

**Performance Work Statement (PWS)**

**FOR**

**Contractor-Owned, Contractor-Operated (COCO) Retail Fuel  
Services**

**AT**

**Marine Corps Installations National Capital Region-Marine  
Corps Base Quantico (MCINCR-MCBQ), Virginia**

**Solicitation No: SPE603-22-R-0510**

**July 15, 2022**

## **SECTION C**

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

**Contractor-Owned Contractor-Operated Fuel Services at  
Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), VA**

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## **SECTION C-1.0 GENERAL**

### **C 1.1 General Description**

The Contractor will provide ground fuel services as described below at a specified location on MCINCR-MCBQ, VA. The Contractor shall be responsible for and furnish as required all personnel, equipment, material and/or facilities necessary for providing these services. No Government equipment or facilities will be provided to the Contractor. The Contractor shall be completely responsible at his expense for operation and maintenance of the facilities used to meet the performance requirements for MCINCR-MCBQ. The Contractor shall provide retail fuel dispensing services for Commercial Grade Gasoline, E85 Alternative fuel, and Commercial Grade Diesel. Above Ground Storage Tanks (AST's) are required to be utilized to store products. The Installation, shall request, through the Naval Facilities Engineering Command, a real estate instrument of undeveloped real property to the Contractor.

**C-1.1.1 Real Estate Instrument with Installation:** IAW 10 U.S.C. 2667, this fuel services contract serves as in-kind consideration to support a no-cost real estate instrument between the contractor and the installations representative. A draft real estate instrument is included as an Attachment in Section J of the Request for Proposal. DLA is not a party to this instrument but as part of contract performance, the awardee will be responsible for executing a final instrument with representatives of the Installation staff within thirty (30) calendar days of contract award. Offerors are responsible for reviewing the draft real estate instrument and raising any questions concerning the draft provisions with the Contracting Officer prior to submitting their initial proposal. At contract award, the Contracting Officer will provide the contractor a final real estate instrument for review. At that time the Contractor must raise any questions concerning any new provisions in the final real estate instrument with the Contracting Officer within seven (7) calendar days of receipt. The Contractor must sign the final real estate instrument with representatives of the Installation staff within thirty (30) days of contract award. Any requests for delays in these timelines must be approved by the Contracting Officer. Upon completion of the property real estate instrument between the contractor and the installation representative, the executed document will be incorporated into the contract by modification.

### **C-1.2 Contract Performance**

The Contractor shall perform all fuels management and specific tasks listed in Sections 2.0 and 3.0, respectively. The Contractor shall submit performance-based plans, which shall provide assurance that the Contractor will meet all performance requirements outlined and comply with all specified laws, regulations, and guidelines. Except as may be specified herein, the Contractor is responsible for obtaining copies of all applicable Federal, State and local laws, regulations, and guidelines, including future changes thereto.

### **C-1.3 Detailed Plans**

The following plans shall be submitted to the contracting officer as indicated. The Contractor shall ensure that all required plans are acceptable to and approved by DLA Energy prior to the start of the contract performance period. DLA Energy reserves the right to request changes or modifications to any Contractor performance-based plans at any time throughout the contract performance period.

### **C-1.3.1 Contract Compliance Plan (CCP)**

The Contractor is responsible for ensuring compliance with all contract performance requirements. As such, the Contractor shall develop an inspection system for monitoring overall contract performance. The inspection system is to include a written CCP developed and used by the Contractor to measure performance on a continuous basis. The CCP shall include performance requirements for all of the services and tasks listed in this PWS and the Contractor's own performance-based plans. General performance criteria shall include the Contractor's ability to provide continuous support capabilities as specified in this PWS, record keeping and reporting procedures pertaining to administrative requirements, terminal operations, facility/equipment maintenance, pest management, upkeep and appearance of grounds and facilities under Contractor control. The contractor shall ensure compliance with the installation pest management plan if the use of pesticides, herbicides, etc., are required. The CCP shall include time specific checklists for evaluation of all operational and preventive maintenance requirements. The CCP shall address procedures for corrective actions including the resolution of Quality Deficiency Reports (QDR) generated by the Contracting Officers Representative (COR). Any disagreements with the CCP will be resolved at least one level higher than the Contracting Officer. The CCP shall be made available for Government review, upon request, at any time during the contract performance period. The CCP may be used by the COR for monitoring and assessing contract performance. This plan shall be submitted 60 days after contract award and shall be effective at the time of submittal.

### **C-1.3.2 Product Quality Plan**

The Contractor shall provide a comprehensive and detailed plan that will ensure that products handled by the Contractor remain on-specification IAW MIL STD 3004-1 (most current version). The plan shall include sampling, test methods, equipment, and documentation of tests, records keeping, and actions to be taken in the event of unacceptable test results. The plan shall describe how product quality surveillance data will be documented and reported. The plan shall incorporate the requirements specified in Section C-2.2.3 of the PWS. The plan shall identify responsible parties for these functions. This plan shall be submitted 60 days after contract award and shall be effective at the time of submittal.

### **C-1.3. 3 Environmental Protection Plan (EPP)**

The Contractor will continuously maintain an Environmental Protection Plan that complies with applicable provisions under federal, state, and local environmental regulations as well as prevailing DoD directives and/or policies including but not limited to 40 CFR 112/Oil Pollution Prevention Regulation; 40 CFR 280/Underground Storage Tank Regulation; 9 VAC 25-91-10/Virginia Aboveground Storage Tank Regulation; Virginia Air Pollution Control Regulation; and, MCO 5090.2A/ Environmental Compliance and Protection Manual.

The Plan shall conform/interface with MCB Quantico's current plans and can include but are not limited to: Oil Discharge Contingency Plan; Oil Storage Tank Management Plan; Oil and Hazardous Substance Spill Prevention and Response Plan; Integrated Spill Management Plan; Storm Water Management Plan; and Environmental Management System Initiatives.

The provisions of the Plan shall include, but are not limited to, identification of points of contact; telephone numbers; description of required emergency response supplies and equipment maintained and available in work areas; personnel training requirements and certifications; required inspections; operation and maintenance procedures; spill response, manifesting and proper waste disposal SOPs;

spill reporting requirements; and recordkeeping.

