acceptable.

Note

Pumping systems using hydraulic pressure, i.e., tractor to trailer pressure systems shall be conspicuously marked with the appropriate “HIGH PRESSURE WARNINGS.” Precautions regarding such systems shall be included in operator training programs.

C-3.2.3.8.1 Flow Control: A calibrated pump pressure gauge, the differential gauge noted in section [C-3.2.3.9.1, Differential Pressure](#), and a throttle or rate of flow control mechanism that can be set or locked in position shall be centrally mounted outside the truck cab so they can be read and operated from the equipment operator’s position. The pump pressure gauge shall be marked to indicate maximum servicing/operating range. All gauges shall be clearly labeled as to their function. All controls shall be illuminated by a panel/frame mounted lighting system conforming to section [C-3.1.2.4, Electrical Wiring and Lights](#).

C-3.2.3.8.2 Performance: Fuel servicing trucks as designated by section [C-3.2.3.2.1, Cargo Tank Capacity](#), shall be rated and fully configured to dispense product as outlined below. Pumping systems, thus configured shall be capable of sustained flow at the rates noted until the cargo tank is empty or pump suction/prime is lost. Hose/system flow rates shall be measured separately.

C-3.2.3.8.2.1 5,000 and 8,000 Gallon units at 0 to 100 GPM through a 1½ inch by 50 foot (1½” X 50’) fuel servicing hose, a dry break coupler, and a 1½ inch overwing servicing nozzle, and 0 to 300 GPM through a 2 inch by 50 foot (2” X 50’) fuel servicing hose, dry breakaway coupler, 55 PSI hose end pressure regulator, and an underwing (single point) servicing nozzle when connected to and returning product to the equipment bottom loading or recirculation point.

C-3.2.3.8.2.2 2,000 Gallon unit at 0 to 25 GPM through a 1 inch by 50 foot (1” X 50’) fuel servicing hose, a dry break coupler, and a 1 inch overwing servicing nozzle, and 0 to 100 GPM through a 1½ inch by 50 foot (1½” X 50’) fuel servicing hose, dry breakaway coupler, 55 PSI hose end pressure regulator, and an underwing (single point) servicing nozzle when connected to and returning product to the equipment bottom loading or recirculation point.

C-3.2.3.8.3 Emergency Controls: A pneumatic main tank valve opening mechanism and emergency control (shutdown) system shall be installed. The system consisting of a main tank valve control at the operator's station, a valve at the right rear of the unit tank, and a valve at the left front of the unit tank shall be installed. On motor tank trucks where the operator's work center and the main control valve are located at the front of the tank, the left front device is not required. All shall be push/pull type air valves. When set in the ready to pump position, all shall be set in the open or pulled position for normal operations and configured so that when pushed will stop the flow of fuel. Regardless of location, emergency control mechanisms shall be unobstructed, i.e., mounted outside of the tank frame, ladders, fire extinguishers, and placards, readily identifiable (handles that may blend with the truck color painted red), and clearly marked **EMERGENCY SHUTOFF** with directions to **PUSH** in two-inch white lettering on a red background. An in cab brake release that allows for the free movement, egress, the unit, shall be provided. Fusible plugs, links, or thermally activated devices incorporated into the emergency shutdown system shall be unpainted bare metal.

C-3.2.3.9 Filter Separator: A two-stage filter/separator configured with coalescer elements as specified under the most current version of MIL-F-52308* or meeting American Petroleum Institute (API) Publication 1581, Group II, Class C standards, and separator stage elements as outlined by the most current version of MIL-F-8901* shall be installed on each refueler. The aluminum or stainless steel filter separator shall be sized to meet the flow rates established in section [C-3.2.3.8.2, Performance](#), and configured with the appropriate air eliminator, pressure (thermal) relief valve, a water slug control valve and test mechanism, a manual sump drain, and a differential pressure gauge as specified in section [C-3.2.3.9.2, Differential Pressure](#), below. The air eliminator and pressure relief valve, both one way devices, shall be vented to the main tank via a common line. The water slug control valve and sump float assembly shall stop/start the flow of product when the water within the filter/separator sump reaches a predetermined level. The control valve used in conjunction with the float assembly shall include provisions that will permit manual testing of the water slug control system. The filter/separator sump shall be equipped with a spring-loaded ball type valve that is normally in the closed position and terminating with a short pipe nipple sized to fit inside the neck of a standard quart sample bottle. The valve shall be accessible to the unit operator without crawling under any part of the truck/trailer. Other superfluous drain valves shall be removed and the outlet plugged. The chamber shall be designed, constructed, tested, marked, and "stamped" in accordance with the American Society of Mechanical Engineers (ASME) code, ASME Boiler and Pressure Vessel Code, Section VIII, Division 1.

C-3.2.3.9.1 Sample Ports/Connections: As outlined in *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual*, a Gammon flush-type, dry break, quick disconnect sampling/pressure test connections with dust plug shall be installed in the system piping up and downstream of the filter separator.

C-3.2.3.9.2 Differential Pressure: A quality direct reading, piston type differential pressure gauge of the 0-30 PSI range shall be installed. The gauge shall be adjusted and/or calibrated to read at least zero under normal pumping conditions when new filter elements are installed. The gauge shall be mounted and labeled so as to be readily accessible, identifiable, and easily monitored by the refueler operator.

C-3.2.3.10 Relaxation Chamber: Each refueler dispensing jet fuel shall be configured with a relaxation chamber, a baffled metal tank within the piping system downstream of the filter and sized to the rated pumping capacity of the refueler. The chamber shall retain fuel within the chamber for 30 seconds after passage through the filter system to assure the complete turnover of product. A spring-loaded ball type low point drain valve that is normally in the closed position and terminating with a short pipe nipple sized to fit inside the neck of a standard quart sample bottle shall be installed. The valve shall be accessible to the unit operator without crawling under any part of the truck/trailer. Other superfluous valves shall be removed and the outlet plugged. An air elimination and pressure (thermal) relief valve, both one way devices, that vents to the main tank via a common line shall be installed. The chamber shall be designed, constructed, tested, marked, and "stamped" in accordance with the American Society of Mechanical Engineers (ASME) code, ASME Boiler and Pressure Vessel Code, Section VIII, Division 1.

C-3.2.3.11 Meter: Refuelers shall be equipped with positive displacement, temperature-compensating meters. Meters shall have an accuracy of that stated in the *National Institute of Standards and Technology (NIST) Handbook 44*. Meters shall be capable of being adjusted while under pressure without leakage or loss of product. Adjustment sensitivity shall be sufficiently fine to permit calibration changes in conformance to the accuracy requirements set forth above. The contractor shall 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. Wire/lead seals shall be affixed to and secure all calibration adjustment devices. The contractor shall mark each meter to indicate the date of calibration, and shall establish a system of records to validate calibration date markings.

C-3.2.3.12 Emergency Dry Breakaway Coupler(s): An emergency dry breakaway coupler (a piping to hose coupler that will break dry and allow the servicing unit unencumbered egress) should be installed on each underwing fuel servicing hose at the point where the hose attaches to refueling piping or hose reel.