The Plan shall be readily available and continuously maintained at the Contractor's work areas. It shall indicate that the Contractor is responsible for completing spill response, site assessments, required reporting/notifications IAW requirements to include DLA Energy Policy P-40 (Fuel Spill/Leak/'Release' Reporting). The Plan shall also address containment and cleanup/remediation of spills, as applicable and shall reference the contractor's spill response plan.

The costs for spill materials shall be included in the proposal under the Monthly Use Charge CLIN 0001 (MUCC). The Contractor shall be responsible for proper disposal of contaminated items associated with any spill and any required remediation and identify the disposal process in the EPP.

Required environmental permits to operate the fuel services will be obtained and maintained by the Contractor and outlined in the EPP. If any monitoring or testing is required for permits or regulations, the Contractor will be responsible for coordinating the tests and identify this information along with the frequency of these tests in the EPP. Coordination may need to take place with Base Environmental for these permits and tests, and this level of coordination will be included in the EPP.

The Plan shall be routed to MCB Quantico's Environmental Division to ensure local requirements are addressed prior to submittal and submitted to the Contracting Officer within 60 days of contract award. The approved Plan shall be effective at the start of the contract performance period and will update the EPP within 60 days of significant environmental regulatory changes that would impact the Contractor's scope and invalidate portions of the EPP.

#### **C-1.3.3.1 Local Environmental Reporting**

The Contractor shall comply with all applicable regulatory reporting requirements prescribed under, but not limited to, MCB Quantico's Spill Prevention, Control and Countermeasures Plan; Facilities Response Plan; Oil Discharge Contingency Plan; Oil and Hazardous Substance Spill Prevention and Response Plan; Integrated Spill Management Plan; Storm Water Management Plan; Oil Storage Tank Management Plan; Environmental Management System Initiatives; and, MCO 5090.2A/Environmental Compliance Manual. The Contractor shall submit all applicable reports to MCB Quantico's Environmental Office in accordance with the reporting frequencies prescribed under the aforementioned Plans and/or directives. For operational purposes, the Contractor is responsible for obtaining and/or maintaining said Plans and/or directives at places of work, as applicable. For recordkeeping purposes, the Contractor shall maintain copies of reports for no less than 5 years at a location that provides immediate availability of records for review during official regulatory inspections. The Contractor will provide to the COR required reports by the 5<sup>th</sup> day of each month.

#### **C-1.3.3.2 Environmental Management System (EMS)**

The Contractor's work under this contract shall conform with all operational controls identified in the MCINCR-MCBQ Environmental Management Systems (EMS) and provide monitoring and measurement information necessary for the Government to address environmental performance relative to the goals of the EMS.

#### **C-1.3.4 Spill Response Plan**

The Contractor shall provide a detailed spill response plan developed in accordance with 40 CFR 112 and in concert with the installation spill plan(s). The plan shall specify the Contractor's spill response procedures/details (including the name and contact information of the Oil Spill Response Organization (OSRO in case of a spill were to overcome available Contractor and installation resources). All reportable spills shall be reported IAW DLA Energy Policy P-40 (Fuel Spill/Leak/'Release' Reporting). This plan shall be separate from the Environmental Protection Plan and shall be routed to MCB Quantico's Environmental Division to ensure local requirements are addressed prior to submittal.

The spill response that the Contractor is responsible for will be outlined in the spill plan and delineate when the turnover of responsibility to Base personnel and/or the OSRO will take place. The Contractor shall provide all required spill material for both the customers' and employees' operational use, and list in the EPP what spill material will be on standby. This plan shall be submitted 60 days after contract award and shall be effective at the time of submittal.

#### **C-1.3.5 Maintenance Plan**

The Contractor shall provide a detailed maintenance plan for all facilities, equipment, and system components. The plan shall address all levels of maintenance and identify frequencies, methods and procedures for accomplishing the maintenance objectives. This plan shall be submitted 60 days after contract award and shall be effective at the time of submittal.

#### **C-1.3.6 Safety Plan**

The Contractor shall provide a detailed plan outlining the fuel systems applicable to the contracted location, product 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, Safety Data Sheets, and guidelines regarding the safe handling of such products shall be maintained and updated over the course of the contract. **This plan shall be submitted with the proposal and shall be effective at contract award.**

#### **C-1.3.7 Contract Contingency Plan**

The Contract Contingency Plan shall outline Contractor actions to ensure there is no significant interruption of services resulting from labor disputes, catastrophic failure of equipment, or the effects of natural disasters / emergencies. The plan shall provide specific details regarding labor issues as may result from potential strike actions, military contingency, pandemic and war time manning requirements, subcontracting may be required to meet emergent manning requirements, and the replacement of equipment anticipated to be out of service for more than 72 hours. This plan shall be submitted 60 days after contract award and shall be effective at the time of submittal.

#### **C-1.3.8 Operations and Staffing Plan**

The Operations and Staffing Plan shall be a comprehensive detailed matrix outlining all manning aspects, to include sub-contracting, and requirements regarding the management and labor force. The plan shall include a detailed organization chart reflecting the number of employees identified by wage determination, job classification, and full/part time employee status, a brief description of the tasks to be performed, and the duty description. **This plan shall be submitted with the Contractor's proposal.**

### **C1.3.9 Security Plan**

The Contractor shall provide a detailed plan outlining procedures necessary to maintain security of the facilities (including MCINCR-MCBQO 3504.2 reporting requirements), Government Furnished data processing equipment, as well as any Contractor furnished equipment, tools, and materials. The Contractor's security plan shall outline policy, guidance, and procedures regarding facility access controls, visitor logs, lock and key controls, random patrols of fuel management facilities and pipelines, Automated Data Processing (ADP) security, and other force protection measures to deter unauthorized access, visitor entry control, and communications. This plan shall be submitted 60 days after contract award and shall be effective at the time of submittal.

### **C-1.4 Workday Operations**

Figure 1 provides a list of basic fuel related functions to be performed by the Contractor with the NORMAL hours. NORMAL workload requirements are identified in Section C-3.0.

- (a) The Contractor must have an individual who can be contacted at any time for matters pertaining to the facilities.
- (b) All receipt operations shall be supervised by the Operating Contractor.

#### **Figure 1: Hours of Operation**

The facility shall be operational 24 hours a day and 7 days a week (automated), and staffed Monday through Friday, 0730 – 1630 to support receipts and customer requests. The only exception to this would be for required maintenance to a particular tank or pump and during receipts. The Contractor shall notify the COR in advance of any downtime for the system.

**Note 1: Contractor shall respond to unscheduled or emergency support within 2 hours of notification. Extremely congested traffic occurs frequently in and around the vicinity of the installation and must be considered when determining the required support.**

### **C-1.4.1 Personnel Staffing Objectives**

#### **C-1.4.1.1 General**

The Contractor shall provide the management and supervisory staff and labor to accomplish all services as identified within this PWS and all related contract texts or QAP's. The Contractor's staffing shall be flexible and fully capable of meeting the demands of the PWS. However, the Contractor shall not schedule personnel to work more than a 12-hour shift followed by an eight-hour break.

#### **C-1.4.1.2 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 to the extent they can understand and follow written and oral instructions/directions and be capable of writing in

English. All employees shall be capable of performing basic numeric operations and the use of numbers as they relate to ledgers, logs, and forms, meters, gauges, and measuring devices.

#### **C-1.4.1.3 Employment Standards**

All employees or persons shall comply with all Federal, State, DOD, Navy/USMC, and station/base regulations, instructions, guidelines, and policy regarding employment at MCINCR-MCBQ. The Contractor shall be responsible for ensuring employee adherence to DOD and base regulations and policies.

#### **C-1.4.1.4 Essential Personnel**

Essential personnel, the corporate executive officer and the on-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 for this contract.

#### **C-1.4.1.5 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, management, and administrative decisions concerning this contract. He/she should have a complete understanding of the terms and conditions of this contract and shall be knowledgeable of fuel management and operations to the extent outlined herein.

#### **C-1.4.1.6 Terminal Manager (TM)**

Terminal Manager (TM): The TM shall have experience in bulk fuel storage and distribution systems/facilities, mobile and direct fuel servicing equipment (aviation and ground), quality surveillance, inventory, accounting, and administration. Practical experience in the basic design and layout of petroleum facilities, component makeup and flow characteristics of storage piping systems, and the ability to read and understand basic drawings, blueprints, and system specifications is also required. Other than those administrative duties commonly associated with and carried out by an individual in a management position, the site manager shall not have collateral duties, nor shall the position be a collateral duty. Two years of the TM's experience shall have been supervisory gained within the five years immediately prior to the contract start date. That experience shall have been specialized supervisory training in bulk storage and aircraft fuel servicing operations with emphasis in equipment inspection, operation, maintenance, inventory management, and environmental compliance.

**C-1.4.1.7 DLA Energy provided training:** The Contractor will ensure employees are fully qualified at the performance start date of the contract. DLA Energy will provide the Fuels Terminal Manager/Property Administrator/Responsible Officer course, (five days), and the Fuels Manager Defense (FMD) course, (15 days). This training will be funded by DLA Energy. This includes training, transportation and lodging. DLA Energy will only fund the cost of training for initial two (2) individuals hired into requirement positions. Any additional employees requiring training will be funded by the contractor. The Contractor will submit requests for classroom slots to the COR who will approve or disapprove requests based on contract requirements. Once approved, the contractor will



make a written request accompanied by an indemnification statement to the Contracting Officer for scheduling. If required, the Contractor shall ensure that all employees attend and participate in the Annual Spill Response Training.

**C-1.4.1.7.1 Contractor Provided Training:** The Contractor shall provide the following training to all employees: OSHA Hazard Communication; Confined Space training, Hazardous Waste Operations and Emergency Response (HAZWOPER); Occupational Safety and Health Administration (OSHA) Lock-out/Tagout, Personnel Protective Equipment; fuel operations; and environmental compliance; and DoD Antiterrorism (AT Level I Awareness training) IAW applicable Federal, State and local laws and regulations.

Additional training requirements are as follows:

**C-1.4.1.7.1.1:** The Contractor shall establish a program to provide recurring familiarization training to base personnel when requested on the operation of the retail facility to ensure safety and proper operation during use and to prevent spills.

**C-1.4.1.7.1.2:** The Contractor will provide familiarization training to the Base's Fire Department on the facilities and procedures when requested.

**C-1.4.1.7.1.3:** All Training records will be made available to the COR upon request.

#### **C-1.4.1.8 Assistant Terminal Manager (ATM)**

The Contractor shall employ an experienced Assistant Terminal Manager. The individual employed should have a minimum of three (3) years experiences in petroleum services operations and documented supervisory experience gained within five years immediately prior to the latter of the contract start date or the individuals hiring date. That experience shall have been supervisory experience in retail point operations with emphasis on equipment/systems maintenance and quality surveillance.

#### **C-1.4.1.9 Replacement of Essential Personnel**

In the event it becomes necessary to replace any essential personnel, the Contractor shall, within five workdays, notify the Government (DLA Energy K.O.) in writing (email is acceptable) as to the final workday or termination date of the outgoing person and a plan outlining specific dates/time frames for the hiring of the replacement person, or a resume of a proposed candidate that supports the experience requirements noted above. All proposed replacement personnel shall have qualifications that are equal to or greater than the qualifications of the person being replaced.

#### **C-1.4.1.10 Resumes**

Resume for essential personnel, the Corporate Executive Officer (CEO), Terminal Manger (TM) and the Assistant Terminal Manager (ATM) shall be submitted within 30 days of contract performance. A list of at least three (3) professional (work related) references, to include current telephone number and the express consent of the proposed candidate allowing DLA Energy to contact those referenced, shall accompany the resume.

#### **C-1.4.1.11 Service Personnel**

The personnel/position descriptions cited within this section are those applicable to MCINCR-MCBQ. They are statements regarding skills that are required to satisfy specific labor needs for performance of services as listed in this PWS.

#### **C-1.4.1.12 Fuel Accountant/Computer Operator, FST (Computer Operator IV)**

The Fuel Accountant shall be fully knowledgeable of manual and automated fuel management and accounting systems such as the Fuel Manager Defense (FMD), Fuel Enterprise Server (FES), Enterprise Business System (EBS), and the Supply computer systems applicable to the processing of fuel management accounting data. He/she shall possess sufficient computer skills to use client/server applications in a Microsoft Windows environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files and resolve technical issues and problems required to maintain a fully functional file, records, and reporting system; send and receive email; and to use web browsers to send and receive information. The use of Microsoft standard office products such as Word, Excel, and PowerPoint; other commercial off the shelf applications, utilities; and custom software in such a manner that daily fuel operations are effectively and efficiently conducted may also be required. Those skills shall include the use of the real time information systems, the manipulation data within the Fuel Manager system and the related fuel management modules and status systems. He/she shall also be fully knowledgeable of all DLA Business System Modernization Interim Policy and Procedural Guidance for the receipt, handling, issue, inventory, and accounting of petroleum products.