C-3.2.3.13 Hoses: All fuel servicing hoses shall be *American Petroleum Institute (API) 1529*, Grade 2, Type C hoses marked accordingly. Unless otherwise specified, refuelers shall be configured with two hoses, a one and one-half inch by fifty-foot (1½" X 50') overwing hose, and a two-inch by fifty-foot (2" X 50') underwing hose. Where hose lengths in excess of 50 feet are required, a threaded hose connector or dry break coupler may be used providing the connector/coupler will not come in contact with any portion of the aircraft during servicing operations. Hoses shall be free of internal/external electrical bond wires. One and one-half inch (1½") hose, that generally used as a defuel hose, shall be of the hard helix or non-collapsible type. Where two hose assemblies are attached to a common outlet or source of product, a separate control valve shall be provided for and control each hose. Filter and relaxation chamber vent hoses or tubing shall be compatible with the product being handled.

Note

The overwing hose on refuelers may be configured and coupled to the refueler by a dry break coupler and moved to serve as the defuel hose.

C-3.2.3.14 Hose Storage: Hose storage in the form of troughs, platforms, or hose reels shall be provided for all hoses. Hoses shall not be hung or draped over intermittent points attached to or protruding from the tank or frame. The hose storage arrangement shall be such that no sharp bends or kinks occur while hoses are stored. Hoses shall remain securely stowed when the vehicle is subjected to rough roads and speed bumps.

C-3.2.3.15 Hose-End Pressure Regulator (HEPR): Refuelers shall be configured with a 55-PSI (maximum) HEPR attached to or as an integrated part of each underwing-servicing nozzle.

C-3.2.3.16 Nozzle(s): Aircraft fuel servicing nozzles shall conform to the specifications listed herein. Depending on the type aircraft requiring service, three types of nozzles, the underwing or D-1 single point nozzle, the overwing or gravity nozzle, and/or the closed circuit refueling (CCR) nozzle or a combination of such nozzles may be installed and used. Unless stated otherwise, refuelers shall normally be configured with an underwing and overwing type nozzle.

C-3.2.3.16.1 Underwing Nozzle: Nozzle, Pressure Fuel Servicing, Locking, Type D-1 (45° elbow inlet body), the underwing or single point type nozzle, as specified by the most current edition of Military Specification MIL-N-5877 and produced by companies listed in the most recent Quality Products List QPL-5877-XX are approved for use under this contract. Each nozzle shall be connected to the issue hose by a dry break quick disconnect coupler, and shall be equipped with a Gammon flush-type, dry break, quick disconnect sampling/pressure test connections with dust plug screen of 60 mesh or finer which is readily accessible without the use of tools. Each nozzle shall have a dust cover.

Note

Additional Type D-2 (straight inlet body) nozzles may be required if significant under wing refueling of commercial wide-body aircraft where the nozzle a hose assembly hang from under the wing is required.

C-3.2.3.16.1.1 Sample Port/Connection: As outlined in *NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual*, a Gammon flush-type, dry break, quick disconnect sampling/pressure test connections with dust plug shall be installed at the port provided on the aircraft underwing refueling nozzle.

C-3.2.3.16.2 Overwing Nozzle: An overwing nozzle of the non-automated, non-locking type commonly used to dispense aviation fuel to aircraft shall be provided. Each nozzle shall be attached to the issue hose by a dry break, quick disconnect coupler to provide for quick nozzle change and recirculation of product within the hose as outlined in section [C-3.2.3.6.2, Recirculation](#). The nozzle shall be equipped with a 60-mesh or finer screen installed in the non-flexible nozzle tube/spout. Attachments shall include a dust cap that is held in place by wire and spring system, and a permanently attached flexible bonding wire with a ground clip conforming to MIL-C-83413/7B attached near the end, and terminating with a ground plug conforming to MIL-C-83413/4

C-3.2.3.16.3 Closed-Circuit Refueling (CCR) Nozzle: None required.

C-3.2.3.17 Swivels and Hose Couplings: All swivels used within the fuel system shall be the greaseless type; however, a light, hand application of grease, non-soluble in petroleum, to bearing races and bearing surfaces, is acceptable. Old, lubricated swivels on which the lubrication channel has been plugged shall not be used. Except as noted herein, the defuel stub and bottom loading connection for example, couplings/connections shall be of the permanent, threaded type or a dry-break coupler.

C-3.2.3.18 Deadman Controls: Refuelers shall be equipped with a hand held deadman control with a connecting hose/cable installed in such a manner that it can be stored on a reel or removed and stowed when not in use. The deadman control hose/cable, located/mounted at the unit control panel, shall be of sufficient length that the operator can reach and monitor all controls, except the remote emergency shut-offs, without letting go of the deadman handle. In the underwing (single point) mode, release of the deadman control handle shall completely stop the flow of fuel within a 5 percent overshoot range (in time or gallons) of the rated capacity of the refueler, i.e., 300 GPM is equal to 15 gallons or 3 seconds. In the overwing and CCR mode, the overwing or CCR nozzle shall be considered the deadman control.

C-3.2.3.19 Static Dissipations: All refuelers shall be configured and equipped to minimize static charge.

C-3.2.3.19.1 Static Bonding Cables: A static bonding cable shall be installed on a rewind reel with cable guide. The overall length of the static bonding cable shall be five (5) feet longer than the length of the longest, commonly used hose. The cable shall be of stranded steel (galvanized or stainless) wire rope 3/32-inch in diameter coated with a petroleum-resistant plastic containing light sensitive dye. The cable shall terminate with a heavy-duty clip conforming to MIL-C-83413/7B and plug, MIL-C-83413/4.

C-3.2.3.19.2 Bonding of Chassis and Components: With regard to tractor/trailer combinations (semi-trailers), as outlined in *NFPA 407, Standards for Aircraft Fuel Servicing*, metallic components (the tank system), and the vehicle chassis, (the tractor) shall be bonded. Ensure that the seven (7) conductors SAE cable (the tractor to trailer power cable) connecting them together provides the appropriate bond.

C-3.2.3.20 Electrical Wiring and Lights: See section [C-3.1.2.4, Electrical Wiring and Lights](#).

C-3.2.3.21 Fire Extinguishers: Each refueler shall be equipped with at least two fire extinguishers, one on the left (drivers) side readily accessible to the operator at the refueler control panel/work station, the other at the right rear or corner of the unit. Extinguishers shall be readily identifiable and easily accessible, i.e., mounted outside of the tank frame, ladders, placards, and other obstructions. Extinguishers as outlined by *NAVAIR 00-80R-14, Aircraft Firefighting & Rescue*, shall have an ANSI rating of not less than 20-B. Halogen extinguishers shall not be used.

C-3.2.3.22 Fenders and Mudguards: Fenders/ mudguards shall be installed over the wheels of the trailer to fully protect the cargo tank, hoses, and other equipment. Nonfunctional skirting and flashing are prohibited.

C-3.2.3.23 Tires: See section [C-3.2.2.7, Tires](#).

C-3.2.3.24 Painting and Marking: See section [C-3.2.2.9, Painting and Marking](#), regarding the painting and markings of cargo tanks.

C-3.2.3.24.1 Alignment of Stencils: Reflective stencils as outlined in *NAVFAC P-300, Management of Transportation Equipment*, shall be applied and positioned in a precise manner. Cargo tank side stencils shall read left to right and be proportionally placed along the horizontal centerline of the cargo tank beginning 12 inches from the front bulkhead/tank weld and ending 12 inches from the rear bulkhead/tank weld. Two line stencils, i.e., NO SMOKING over WITHIN 50 FEET, shall be centered vertically on the horizontal tank centerline. Rear tank stencils reading from top to bottom shall be centered on the vertical tank centerline. Smaller stencils, 4 inch lettering on a 6 inch background, may be used to mark smaller 2,000 gallon refueling trucks. Fuel servicing trucks with rear mounted components shall be fitted with a stable sheet metal panel of sufficient size to accommodate the required stencils.