#### **C-1.4.1.13 BSM-E Training**

Fuel Accountants shall receive the in-resident Joint (FMD) Base Level Training Basic Accountant Course (3 weeks). Registration can be completed at the following website with the assistance of the COR. (DLA Energy Funded Training; Contractor funded per diem and travel after initial person is trained. <https://www.coggins.com/training.html>)

#### **C-1.4.1.14 AT Level I Training**

The Contractor shall comply with Department of Defense Instruction (DODI) 2000.16, *"DoD Antiterrorism (AT) Standards,"* paragraph E3.18. DoD STANDARD 18: *AT Measures for Logistics and Other Contracting*, subparagraph E3.18.6 and Table E3.T2. *Minimum Level I AT Awareness Training Requirements.*

#### **C-1.14.1.15 Security Awareness Training**

Contractor personnel shall complete Security Awareness Training IAW DOD 5200.8-R & DLA Physical Security Plan. An electronic copy of training certificates will be provided to COR within 60 days of contract start date.

### **C-1.5 Personnel Qualifications**

The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance requirements and comply with all applicable laws and regulations. They shall be able to read and understand English to the extent of reading and understanding printed regulations, detailed written orders and operating procedures, training instructions and materials, and shall be able to compose reports which convey complete information. Alcohol and Drug testing is required for all Contractor personnel. Procedures for drug testing shall be identified in the CCP required by paragraph C-1.3.1 of the PWS.

### **C-1.6 Notification of Correspondence and Visits**

The Contractor shall immediately provide the Contracting Officer and COR copies of all correspondence and notification of any visits relating to Federal, State, or local officials/agencies, and other personnel or Contractors that visit any fuel facility.

### **C-1.7 Uniforms, Clothing, Safety Equipment**

In accordance with the Contractor's provided Safety Plan, all contract personnel, including site managers, shall wear distinctive, clean and serviceable company uniforms and required safety equipment in performance of their duties.

### **C-1.8 Physical Security**

The Contractor shall incorporate necessary physical security measures in the CCP to ensure controlled access by authorized personnel only to fuel facilities and equipment under Contractor control; security of all gates, buildings and facilities when not in use; and ensure that system valves and refueling equipment are secured when out of service. The Contractor shall establish liaison with the appropriate MCINCR-MCBQ law enforcement agencies in development of physical security measures and Security Incident Reporting Procedures that coincide with installation protocols.

## **SECTION C-2.0 FUELS MANAGEMENT**

### **C-2.1 Fuels Manager Defense System (FMD)**

The Contractor shall be responsible for and perform all fuels inventory, accounting and administrative functions utilizing Government-owned equipment provided by Varec. The Contractor shall utilize the FMD, or other methods approved by DLA Energy. The Contractor shall be responsible for determining reorder cycles and ensuring that adequate stocks are on hand to fully support mission requirements at the facility. The Contractor shall submit documents and/or reports not later than 1000 hours, Monday through Friday, as specified by DLA Energy. The Contractor shall utilize Automatic Tank Gauging (ATG) to obtain inventories from the various tanks when needed and manually gauge only when required. The Contractor shall process the required forms specified in the DLA Energy web site, signed by the Contract Manager, to the Contracting Officer for FMD access. The Contractor shall be responsible for the following FMD related functions:

1. Placing orders for gasoline, E85, and diesel from Posts, Camps, and Stations (PC&S) contracts.
2. Reporting receipts
3. Reporting inventories
4. Entering and reporting all transactions
5. Preparing and forwarding financial obligations

## **C-2.2 Fuel Operations**

The Contractor shall be responsible for government-owned petroleum product IAW contract texts I116, I119.04 and all DLA Energy interim policies and instructions.

### **C-2.2.1 Product Receipts**

The Contractor shall receive all fuel without causing operational delays. The Contractor shall immediately notify the COR/ Designated office of any operational discrepancies. The Contractor shall prepare all documents required for product receipt. Volume correction to 60 degrees Fahrenheit, shall be performed as outlined in DoDM 4140.25. The Contractor shall accomplish and submit all appropriate documentation to DLA Energy. The Contractor shall not receive and dispense fuel from the same tank simultaneously.

### **C-2.2.2 Retail Issues**

Except for scheduled maintenance, and other occurrences of which the COR/Designated Office has been notified, the Contractor shall maintain a tank in the ready-to-issue mode for retail dispensing 24/7 for each product. The Contractor shall issue product without causing operational delays and ensure that all product is on specification. The Contractor shall immediately notify the COR/ Designated Office of any discrepancy that may result in the inability to issue product.

#### **C-2.2.2.1 Electronic Point of Sale, QR (Quick Response) Code Management**

The Contractor will provide the appropriate hardware for the COCO facilities, and DLA Energy will provide the appropriate software for EBS/FMD/EPoS support of COCO fuel facilities. The contractor shall utilize Electronic Point of Sale (EPOS) devices (pedestal and/or mobile) provided by DLA Energy as Incidental Equipment to capture and report sales from the COCO. The contractor must contact the DLA Policy and System Sustainment Branch at EPoSFunctionalSupport@dla.mil to coordinate the installation on the COCO retail facility prior to DLA Energy accepting the facility. Prior to the end of the contract terms or termination of the contract, the contractor will again use the same email address to obtain disposition instructions.

### **C-2.2.3 Product Quality**

The Contractor shall ensure product quality in accordance with contract text I116. Quality control includes but is not necessarily limited to visual inspection of product receipt samples, API gravity of product receipts and periodic receipt samples as required by the Naval Petroleum Office (NPO). No petroleum product shall be received or issued until product quality determinations have confirmed product quality within specifications. Products shall be issued on a first-in, first-out basis unless otherwise specified by the COR/ Designated Office. Additional sampling/testing may be required as determined by the DLA Energy Quality Assurance Representative (QAR). The COR, QAR and Designated Office shall be notified immediately of any suspected fuel quality issues prior to fuel receipts, transfers or issues. The Contractor shall take retention samples when directed by the QAR. Samples representing receipts of Government-owned products shall be properly marked by the Contractor as to product, source, and date taken for retention as determined by the QAR and IAW MIL STD 3004-1 (most current version)

### **C-2.2.4 Inventory**

The Contractor shall be responsible for petroleum inventories as specified in contract text I119.04 and DLA Energy Policy P-1 *"Recording and Processing Inventory Transactions"*.