C-3.2.3.24.2 DOT Placards: DOT placards shall be placed on each side of the tank centered on and one inch below the **FLAMMABLE** stencils and on the rear of the tank right of and centered on the stencil pattern. A placard shall also be centered (considering lighting placement) on the left half of the front bumper. A placard holder or a rigid plate shall be used for the bumper mounted placard versus wrapping the placard over/under or around the bumper.

C-3.2.4 Ground Fuel Delivery Trucks

C-3.2.4.1 General: The contractor shall provide ground fuel delivery trucks (single or multiple compartment tank trucks capable of issuing and defueling ground fuels). Design and construction of new ground fuel trucks shall be such that the cargo tank meets DOT 406 specifications. Components shall be applied in accordance with *NFPA 385, Standard for Tank Vehicles for Flammable and Combustible Liquids*, specifications. Should a conflict between specifications arise, the more stringent requirement shall apply. Except as modified by the following, section [C-3.2.3, Refuelers](#), in its entirety applies. Components not specifically addressed do not apply.

C-3.2.4.2 Cargo Tank: See section [C-3.2.3.2 Cargo Tank](#) and sub-sections thereto. Baffle openings (top vent/bottom flow) may be sized to 100 GPM. The cargo tank(s) may be dual product having a **minimum capacity of 1,000 (MUR) and 1,000 gallons (JP8)** plus the appropriate expansion space, or single product tank trucks of equal or greater capacity. See *NFPA 385, Standard for Tank Vehicles for Flammable and Combustible Liquids* regarding dual product tank separation. Unless specified otherwise, all cargo tanks shall normally be filled to capacity.

C-3.2.4.3 Tank Venting: See section [C-3.2.3.3, Tank Venting](#); however, the venting capacity for this small unit may be reduced to 100 GPM.

C-3.2.4.4 Overfill Protection: See section [C-3.2.3.4, Overfill Protection](#).

C-3.2.4.5 Low Point Drain(s): See section [C-3.2.3.5, Low Point Drain](#).

C-3.2.4.6 Piping: See section [C-3.2.3.6, Piping](#). For ground fuel trucks, system piping may be configured so that product is drawn from (issue) and returned to (fill or defuel) a common point/valve.

C-3.2.4.6.1 Bottom Loading Connection(s): Ground fuel delivery trucks shall be configured for bottom loading at a minimum of 100 GPM. The type bottom-loading adapter will be determined by the grade or class of products to be loaded. Jet fuels used in lieu of diesel fuel shall be loaded through a two and one-half inch (2½”) single point pressure fuel-servicing adapter. Diesel fuel and gasoline shall be loaded through a dry-break disconnect adapter assembly (OPW CIVACON KAMVALOK® for example); two inch (2”) for diesel fuel and one and one-half inch (1½”) for gasoline. Dust caps shall be provided for all systems.

Note

In those state, county, and administrative regions requiring it, Stage I and II vapor recovery systems as may be applicable, shall be installed on units/systems designated to handle automotive gasoline (all grades).

Note

NFPA 385-90, Section 6-2.12, and all reference to “top-loading” of ground fuel trucks shall be disregarded. Only bottom loading of fuel trucks is authorized.

C-3.2.4.7 Defueling: Ground fuel delivery trucks shall be capable of defueling the product(s) dispensed at a minimum of 25 GPM. Product shall re-enter the tank via the piping system versus the tank top manhole. The defuel connection shall be a one and one-half inch (1½”) quick disconnect adapter and dust cover and a control valve mounted at or near the defuel connection for jet fuel or a dry disconnect adapter assemblies as noted in section C-3.1.3.2.6 for diesel fuel and gasoline. A line strainer, the screen of which shall be readily removable for cleaning and inspection without interference with or removal of other components, shall be mounted at the control valve/dry disconnect adapter.

C-3.2.4.8 Pumping System(s): The pumping system shall consist of a pump, piping, connectors, valves, and other hardware identified herein. Pump bypass/controls shall provide a flow rate, 0 to 25 GPM via a non-automatic overwing or service station type nozzle. All controls, valve(s) and hose connection(s) shall be accessible from ground level.

C-3.2.4.8.1 Flow Control: Clutch/PTO controls and an adjustable throttle control device shall be centrally mounted outside the truck cab so they can be operated from the outside operator position.

C-3.2.4.8.2 Performance: Unless otherwise stated, ground fuel trucks shall be capable of dispensing product at 0 to 25 GPM through a fifty-foot (50’) by (state size in inches) hose and overwing or service station type nozzle. Pumping systems, thus configured shall be capable of sustained flow at the rates noted until the cargo tank is empty.

C-3.2.4.8.3 Emergency Controls: See section [C-3.2.3.8.3 Emergency Controls](#); however, the “left front” device may be excluded.

C-3.2.4.9 Metering/Measurement Devices: The following metering/measurement devices or systems shall be installed on the ground fuel truck.

C-3.2.4.9.1 Meter: See section [C-3.2.3.11, Meters](#); however, non-compensated, positive displacement meter(s) with gallon and one-tenth gallon registers shall be installed for each product dispensed.

C-3.2.4.9.2 Automated Data Collection: In addition to the above meter(s), ground fuel servicing trucks shall be configured with a FuelMaster FMU-2525, Mobile Fuel Management Unit. The unit/system shall be configured and maintained to control and store transactions for the grades of fuel dispensed. The government will provide the system connection point to which the truck transactions will be downloaded.

C-3.2.4.10 Hose(s): Fifty-foot (50') by (state size in inches) commercial fuel hoses compatible with the specific grades of fuel to be handled shall be provided.

C-3.2.4.10.1 Hose End Fittings: Hose end fittings, i.e., nozzles, tubes, drum thieves, cut hard/soft hose, and any other apparatus as may be required to connect to and defuel the equipment and facilities assigned shall be provided by the contractor.

C-3.2.4.11 Hose Storage: See section [C-3.2.3.14, Hose Storage](#).

C-3.2.4.12 Nozzle(s): Commercial overwing or service station type fuel nozzles sized to the hose installed and compatible with the specific fuel to be dispensed shall be provided.

C-3.2.4.13 Swivels and Hose Couplings: See section [C-3.2.3.17, Swivels and Hose Couplings](#).

C-3.2.4.14 Electrical Wiring and Lights: See section [C-3.2.2.4, Electrical Wiring and Lights](#).

C-3.2.4.15 Fire Extinguishers: See section [C-3.2.3.21, Fire Extinguishers](#).

C-3.2.4.16 Fenders and Mudguards: See section [C-3.2.3.22, Fenders and Mudguards](#).

C-3.2.4.17 Painting and Marking: See section [C-3.2.3.24, Painting and Marking](#) and sub-sections thereto; however, smaller stencils, 4 inch on 6 inch versus 6 inch on 8 inch stencils, may be used to mark smaller ground fuel trucks.

C-3.2.5 Utility Vehicles

C-3.2.5.1 Utility Vehicles, General: Utility vehicle(s), pickup or van type equipment used by contractor management, maintenance, or other personnel within the contract organization shall be provided by the contractor. Note the use of POV restrictions in section [C-1.8.1.2, Employment Standards](#), and provisioning of fuel restrictions in [Appendix B, Government Furnished Equipment, Supplies, and Services](#). Utility vehicles used on the flightline shall be configured with warning lights as in section [C-3.4.1.1, Warning Light](#), and a radio as in section [C-3.2.2.12, Radios](#). All such vehicles may be painted commercial colors but shall be marked in accordance with section [C-3.1.2.9.2, Company Logo](#), and shall be reflective of the pride and professionalism of the contractor.

C-3.2.5.2 Spill Kit: Each utility vehicle furnished shall be equipped with a well marked and readily identifiable 10-gallon spill clean up/remediation kit that is protected from the environment but readily available to the vehicle operator.

C-3.3 Records, Inspections and Disposition of Property

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

C-3.3.1.1 Current and Historical Records: The contractor shall keep maintenance records on all fuel servicing equipment provided. Such records shall contain a complete description, of the truck, tractor, and cargo tank provided, and a copy of cargo tank certification and any applicable inspection documents as may be required by federal, state, and local vehicle code. A complete maintenance history relevant to the contractor's possession of the vehicle shall also be provided. All records shall be available to the government for the duration of the contract.

C-3.3.1.2 Equipment Inspection: As outlined in *Section E, Inspection and Acceptance, Clause E29*, four (4) work days prior to the contract start date or a date mutually agreed upon by all parties, the contractor shall have all equipment, supplies, materials, and documents specified herein available on-site for inspection by the government. The expense of making such property available for inspection shall be borne by the contractor. A vehicle identification worksheet, [Appendix G, Vehicle Information Worksheet](#), shall be completed for each vehicle presented for inspection. Copies of the worksheets and all required attachments shall be provided to the contracting activity and the post-award inspection team leader on the first day of the equipment inspection.

C-3.3.1.3 Function and Testing: An incumbent shall be capable of emptying; gas freeing, and disassembling selected equipment/components on request. Unless directed otherwise, a first time contractor shall have all fuel delivery vehicles gas-freed for the initial inspection and shall be capable of disassembling such equipment or components thereof as requested. All equipment presented for inspection shall be capable of performing the functions specified, i.e., flow rate, deadman control, emergency stop, and overflow protection in the defuel mode for example. All systems shall be capable of being fully tested during the equipment inspection.

C-3.3.1.4 Unacceptable Property: Property deemed unacceptable by the government shall be repaired, modified as required to meet specifications, or replaced at the contractor's expense prior to commencement of the contract or on a date mutually agreed to and documented by the COR, NOLSC Petroleum and DESC within the post award inspection report. Failure by the contractor to make remedy by the established dates shall result in a formal cure notice. Failure to meet dates established by the cure notice shall constitute grounds for termination/default.

C-3.4.4 Disposition of Property

C-3.4.4.1 General: contractor furnished property identified herein shall be used solely in the performance of this contract and the work defined in section [C-2.0, Specific Tasks](#). Vehicles and property ordered removed prior to the completion of the contract, removed because it is not capable of performing its designated function, or has become of safety/fire hazards, shall be removed from the work site and replaced if applicable at the contractor's expense. Whatever the case, the lack of serviceable vehicles shall not excuse the contractor from performing the tasks defined in section [C-2.0, Specific Tasks](#).

C-3.4.4.2 Property Storage: The contractor shall not store equipment in excess of the contract requirements on government property. Equipment deemed to be unacceptable, excess to contract requirements, or that property in place at termination of the contract, shall be removed from government property within 30 days. Thereafter, the contractor shall be charged the prevailing commercial storage rate for each piece of equipment kept on government property.

C-3.5 Other contractor Provided Equipment and Supplies

C-3.5.1 General: The contractor shall provide the following equipment, supplies, materials, and services. In doing so, the contractor shall adhere to all Federal, state, and local laws, rules, code, and regulations applicable to the products and services and the purchase, transport, use, storage, and disposition of hazardous materials that may be required to fulfill the conditions of this contract.

C-3.5.1.1 Radios: See [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), regarding the government-furnished communication system.

C-3.5.1.2 Telephone Services: The contractor shall provide all commercial telephone services (voice, facsimile, or data,) and equipment required and necessary to conduct commercial or company business. See [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), regarding government-furnished telephones services.

C-3.5.1.3 First-Aid Supplies and Equipment: The contractor shall provide first aid kits as outline by *ANSI Standard Z308.1-1998, Minimum Requirements for Industrial Unit-Type First Aid Kits*, for each manned and geographically separated work center, i.e., refueling, storage, direct fuel servicing, etc.

C-3.5.1.4 Administrative Supplies and Equipment: With the exception of government furnished forms and equipment specified in [Appendix, B, Government Furnished Equipment, Supplies, and Services](#), the contractor shall provide all administrative supplies (pen/pencil/paper products) and equipment (computer/fax/copy machines) required to undertake the administrative and records keeping functions relevant to the contract. The contractor shall not be given access to or use government office equipment, i.e., computers and copy machines, not specifically provided for under the terms of this contract. See the above regarding government-furnished equipment that may be provided; however, note the provisions of section [C-2.17.2, Disposition of Government Property](#).

C-3.5.1.5 Janitorial/Housekeeping Supplies, Equipment, and Services: At those locations for which the contractor is tasked to perform janitorial services, the contractor shall provide all janitorial and housekeeping equipment and supplies, to include small trash/waste baskets, self-closing waste containers, and basic personal cleanliness items and restroom supplies, necessary and required to maintain the cleanliness and sanitation of buildings and facilities as may be occupied and used by contract personnel and government staff. Janitorial services may be sub-contracted.

C-3.5.1.6 Tools: Whether company or individually provided, the contractor shall ensure that all hand/power tools, test/measurement/calibration devices, and powered/non-powered tools and equipment necessary to inspect, test, calibrate, maintain, and repair contractor furnished vehicles and components thereof are available as needed. Tools necessary to maintain government facilities and equipment to the extent required and outlined herein shall also be made available as needed.

C-3.5.1.7 Spares for Contractor Furnished Equipment: The contractor shall provide all spares, replacement parts, components, and repair services required to maintain and repair all contractor furnished vehicles, structures, equipment, and other items as may be provided by the contractor. In concert with that objective, the following spares commonly installed on contractor furnished fuel-servicing equipment shall be stocked (kept physically on hand) for the duration of the contract. The required stocks shall be on hand and validated during the equipment inspection outlined in section [C-3.3.1.2, Equipment Inspections](#), and inspected as deemed necessary by the COR over the course of the contract.

- ✓ At least one (1) complete set of each type of filter separator and coalescer elements used
- ✓ At least one (1) underwing hose assembly, a 2" X 60' hose for example
- ✓ At least one (1) overwing hose assembly, a 1½" X 60' hose for example
- ✓ At least one (1) quick disconnect coupler
- ✓ At least one (1) hose end pressure regulator (maximum 55 PSI)
- ✓ At least one (1) underwing nozzle

C-3.5.1.8 Show Removal Equipment and Supplies: The Contractor shall furnish all powered equipment, shovels, scrapers, salt compounds, and chemicals required and necessary to maintaining a clear path to, in and around the truck parking area and fuel servicing equipment, and to, on, and around all sidewalk and general building entrances used by the Contractor. As mutually agreed to by the Government and Contractor, snow and ice removed from designated areas will be accumulated at or near Building 278 for melting or removal by the Government.