## SECTION C-3.0                      SPECIFIC TASKS

### C-3.1 MCINCR-MCBQ AUTOMATED FUEL DISPENSING FACILITY

The description of the specific fuel service requirements is outlined herein. The Contractor shall satisfy all tasks and meet the requirements outlined for each task. The Contractor shall provide retail fuel services on Government-Furnished property located on the west side of the installation including all receipt, storage, handling and issue. The Contractor shall provide all manpower, equipment, and material resources as necessary to provide these services. No Government facilities are available for use at this location. All facilities, equipment or materials furnished by the Contractor shall be suitable for retail dispensing of commercial gasoline, E85, and commercial diesel products. The Contractor's technical proposal will identify the type of material that will be used throughout the fuel distribution system. The services are required to be operational no later than twelve months after award of contract. The Contractor shall provide two copies of completed Contractor-Owned Contractor-Operated (COCO) facility drawings/schematics to the CONTRACTING OFFICER, - three (3) copies to the Public Works Business Center, and one (1) copy to the Readiness Business Center.

#### C-3.1.1                      ESTIMATED TOTAL ANNUAL USAGE

**Figure 2: Retail Dispensing** Notes 1 & 2

PRODUCT	NSN	MONTHLY AVERAGE (GAL)
E-85	9130-01-470-2024	2900
Unleaded	9130-01-388-4080	11,000
Diesel	9140-01-524-0139	9100

\*NOTE 1: Averages are estimated from receipts.

\*\*NOTE 2: Vehicle overall dimensions that will use retail islands range from approximately 20' to 80' long, 4' to 20' wide x 16' high. Facility drive surface shall be designed to support equipment of approximately **70 tons**.

#### C-3.1.2 PERFORMANCE REQUIREMENTS

The Contractor must have the ability to dispense (retail) fuel to a minimum of **50** various combinations of wheeled vehicles and equipment per hour with Diesel, E85, and Gasoline.

A **minimum** of:

- 2 each, double hose dispensers for diesel
- 2 each, double hose dispensers for unleaded
- 1 each, double hose dispensers for E-85

### C-3.1.2.1 ADDITIONAL SERVICES

The services provided under this contract shall include, as a minimum, the following:

- (a) All tanks and facilities used to provide the services shall meet the requirements of the current American Petroleum Institute (API) Standards, National Fire Protection Association (NFPA) Codes, National Electric Codes, and all local code, (to include MCINCR-MCBQ) Technical Design Guide), Federal, State laws and regulations applicable to tanks and facilities of the type utilized. These facilities shall meet best commercial standards with components and fixtures that allow proper service interface with military vehicles and equipment. The Contractor shall be responsible for obtaining all permits necessary for operating, and constructing these facilities, including, but not limited to permits for air containment sources and storm water discharge. The Contractor shall be responsible for obtaining all inspections by State and local authorities addressing fire and electrical codes prior to operation. A copy of all environmental permits when issued new or upon update will be provided to the DLA Energy COR and be readily available on-site.
- (c) The retail dispensing area shall be configured with adequate energy efficient lighting for a 24-hour day operation. Retail dispensers shall be fully automated and be able to dispense products without being physically manned by Contractor personnel. The Contractor shall supervise all fuel receipts into the COCO facility to ensure safety and prevent spills.
- (d) Automated facility shall consist of latest version of DOD standard source data collection equipment (Fuels Manager Defense) and shall be designed to interface all receipts, retail issues and accounting transactions to FMD and the Enterprise Business System (EBS).
- (e) The Contractor shall provide weekly project status reports until the facility has been approved by DLA Energy to the Contracting Officer and COR prior to the start of performance.
- (f) The facility shall provide for safe access and exit and a safe traffic pattern within the facility. Traffic flow pattern to and from the facility shall be provided by the installation during the pre-solicitation conference.
- (g) Vehicle retail pump dispensing area shall be provided with a canopy.
- (h) The Contractor shall ensure all fuel control meters are calibrated annually or as required by State or Federal regulations. The Contractor shall utilize the most stringent requirement if there is a conflict in requirements.
- (i) Utilities tie-in points will be provided by the installation to the edge of the leased property. The Contractor shall install utility meters so the installation can monitor energy consumption. The Contractor shall pay the monthly utility bills direct to the vendor and these costs shall be included in the Monthly Use Charge COCO (MUCC) amount.

**Note: The contractor must show in the proposal the capabilities (draft technical drawings, facility specifications, etc.) to provide the services and meet the requirements of this PWS.**

## **SECTION C-4.0 INFORMATION RECORDS MANAGEMENT**

### **C-4.1 General**

Documents held or generated 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 records except personnel files, training records, equipment records, and proprietary company management records shall be deemed the property of DLA Energy and turned over to DLA Energy. Environmental permit records, especially the tank/facility closure permits or changing of ownership permits, will be provided to the COR for the Base Environmental records.

### **C-4.2 Proprietary Systems**

Should proprietary systems/equipment or non-DOD maintenance and accounting systems be installed by the Contractor, the Contractor shall provide continuous secure web access or access to a secure workstation that will fully portray any and all work in progress, completed, and planned.

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## **Appendix A: DEFINITIONS**

**Access Control:** Common Access Card (CAC) Issuance Program and the Trusted Associate Sponsorship System (TASS): Ref: DLAI 1000.13 and Appendix E of this PWS.

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

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

**Contracting Officers Representative (COR):** The local technical specialist designated by the Contracting Officer to inspect and accept or reject the supplies and services furnished under this contract.



## APPENDIX B

### ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS	
API	American Petroleum Institute
AQL	Acceptable Quality Level
AST	Aboveground Storage Tank
ASTM	American Society for Testing Materials
ATG	Automated Tank Gauging
CAC	Common Access Card
CDR	Contract Discrepancy Report
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
DLA	Defense Logistics Agency Energy
DoD	Department of Defense
EPA	Environmental Protection Agency
EPP	Environmental Protection Plan
FAR	Federal Acquisition Regulation
FMD	Fuels Manager Defense System
FRP	Facility Response Plan
FSC	Facility Spill Coordinator
IAW	In Accordance With
KO	Contracting Officer
NFPA	National Fire Protection Association
NPDES	National Pollution Discharge Elimination System
PC&S	Posts, Camps, and Stations
PM	Preventive Maintenance
PMI	Preventive Maintenance Inspection
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
SOP	Standard Operating Procedure
SPCC	Spill Prevention Control and Countermeasure Plan
TASS	Trusted Associate Sponsorship System

## Appendix C

### REGULATIONS

The following is a brief list of the regulations directly/indirectly referenced in the PWS. It is not an all-inclusive listing. It is incumbent upon the Contractor to ensure full compliance with all Federal, State, USMC, and local regulations. The Contractor will contact the installation to receive copies of applicable local station regulations required under this contract prior to submittal of their plans and insert necessary requirements into their plans. The Contractor shall provide all other references.

<b>Regulation</b>	<b>Title</b>
29 CFR	Labor
33 CFR 154 Subpart F	Response Plans for Oil Facilities
40 CFR 112	Oil Pollution Prevention
40 CFR 260 – 268	EPA Hazardous Waste Management System Plan
40 CFR 122	National Pollutant Discharge Elimination System Permit Plan
49 CFR 171	Hazardous Materials Regulations; General information, regulations, and definitions
49 CFR 172	Hazardous materials table, special provisions, hazardous materials communications, emergency response information, and training requirements
49 CFR 173	Shippers—general requirements for shipments and packaging
49 CFR 178.345	General design and construction requirements applicable to Specification DOT 406...
49 CFR 178.346	Specification DOT 406; cargo tank motor vehicles
49 CFR 180	Continuing Qualification and Maintenance of Packaging
49 CFR 194	Response Plans for Onshore Oil Pipelines
49 CFR 382	Controlled Substance and Alcohol Use and Testing
49 CFR 383	Commercial Driver’s License Standards; Requirements/Penalties
49 DFR 387	Minimum Levels of Financial Responsibility for Motor Carriers
49 CFR 390	Federal Motor Carrier Safety Regulations; General
49 CFR 391	Qualification of Drivers
49 CFR 392	Driving of Commercial Motor Vehicles
49 CFR 393	Parts and Accessories Necessary for Safe Operation
49 CFR 395	Hours of Service for Drivers
49 CFR 396	Inspection, Repair and Maintenance
MCINCR-MCBQO 3504.2	MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION–MARINE CORPS BASE ORDER 3504.2 (or most current version)
NFPA 30	Flammable and Combustible Liquids Code
NFPA30A	Code for Motor Fuel Dispensing Facilities and Repair Garages
NFPA 385	Tanks Vehicles for Flammable and Combustible Liquids
40 CFR 60	New Source Performance Standards (NSPS) for air contaminant sources
40 CFR 63	National Emission Standards for Hazardous Air Pollutants (NESHAP)
DLAI 1000.13	Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals
DoDM 4140.25	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal

MIL-STD 3004-1	Quality Assurance for Fuels, Lubricants and Related Products (most current)
40 CFR 70	Title V major source permits
9 VAC 25-91-10	Virginia Aboveground Storage Tank Regulation

## APPENDIX D

### Common Access Card (CAC) Procedures

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

1. The Contractor has each employee requiring a CAC complete and sign Sections I and II of the DD Form 1172-2. The instructions for completing the DD Form 1172-2 are located at <http://www.cac.mil/Portals/53/Documents/dd1172-2.pdf>.

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

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

- The Contracting Officer's Representative (COR) for the contract, if a COR was designated.
  - The Contracting Officer (KO) for the contract, if no COR was designated.
2. Each Contractor employee must verify his/her account information upon receipt of an email from the Government containing a username and password for the Trusted Associate Sponsorship System (TASS). The web link for TASS is included in the email.
  3. Each Contractor employee will receive an email via TASS when his/her account has been approved. The email will notify the employee to obtain a Government-issued CAC from the nearest Real-Time Automated Personnel Identification System (RAPIDS) office. The email will also provide a link that identifies the locations of RAPIDS offices.
  4. Each Contractor employee shall obtain his/her issued CAC from the RAPIDS office.
  5. The Contractor, within one (1) business day of issuance, provides written notice via email to the COR (or the KO, if no COR was designated) for each Contractor CAC issued identifying the Contractor employee's name, the date of issuance, and the date of expiration of the CAC. This notification may be made individually for each Contractor employee or together for a group of Contractor employees.
  6. The Contractor establishes procedures to control and account for Government-issued Contractor

CACs at all times, to include the following:

- Ensure Contractor CACs issued for this contract are only used for the purpose of performing under this contract.
- Ensure Contractor CACs are secured in a manner that precludes unauthorized use and that recognizes the CAC is the property of the U.S. Government.
- Ensure Contractor employees do not abuse or place holes in their CACs.
- Ensure Contractor employees do not display their CACs in public.

7. If a Contractor CAC is lost or stolen:

- The Contractor employee shall immediately notify the Contractor that the Contractor CAC has been lost or stolen.
- The Contractor shall immediately notify the COR (or the KO, if no COR was designated, detailing the circumstances regarding the lost or stolen Contractor CAC, by one of the following methods:
  - In person, followed within one (1) business day by a written notice via email
  - In writing via email
  - By telephone, followed within one (1) business day by a written notice via email.
- The Contractor shall report the lost or stolen CAC card to the local DLA Police/host installation police, who will provide the Contractor a police report. If there is no local DLA Police/host installation police, or no police report is provided, the Contractor shall provide information to the COR/KO, as applicable, detailing the circumstances of how the CAC was lost or stolen. The COR/KO will provide a memorandum for the Contractor employee to support issuance of new CAC.
- The Contractor has the Contractor employee bring the report/memorandum to the nearest RAPIDS office. If the CAC can be reissued within 24 hours, bring the report/memorandum to the nearest CAC office for reissue. If the CAC cannot be reissued in 24 hours, follow the steps for a new CAC, beginning at Step 1.