C-3.6 Uniforms and Protective Equipment

C-3.6.1 General: Contract personnel shall wear the appropriate uniforms safety equipment required for self-protection.

C-3.6.1.1 Uniforms: All contract personnel, including site managers, shall wear a distinctive company uniform in performance of their duties. Pursuant to US Department of Labor wage determinations, the contractor shall provide seasonal uniforms consisting of a shirt and pants or coveralls, a matching seasonal jacket/coat, and a matching baseball type cap (not to be worn on the flightline). Except for distinctive management dress shirts, all contract personnel shall be provided and wear the same type, style, or design uniform. All shirts, coveralls, jackets, coats, and caps shall be emblazoned with a readily identifiable company name or logo. All shirts, coveralls, jackets, and coats shall also have the employee's nametag affixed. Laundry services or compensation for such services shall also be provided as stipulated by the applicable wage agreement/determination. Uniforms material blends equivalent to the Navy work dungarees (65/35 polyester/cotton) or the Marine Corps fatigue uniform (50/50 polyester/cotton), are acceptable. Static producing synthetic materials such as 100 percent nylon, polyester, Dacron, rayon, banlon, and silks, shall not be provided as a uniform or worn as an under or outer garment.

Note

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

C-3.6.1.2 Safety Equipment: Contract personnel shall wear Personal Protective Equipment (PPE), cranial helmets, safety shoes, and gloves for example, applicable to the task/duty being performed and as mandated by US Navy, facility, and unit instructions and regulations.

C-3.6.1.2.1 Contractor Furnished Equipment: The contractor shall provide its employees with safety equipment such as sound suppression devices and safety goggles. If applicable, other equipment such as fire retardant overalls, safety harnesses and ropes, test equipment for the monitoring of oxygen deficient or explosive atmospheres in confined spaces, and breathing apparatus, shall also be furnished by the contractor.

C-3.6.1.2.2 Government Furnished Equipment: Special safety equipment used in the performance of direct refueling operations, i.e., cranial protective helmets and signal wands, will, to the extent required to equip contract pit operator, aircraft servicer, fire watch, and plane captain crews, be provided by the government.

C-3.6.1.2.3 Personal Clothing/Equipment: The contractor shall ensure that employees adhere to all foot, hand, and eye protection programs and that each employee provides and uses personal clothing and safety equipment such as safety shoes, prescription safety glasses, and gloves.

C-4.0 LOGISTICS SUPPORT, COST REIMBURSABLE

C-4.1 Cost Reimbursement

C-4.1.1 General: As outlined heretofore, the contractor shall provide all services, equipment, supplies, and materials not specified as government furnished or as directed by the COR. However, the government reserves the right to accomplish any and all maintenance beyond that of preventive and operator maintenance using government assets, labor, or other contracts. Furthermore, the government reserves the right to purchase any equipment items, supplies, or materials described herein when the Contracting Officer determines it is in the best interest of the government. That right, as outlined below, includes tasking the fuel management contractor for specific work and the provisioning of specified equipment, supplies, materials, and services. Given a task, the contractor will be reimbursed as follows:

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

C-4.1.2.1 Goods and Services: Reimbursement under section [C-4.2, Services, Requiring a Task Order](#), shall be for the prime contractor's allowable, allocable, and reasonable direct cost of any subcontracts for furnishing such equipment, supplies, and services as specified.

C-4.1.2.2 Labor: Reimbursement shall be for allowable, allocable, and reasonable directed labor costs plus fringe benefits and payroll taxes of the prime contractor's regular employees. Allowable, allocable, and reasonable cost will be reimbursed pursuant to applicable FAR clauses.

C-4.1.2.3 Non-Reimbursable Costs: The contractor shall not be reimbursed under either section for the cost of labor associated with the use of its employees during normal work hours in the performance of any task listed herein. Nor will the contractor be reimbursed for equipment costs using government or contractor-furnished equipment in the performance of any task listed herein.

C-4.1.3 Allocation of Costs: The contractor shall ensure that the costs for preventive and operator maintenance are included in the appropriate CLIN on a firm-fixed price basis. The contractor shall ensure that any associated indirect/overhead cost, if any, related to the performance of tasks under section [C-4.2, Services Requiring a Task Order](#) (except as otherwise specified hereinafter) are also included in the appropriate CLIN on a firm fixed price basis. Those associated costs shall include, but may not necessarily be limited to, the costs of office supplies, salary for a purchasing agent considered necessary by the contractor, and other indirect/overhead costs considered a part of operating the fuel system. Any reference to reimbursement for indirect/overhead costs is not applicable to the reimbursement of costs of the prime contractor under this contract. In addition, [C-4.2, Services Requiring a Task Order](#) shall be non-fee bearing. Therefore, references to reimbursement for fixed fee are not applicable to the reimbursement of costs of the prime contractor under this contract. The contractor shall provide the following.

C-4.2 Services Requiring a Task Order

C-4.2.1 Contractor Purchasing System

C-4.2.1.1 General: The contractor shall establish and maintain a purchasing system acceptable to the government and shall comply with the following minimum requirements.

C-4.2.1.1.1 Standard Operating Procedure: The contractor shall prepare a Standard Operating Procedure (SOP) regarding the contractor's purchasing policies and procedures. The SOP shall include, but will not necessarily be limited to, policy and procedure regarding emergency purchases, subcontracting, termination of contracts, source selection, contract administration, and the maintenance of purchasing records and files. The contractor shall submit a draft of the SOP to the DESC Contracting Officer, DESC-FPB, to arrive no later than 45 days prior to the contract start date. On review and acceptance, a copy shall be provided to the COR. Thereafter, the contractor shall adhere to established procedures for the duration of the contract.

C-4.2.1.1.2 Qualified Companies: The contractor shall purchase materials and services only from those companies qualified and normally engaged in the type of repair activities required or those that provide or manufacture the materials needed.

C-4.2.1.1.3 Quotes: Except for purchases of \$2,500 or less, a minimum of three quotes (verbal or written) shall be obtained. The award shall be to the lowest, responsible, responsive bidder. Regardless of dollar value or urgency, the contractor shall withhold award until it has determined that the price is fair and reasonable. Documentation regarding this determination shall be included in the task order file.

C-4.2.1.1.4 Price: The contractor shall procure supplies, materials, and services at the most advantageous prices with due regard for prompt delivery, credits, and other benefits as may be available. The contractor shall take all actions necessary to obtain applicable tax exemptions, price reductions, discounts, and refunds. Reimbursement to the contractor will be for net cost or price less discounts, rebates, allowances, credits, tax exemptions, reductions, refunds and other benefits, any or all of which shall be fully documented.

C-4.2.2 Maintenance and Repair by Task Order

C-4.2.2.1 Requirement to Perform: The contractor may be directed by the COR to provide for, or report to the government the need for, maintenance and repair services beyond the scope of preventive and operator maintenance outlined herein. On notification of a requirement to perform a specific maintenance task or reporting such a requirement to the government and being directed to perform, the contractor shall:

C-4.2.2.1.1 Writing Description: Provide a complete written description of the deficiency or the nature of the wear, breakage, or damage to the system needing repairs. This document should include a detailed description of the system requiring maintenance or repair, the specific components needing repair, replacement, or adjustment, and a preliminary list of parts and materials required.

C-4.2.2.3 Determination: The contractor shall provide a determination as to whether the work will be accomplished in house (by the contractor) or be subcontracted.

C-4.2.2.3.1 In House Work: If the work is to be accomplished in house, provide a complete list of parts, components, materials, and equipment not provided under the contract, the source of supply, and an itemized cost breakdown to include labor, if applicable or allowed. Also, establish a performance period or get well date.

C-4.2.2.3.2 Out Sourced Work: If the work is to be accomplished by subcontract, provide the cost estimates as outline above. As with an in house estimate, all subcontractor estimates shall include a complete list of parts, components, materials, equipment, and labor, and an itemized cost breakdown thereof. Any subcontract shall also establish the performance period or get well date.

C-4.2.2.4 Funding/Order to Perform: The government will determine the availability of and provide funding. Given the approval to proceed, the government will provide a written task order. The contractor shall take no action to perform maintenance or repairs outside the scope of the contract until such time a written task order has been provided by the government.

Appendix A Government Furnished Facilities

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

Facility	Item/Component Description ⁽¹⁾	Qty
278 ¹	Fuel Office, Laboratory and Maintenance Complex Building, 41' X 102' Cinderblock.	1
	Dispatch Office, 13' 9" X 14' 6"	200 SF
	Office, Contract Manager. ()	
	Laboratory, Petroleum, 9' 6" X 8' 3" (Joint Use)	78 SF
	Garage, 20' X 102'	2040 SF
	Air Compressor	1
	Grinder, Electric	1
	Drill Press	1
	Restrooms, (2) at 13' 9" X 10' (Joint Use)	139 SF
	Storage Room, 8' X 12' (Joint Use)	96 SF
	Storage Building, 31' X 38' Cinderblock	1178 SF

Appendix B Government Furnished Equipment, Supplies, and Services

In addition to the facilities and components listed in [Appendix A, Government Furnished Facilities](#), the government will provide the following equipment, supplies, and services to and for the use by the contractor.

Fire Suppression Equipment: Except for contractor furnished extinguishers mounted on the contractor furnished fuel servicing trucks, all fire suppression equipment, i.e., fire extinguishers or portable/installed fire suppression equipment, will be provided, repaired, overhauled, and, as necessary, replaced by the government. The government will establish the quantity and type of fire suppression equipment on station within the Fuel Management facilities.

Radios: The Government will provide intrinsically safe, dual channel (Fuel Dispatch Center/Control Tower), fixed or hands held radios, in sufficient numbers to fully control, simultaneously if necessary, all Contractor fuel operations. A base station, antenna, charging units, if applicable, and all other necessary and required equipment to establish and maintain communication throughout the Contractor's area of responsibility will be provided.

Telephone Services: The government will provide telephone services, i.e., commercial, DSN, and on-station emergency lines, Local Area Network (LAN) connections (if applicable), and equipment required to conduct government business, i.e., FAS and FESS input. See [Section C-3.3, Other contractor Provided Equipment and Supplies](#), regarding contractor-furnished telephones services.

Utilities: The government will provide electricity, natural gas/propane, heating/power production fuels, water, and sewage services as required for the health and welfare of contract personnel that occupy facilities provided by the government and prefabricated structures provided by the contractor under [Section C-3.1.10, Prefabricated Buildings](#).

Refuse Collection: The government will provide refuse collection. Refuse placed in refuse containers by the contractor shall be limited to that generated at the contracted location in the performance of this contract.

Emergency Medical Service: The government will provide the emergency medical service limited to first responder emergency medical services as available through the Navy Branch Medical Section. A Navy ambulance will respond to called emergencies and transport injured employees to the closest medical facility located at.

Postal/Mail Distribution: The government will provide access to and postage for the United States Postal Service and United Parcel Service for official government mail generated as a result of performance of this contract. The government will also provide on-installation distribution of mail.

Fuel Products: Limited to those products stocked and issued on base, the government will furnish fuel for the operation of the contractor's fuel servicing equipment, trucks, and tractors identified as fuel servicing equipment. The contractor shall provide fuel for utility/administrative vehicles, i.e., pick-ups and vans, used by management for administrative purposes.

Forms and Documents: The government will provide all forms and documents unique to the government.

Automated System Chips, Keys, and Cards: The government will provide all hardware, software, and programmable chips, keys, and cards applicable to automated services stations/product dispensing systems installed.

Materiel Safety Data Sheets (MSDS): The government will provide the appropriate MSDS for those compounds furnished by the government. See [Section C-3.3, Other contractor Provided Equipment and Supplies](#), regarding materials provided by the contractor and the requirement to provide the appropriate MSDS for those materials.

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

Facility	Item/Component Description ⁽¹⁾	Qty
278	Fuels Automated System (FAS) Equipment (Show serial numbers)	
	Computers,	1
	Keyboards	1
	Monitors,	1
	Printers, HP LaserJet 4	1
	APC Devise	1
278	Laboratory Equipment (Installed/affixed cabinets need not be listed.)	
	Combined/Contaminated Fuels Detector (CFD and CCFD)	1
	AEL Water Detector	1
	B-2 FSII Test Kit	1
	Flash Point Tester/Propane Tank (mounted outside)	1
	Gammon Field Test Kit	1
	Dishwasher,	1
		1

(1) List item, manufacture, size, rating, and other descriptive information. Supplies stocked and controlled by the government then issued to the contractor, need not be listed. ²⁾

Appendix C Definitions, Acronyms, and Abbreviations

Words, the use of words, phrases, abbreviations, and acronyms as may be reflected within this Performance Work Statement are defined and clarified as follows:

AFSS: Automated Fuel Service Station

API: American Petroleum Institute

AT: Annual Tour. A term applicable to Air Force Reserve annual reserve training activities

ATG: Automatic Tank Gauge

AST: Aboveground Storage Tank

ASTM: American Society for Testing and Materials

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

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

CFE: Contractor Furnished Equipment

CFR: Code of Federal Regulations

CLIN: Contract Line Item Number

Collateral Duties: Additional duties, tasks, and work assigned to or undertaken by a person within the management structure, a person of a specific skill category, or one assigned to a specific function that infringe on one's commitment, ability, or availability to carry out his or her primary duties. The term does not however preclude management, skilled labor, or specifically assigned personnel from performing single event or short term tasks for which they are qualified, i.e., assist in the receipt of product, service at aircraft by truck, or other crucial tasks requiring immediate or emergent attention required to ensure mission success.

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

Contract Date/Periods:

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

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

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

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

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

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

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

DESC: Defense Energy Support Center

DFAMS: Defense Fuel Automated Management System

DFR: Defense Fuel Region

DFSP: Defense Fuel Support Point

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

DLA: Defense Logistics Agency

DOD: Department of Defense

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

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

EDP: Emergency Distribution Plan

EPA: Environmental Protection Agency

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

FAR: Federal Acquisition Regulations

FAS: Fuels Automated System

FES: Fuels Enterprise Server

FSII: Fuel System Icing Inhibitor

ISSA: Inter-Service Support Agreement

GFE: Government Furnished Equipment

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

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

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

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

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

MCAS: Marine Corps Air Station

MILCON: Military Construction

MPMS: Manual of Petroleum Measurements Standards

MSDS: Material Safety Data Sheet

MRE: Maintenance, Repair, and Environmental

NFPA: National fire Protection Agency

NPDES: National Pollution Discharge Elimination System

NSN: National Stock Number

OPA: Oil Pollution Act

OSHA: Occupational Safety and Health Administration

PM: Preventive Maintenance (see Maintenance above)

POS: Peacetime Operating Stock

PSI: Pounds per Square Inch

PWC or D: Public Works Center or Department

PWS: Performance Work Statement

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

QASP: Quality Assurance Surveillance Plan

SOP: Standard Operating Procedure

SOW: Statement of Work

SPCC: Spill Prevention Control and Countermeasure Plan

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

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

Title and Duty Descriptions: The follow are common acronyms and titles used to describe, list, identify, or otherwise indicate the skill and function of the person(s) who are assigned to the various fuel support activities.