8. If the expiration date for a Contractor CAC is prior to completion of the contract and the Contractor employee is to continue working under the contract and still requires a CAC, the Contractor:

- Notifies the COR by one following methods:
  - In person, followed within one (1) business day by a written notice via email
  - In writing, via email
  - By telephone, followed within one (1) business day by a written notice via email.
- No less than two (2) weeks prior to the current CAC's expiration date, completes and complies with the steps above beginning with Step 2 for issuance of a new Contractor CAC for the employee.
- Brings the expiring CAC to the RAPIDS office for turn-in and receives new CAC.
- Notifies the COR once a new CAC has been issued.

9. The Contractor employee turns in any found CACs immediately, via hand-carry, to the nearest Federal law enforcement office.

10. The Contractor immediately collects all Contractor CAC(s) from the Contractor employee(s) at:

Contract completion or Termination/Reassignment of an employee (this includes any reason the Employee is no longer working for the Contractor under the contract or otherwise no longer requires a CAC).

## 11. The Contractor:

- For contract completion or termination – within one (1) business day after collecting the Contractor CAC(s), arranges for turn-in via one of the below methods:
  - i. If the COR/KO is co-located or near enough that in-person transfer of CACs can be arranged, the Contractor:
    - Arranges to meet the COR (or the KO, if no COR was designated) to turn-in the collected Contractor CAC(s).
    - Hand-carries all collected Contractor CACs for turn-in to meet the COR (or the KO, if no COR was designated).
    - Completes and signs the Government-Issued Contractor CAC Turn-In Receipt with the COR (or the CO, if no COR was designated). The Contractor is provided a copy of the receipt.
  - ii. If in-person transfer of CAC cannot be arranged, the Contractor:
    - Sends, via certified mail, the CACs to the COR/KO. The Contractor includes in the package the Government-Issued Contractor CAC Turn-In Receipt, with signed acknowledgement of Contractor turn-in.
    - Notifies COR/KO that CACs have been sent via certified mail.
    - Receives a completed copy of the receipt from the COR/KO once the COR/KO has received the CACs.
- For termination/reassignment of an employee:
  - i. Immediately notifies the COR (or the KO, if no COR was designated) that the employee is no longer working for the Contractor under the contract or otherwise no longer requires a CAC, as follows:
    - In person, followed within one (1) business day by a written notice via email, or
    - In writing, via email, or
    - By telephone, followed within one (1) business day by a written notice via email.
  - ii. Follows the turn-in procedures above for contract completion or termination, as applicable.

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

The above procedures have been established as a DLA security measure. Contractors are advised that failure to comply with any of the above requirements will be considered a violation of the terms and conditions of the contract and the Contracting Officer may take action to remedy such violations. Specifically, failure to safeguard, follow

these procedures, including reporting requirements, or turn-in CACs within the established timeframes may result in the following actions, which are in addition to other actions the Contracting Officer may take under governing law and regulation and the terms and conditions of the contract:

- Immediate work stoppage (issuance of a stop work order), not to be lifted until resolution of CAC issue
- Disapproval of invoices and delay of payment
- Withholding of final payment (in accordance with FAR 52.204-9)
- Documentation of CAC Non-Compliance in the Contractor Performance Assessment Reporting System (CPARS)

## APPENDIX E

### QUALITY ASSURANCE SURVEILLANCE PLAN

\*This Summary will be used by the US DLA Energy Representative and Contracting Officer to assess Contractor performance. \*

TASK#	TASK	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL	SURVEILLANCE MEASURE	PERFORMANCE MEASURE
See PWSC-2.0	<b>Performance Requirements</b>				
1. See PWS C-2.2	Fuel Operations	At all times safely, without causing delay, interruption or demurrage. This applies to response times for duty hours, non-duty hours and extended surge operations.	100% of mission support requirements fulfilled on time.	Periodic observation of ops and sampling of reports and customer satisfaction data. QAR input.	Customer feedback, US Government surveillance, and demurrage.
2. See PWS C-1.4	Hours of Operation	At all times safely, without causing delay, interruption or demurrage. This applies to response times for duty hours, non-duty hours and extended surge operations.	100% mission support availability 24 hours a day, 7 days a week and within 2 hours on weekends and holidays.	Periodic observation of ops and sampling of reports and customer satisfaction data. QAR input.	Customer feedback, US Government surveillance, and demurrage.
3. See PWS C-2.2.1	Product Receipt	At all times safely, without causing delay, interruption or demurrage. This applies to response times for duty hours, non-duty hours and extended surge operations.	100% of receipt requirements fulfilled on time.	Periodic observation of ops and sampling of reports and customer satisfaction data. QAR input.	Customer feedback, US Government surveillance, and demurrage.

TASK#	TASK	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL	SURVEILLANCE MEASURE	PERFORMANCE MEASURE
4. See C-2-2	Fuel Operations	At all times safely maintain product quantity, integrity and availability to meet the intended use. Shall maintain storage facilities, and stock levels.	100% of inventory goals achieved within allowable stock levels.	Periodic observation of ops and sampling of reports and customer satisfaction data. QAR input.	100% DoD System of Record compliant.



5. See PWS C-2.2.2	Retail Issues	At all times safely, without causing delay, interruption or demurrage. This applies to response times for duty hours, non-duty hours and extended surge operations.	100% of issue requirements fulfilled on time and within allowable stock levels.	Periodic observation of ops and sampling of reports and customer satisfaction data. QAR input.	Customer feedback, US Government surveillance and demurrage.
6. See PWS C-2.2.2.1	Electronic Point of Sale, QR Code Management	Issue and revoke QR codes as requested in writing from the customer units. Maintain databases of all required reports unless maintained by EPoS contractors. Download transactional data as required. Receive, maintain, issue, reprogram and revoke QR codes as requested in writing in accordance with DLA Energy Interim Policy P-5 or newly developed procedural documentation.	QR code management maintained 100% accurate with no negative impact to mission.	Periodic observation of ops and sampling of reports and customer satisfaction data. QAR input.	Customer feedback, US Government surveillance and demurrage.
7. See PWS C-2.1	Account for Fuel/Inventory Management	Account for product according to DoD 4140.25-M, DoD System of Record and other applicable policies and procedures.	100% inventories in tolerance. 100% timeliness. 100% of daily transactions posted on time. 100% account transactions within tolerance. 100% of accounts reconciled within two business days	Monthly sampling and review of reports and System of Record.	US Government surveillance.