CEO: Corporate Executive Officer, the person at the corporate level with the authority to make fiscal, management, and administrative decisions concerning the contract. He/she shall have a complete understanding of the terms, conditions, and requirements of the contract and shall be knowledgeable of fuel and cryogenic management and operations to the extent outline within the specific contract.

SM: Site Manager, the person assigned to manage Alongside Aircraft Refueling Contract (AARC) activities at locations categorized as a Naval Air Station (NAS), Naval Air Facility (NAF), Naval Station (NS), Naval Base (NB), Naval Support Activity (NSA), Naval Amphibious Base (NAB), Navy Submarine Base (NSB), and other small activities supporting various types of aircraft and small water borne craft. The use of the term “Working Site Manager” implies that the manager is a qualified operator who may perform any and all duties, tasks, and functions applicable to the contract. With regard to larger or terminal facilities, see the term TM, Terminal Manager, below.

ASM: Assistant Site Manager, the person assigned as the assistant to the SM and the acting manager in the absence of the SM. The Assistant Site Manager may have collateral duties such as the training or safety monitor, a FDSO, or DSO to supplement the day-to-day workforce, but not that of a dispatcher. However, this management position shall not be a collateral duty. Assistant managers elevated to the manager position, short or long term, shall meet the collateral duty restrictions applicable to the elevated manager position. As with the SM, the use of the term “Working Assistant Site Manager” implies that the ASM is a qualified operator who may perform any and all duties, tasks, and functions applicable to the contract. With regard to larger facilities, see the term ATM, Assistant Terminal Manager, below.

FDSO: Fuel Distribution System Operator, a person who’s primary skill and function is to operate (manipulate system components) maintain bulk storage facilities at a preventative and operator maintenance level, perform operator level quality surveillance and inventory operations, and, as may be required, document all such activities. A FDSO may be assigned collateral duties that include but are not necessary restricted to those of a FST, Fuel Supply Technician and FLT, Fuel Laboratory Technician.

FDSM: Fuel Distribution System Mechanic, a person whose primary skill and function is to operate and maintain bulk storage facilities at a preventative, operator, and breakdown maintenance level. As apposed to the FDSO, a more skilled maintainer capable of responding to task orders involving more complex maintenance issues.

DIS: Dispatcher (no computer use), a person whose primary skill and function is to receive requests for fuel services by telephone, record all such requests on a hand written log, and dispatch, direct, and maintain control of the workforce by direct verbal and radio communications.

DCO: Dispatcher/Computer Operator, same as above; however, uses complex computer programs and systems to record (log) requests, maintain records of the workload, generate reports, and interface with the fuels accounting function..

DSO: Driver/System Operator, a person whose primary skill and function is to operate and maintain mobile fuel servicing equipment, truck based direct refueling systems used during “hot” and “cold” refueling evolutions and perform associated duties that include but are not necessary restricted to those of quality surveillance, inventory, and the documentation thereof.

ACS: Aircraft Servicer, a person whose primary skill and function is to service as the lead crew member in a contractor provided direct “hot” refueling crew and one fully capable of directing aircraft into and out of direct refueling areas using standard hand signals to maintain control of the aircraft within the area and other fuel servicing crew members. Not a Plane Captain.

MVM: Motor Vehicle Mechanic, a person whose skills and function is to maintain contractor furnished fuel servicing equipment and one who may be trained to perform other fuel related tasks.

FST: Fuel Supply Technician, a person whose primary skill and function is to service as the fuel accountant, and one who is capable and cleared for computer related work within FAS, FES, and other systems as may be applicable.

SSO: Service Station Operator, a person whose primary skill and function is to oversee service station operation at non automated facilities or as directed by the contract. The SSO position is a rarely used position that must be conformed.

FLT: Fuel Laboratory Technician, a person whose skills and function is to sample and test petroleum products, maintains the fuels laboratory, and document/report on quality surveillance issues. The FLT may be a collateral duty.

CSO: Cryogenic Supervisor/Operator, persons whose primary skill and function is to operate and maintain cryogenic facilities, Liquid Oxygen (LOX) and Liquid Nitrogen (LN2). A CSO may be required to be trained and certified to operate and maintain ABO sampling and testing equipment.

TM: Terminal Manager, an experienced fuels manager assigned to manage large bulk fuel and/or deep water fuel terminals.

ATM: Assistant Terminal Manager, the person assigned as the assistant to the TM at large bulk fuel and/or deep water fuel terminals.

FRM: Forman, an experienced fuel handler within the large bulk fuel and/or deep water fuel terminals manning structure assigned to oversee multiple and/or complex fuel movement operations.

AFHE: Automated Fuel Handling Equipment Operator, a person, generally qualified as an FDSO with computer skills, employed to monitor and control installed automated fuel handling equipment from a central control center. The AFHE operator position must be conformed.

SCHD: Scheduler, a person, generally qualified as an FDSO with computer skills, employed to monitor and control the movement of products within a large bulk fuel and/or deep water fuel terminals. The SCHD position must be conformed.

RM: Regional Manager, an experienced fuels manager assigned to manage more than a simple activity such as a large bulk fuel and/or deep water fuel terminals and/or a fuel servicing contract at a Naval Air Station or a combination of both..

Other: Other labor categories, i.e., administrative assistants, clerks, or electricians as may be required to support a large bulk fuel and/or deep water fuel terminal. If required, specific Service Contract Act codes will be applied or duties conformed to a specific code.

UDAPS: Uniform Data Automated Processing System

USCG: United States Coast Guard

USMC: United States Marine Corps

UST: Underground Storage Tank

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

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

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

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

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

“Furnish” and “provide” are use interchangeable.

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

“Monitor or Monitored” as used herein implies a continuous attention or cognizance of an item, system, function, and procedure that may go beyond a routine or scheduled inspection. To monitor and report is an immediate action.

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

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

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

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

Appendix D Reference Documents

The following is a list of the references directly/indirectly cited within the PWS. It is not all-inclusive and does not site local (base/facility) or type 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 current copy of applicable DOD, USN/USMC, and local instructions required under this contract. The contractor shall provide a current copy of and maintain a current copy of all other references, i.e., federal and state code, professional, association, and industry standards and guidelines.

Code of Federal Regulation (CFR)

29 CFR	Labor
29 CFR Part 1910	Occupational Safety and Health Standards
40 CFR 112	Oil Pollution Prevention
49 CFR 171	Hazardous Materials Regulations; General information, regulations, and definitions
49 CFR 172	Hazardous materials table, special provisions, hazardous materials communications, emergency response information, and training requirements
49 CFR 173	Shippers--general requirements for shipments and packaging
49 CFR 178.345	General design and construction requirements applicable to Specification DOT 406
49 CFR 178.346	Specification DOT 406; cargo tank motor vehicles
49 CFR 180	Continuing Qualifications and Maintenance of Packaging
49 CFR 382	Controlled Substances and Alcohol Use and Testing
49 CFR 383	Commercial Driver's License Standards; Requirements/Penalties
49 DFR 387	Minimum Levels of Financial Responsibility for Motor Carriers
49 CFR 390	Federal Motor Carrier Safety Regulations; General
49 CFR 391	Qualifications of Drivers
49 CFR 392	Driving of Commercial Motor Vehicles
49 CFR 393	Parts and Accessories Necessary for Safe Operation
49 CFR 395	Hours of Service for Drivers
49 CFR 396	Inspections, Repair and Maintenance

Department of Defense (DOD)

DOD 4140.25M:	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal
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Military Standards (MIL-STD)

MIL-STD-3004	Quality Surveillance Handbook for Fuel, Lubricants and Related Products
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Chief Naval Operations (CNO)

OPNAVINST 4790.2	Navy Aviation Maintenance Program (NAMP)
OPNAVINST 5090.1	Environmental and Natural Resources Program Manual

Naval Air Systems Command (NAVAIR)

NAVAIR 00-80T-109	Aircraft Refueling NATOPS Manual
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Naval Supply Systems Command (NAVSUP)

NAVSUP P-558	Petroleum Management Ashore
NAVSUP Vol. II	Supply Ashore

Naval Facilities Engineering Command (NAVFAC)

NAVFAC P-300	Management of Transportation Equipment
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American Petroleum Institute (API)

API Bulletin 1529	Specifications and Qualifications Procedures for Aviation Jet Fuel Filter Separators
API Publication 1581	Aviation Fuel Hose

National Fire Protection Agency (NFPA)

NFPA 385	Tanks Vehicles for Flammable and Combustible Liquids
NFPA 407	Aircraft Fuel Servicing

Appendix E Maps

General: The following provides instructions for viewing an activity and its land area, specific base areas such as the flightline, and facilities such as the tank farm, truck parking, the service station, etc. In most case, the view may not be real time but is a good representation of the facility. To access maps and geo-views of an activity:

Download the basic **Google** search engine, it's free

Go to "more"

Go to "even more"

Download **Google Earth**, it's also free. Note the **Google Earth** icon on your desktop.

Double click the **Google Earth** icon. Google Earth will open and initialize leaving you with an outline or geo-view of North America and a few remnants of other far flung places.

In the Search window to the top-left, type in the name of the base you wish to study, i.e., NAS Corpus Christi, TX, and click on the magnifying glass. Google will tell you that you are looking for Corpus Christi, NAS. The earth view will begin to rotate, take you Texas and zoom in to NAS Corpus Christi. Single click on the map to stop the zoom in; double click to zoom in further. By holding down the left mouse button you can drag the earth all over the place.

Point to the tool in the upper right corner of the screen image and adjust the image to the whole base, a specific area of the base, etc. Use the lower left tool box if you want to turn the "roads" option on or off.

With a view of the base, note the pointer settings at the bottom left of the image.

Move the pointer, the hand, so that the pointer setting reads as follows. Note that I have eliminated the hundreds of a second figure as it makes little difference as to what you are pointing.

40° 01 27 N by 74° 20 08 W at 900 feet is a view of Bldg. 278 and the truck parking area at NAES Lakehurst. A much broader view reveals the true expanse of NAES Lakehurst.

Appendix F Quality Surveillance Program

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

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

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

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

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

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

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

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

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

contractor Payment

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

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

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

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

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

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

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

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

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

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

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

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

<i>Aircraft Fuel Services to include the Dispatch Function</i>				
Requirement/Reference	Standard	Max Allowable Degree of Deviation (AQL)	Method of Surveillance	Max Percent Payment for Meeting AQL
Staffing, C-1.8 , Table 1 , C-1.9.1 and C-1.9.2	Sufficient driver/operators and Aircraft Servicers on duty to satisfy servicing demands for the time frame specified. Dispatcher/computer operator serving no collateral duties on duty for the hours specified.	0	100% Inspection	20
Qualifications, C-1.9.1 and C-1.9.2	Qualified personnel performing duties. Training records/documents validate qualifications. Dispatcher/computer operator FAS qualified.	0	100% Inspection	5
Hours of Operation, Table 1	Equipment readily available (inspected, sampled, and product tested) and personnel in place at the designated start of the duty day.	0		5
Dispatch Control, C-2.2.1.3	Requests for fuel-services accurately posted to FAS. Back up files posted to stand alone file.	5%	Random	5
Documentation, C-2.2.1.4	Documents accurate, legible, and forwarded to accounting in a timely manner. Dispatcher has performed review/basic accounting.	5%	Random	1
Response Times, C-2.2.2.2	Established servicing response times meet. Responses in excess of established limits fully documented in pass down logs/management reports.	5%	Customer Complaint	15
After Hour Response, C-2.2.2.1	After Hour Response program established. Contractor aware of response window and servicing responsibilities.			
Mobile Fuel Servicing Equip., C-2.2.2.3.1	Specified equipment in sufficient numbers properly maintained and readily available for dispatch for the entire duty day.	5%		5
Quality, C-2.10	Appropriate sample taken and tested. Results documented on equipment inspection forms.	5%	Random	10
Housekeeping, C-2.1.2.2.1 Grounds Maintenance, C-2.1.2.2.3	Buildings maintained in a clean, sanitary, and organized condition. Grounds maintained in a neat, trim condition. Glass and vegetation cut to specified standards.	10%	Random	2
Training, C-2.13	Applicable training conducted/documented. Records complete. Training monitor appointed.	5%	Random	2
Safety, C-2.14	Fuel servicing operations conducted IAW NATOPS and applicable safety regulations. Safety briefings undertaken and documented. Safety posters apparent and materials available to operators.	0%	Random	20
Environmental, C-2.15	Contractor in full compliance with environmental law and regulations. Personnel trained to the appropriate OSHA HAZWOPER level.	0%	Random	4
Security, C-2.16	Security measures appropriate to the threat level taken to protect government/contractor equipment. Patrols made/logs kept. Persons having access to Government computer systems cleared at the appropriate level.	0%	Random	2
Equipment Specifications, C-3.1	Equipment fully configured in accordance with the specifications outlined by the PWS.	5%	Random	1
Other Equipment/Supplies, C-3.3	Equipment and supplies identified in the PWS readily available to contract personnel.	5%	Random	1
Uniforms/Safety Equipment, C-3.4	Uniforms provided and worn by contract employees. Safety equipment available and used.	5%	Random	1
References, Appendix D	The most current reference documents readily available to contract personnel.	5%	Random	1
				100

VEHICLE IDENTIFICATION WORKSHEET

A. CONTRACT DATA

Contract Location	Contract Number	Contract Period

B. THE TRACTOR or PRIME MOVER

Manufacture	Model	Model Year	Gas/Diesel	
Number of Axles	Gross GVWR	GVWR Front	GVWR 1st Rear	GVWR 2nd Rear
VIN	Contractor Control Number	License No. (if applicable)		

C. THE CARGO TANK/REFUELER

Manufacture	Year Manufactured	Capacity	No. of Axles	GVWR
DOT Specification	Date Certified	Certification No.		
VIN or Tank Serial	Contractor Number	License No. (if applicable)		

D. NOTES & ATTACHMENTS

Attach a copy of the cargo tank certification, vehicle weight certifications, equipment waivers and other documents as may be pertinent and applicable to the identification of the vehicle presented for inspection.

Contract Representative

Date