<b>TASK#</b>	<b>TASK</b>	<b>PERFORMANCE STANDARD</b>	<b>ACCEPTABLE QUALITY LEVEL</b>	<b>SURVEILLANCE MEASURE</b>	<b>PERFORMANCE MEASURE</b>
8. See PWS C-2.2.4	Accounting for Fuel/Inventory Management	The Service Provider shall connect to and use the DoD System of Record for fuels inventory, accounting and administrative functions according to DoD 4140.25-M and other applicable guidance, unless otherwise agreed upon. This action needs to commence prior to the actual operational start date.	No deviation to the DoD System of Record requirement of 90% or greater system up-time.	Monthly review of ledger.	US Government surveillance.
9. See PWS C-2.2.3	Product Quality	At all times safely ensure fuel quality according to the applicable product specs. and the Product Quality Control Plan.	100% on specification.	Periodic sampling and review of lab reports.	Lab test reports. Quality Deficiency Reports (QDRs) QAR visits.
10. See PWS C-1.3.6	Safety	Ensure safety in all operations according to the Safety Plan.	No lost time due to injury or accidents. No accidents causing physical damage greater than \$100.	Monthly review of safety records and accident/incident reports.	Number of preventable safety accidents/incidents.
11. See PWS C-1.3.9	Security	According to the Security Plan, provide for access control for US Government Property (fuel products, facilities, equipment, Information (systems) required for contract performance.	No security violations that result in loss of product, property or unauthorized access. Three minor violations of security regulations allowed during the assessment period.	Monthly review according to the Security Plan.	Number of security violations. Number of information system violations. Number of antiterrorist violations.

<b>TASK#</b>	<b>TASK</b>	<b>PERFORMANCE STANDARD</b>	<b>ACCEPTABLE QUALITY LEVEL</b>	<b>SURVEILLANCE MEASURE</b>	<b>PERFORMANCE MEASURE</b>
12. See PWS C-1.3.3	Environmental Protection	Follow the Environmental Compliance and Spill Control Plans.	No NOV environmental violations or noncompliance.	Monthly review of environmental records	Number of NOVs and noncompliance violations.

13. See PWS C-1.1.4; C-1.4.1.7; C-1.4.1.13 – C-1.4.1.15	Training Requirements	Workforce successfully completed, or scheduled for job specific and mandatory training required by statutory and regulatory requirements and receives the requisite certifications and licenses.	100% of statutory and regulatory certifications and licenses received and current. 100% of employees successfully completed or scheduled in a timely manner for job specific and mandatory training.	Periodic sampling of training, certification and licensure records	100% of statutory and regulatory training requirements are met.
14. See PWS C-1.1	Contractor Furnished Items	Provide at all times, adequate tools, personnel protective equipment, vehicles to support the mission without causing delay, interruption or demurrage.	No negative mission impact due to lack of tools, personnel protective equipment, vehicles, etc.	Periodic observation of ops and sampling of inventory documents and customer satisfaction data. QAR input.	US Government surveillance.
15. See PWS C-1.8	Unauthorized Use of Facilities	No personal property allowed on leased property. No utilization of on-site equipment, property, or facilities for storage or repair of vehicles and equipment not specifically required by the contract provisions. No cooking, smoking, open flames or flammable materials in the work area or inside building.	No unauthorized use of leased property, equipment, or facilities. No cooking, smoking, open flames or flammable materials in the work area or building.	Periodic observation of ops and customer satisfaction data. QAR input.	US Government surveillance.
16. See PWS C-1.4.1.3	Report Fraud, Waste, and Abuse	Promptly report to the Contracting Officer and fraud counsel any indications of fraud, waste, or abuse as well as any investigative contact concerning fraud, waste or abuse.	No unreported fraud, waste, or abuse, nor Unreported investigative contact concerning fraud, waste, or abuse.	Periodic observation of ops and customer satisfaction data. QAR input.	US Government surveillance.

TASK#	TASK	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL	SURVEILLANCE MEASURE	PERFORMANCE MEASURE
17. See PWS C-1.6	Notification of Correspondence and Visits	Provide Contracting Officer and COR copies of all correspondence and notifications of any visits relating to federal, state, or local officials or agencies and other personnel or contractor that visit the retail fuel facility.			
18. See PWS C-1.3.5	Maintenance	Maintain the fuel systems, e.g., equipment, facilities, and grounds according to manufacturers' specifications, best commercial practices and the Maintenance Plan to include all operator, preventive and other maintenance.	The Contractor shall provide the manpower, materials, tools and equipment to establish and implement a maintenance program. The facilities and equipment in commission rate shall be at 90% or better, with mandatory operator, preventive, and other maintenance conducted in a timely manner and properly recorded. The "in commission rate" shall be defined in the Maintenance Plan.	Monthly review of maintenance reports, and periodic visual inspections.	Number of opened, scheduled or programmed projects.
See PWS C-3.0	<b>Deliverables</b>				
19. See PWS C-1.3	Plans	The Contractor shall have plans that meet applicable statutory and regulatory requirements. Other accredited documentation, as	100% of plans or other accredited documentation is provided to and accepted by the Government within the specified timeframe.	Periodic review of plans and as required by each type of plan.	US Government surveillance.

TASK#	TASK	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL	SURVEILLANCE MEASURE	PERFORMANCE MEASURE
		<p>agreed to by the Government, to assess fuel operations and support capabilities (e.g. international certifications, certificates or licenses to operate) is authorized. The plans or other documentation, and any changes, must be acceptable to the Government and kept current at all times for the duration of the contract (this includes Employee Training Records). The specific plans included are:</p> <ul style="list-style-type: none"> <li>· Operations &amp; Staffing</li> <li>· Product Quality</li> <li>· Safety</li> <li>· Security</li> <li>· Environmental Protection</li> <li>■ Local Environmental Report</li> <li>■ Environmental Management System</li> <li>· Spill Control</li> <li>· Maintenance</li> <li>· Contract Compliance</li> <li>· Contract Contingency</li> </ul>	They are kept current for the duration of this contract.		

20. See PWS C-4.0	Reports and records	Unless exempted by law, the Service Provider, when requested by the Government, shall promptly provide to the Government all records (electronic and otherwise) related to operations and staffing, product quality assurance, product quality control, safety, security, environmental compliance and spill control, maintenance,	100% of records provided as requested.	Monthly review of Quality of Service (QOS) data.	Service Provider fully complies with US Government requests.
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TASK#	TASK	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL	SURVEILLANCE MEASURE	PERFORMANCE MEASURE
		training and property management.			