

STATEMENT OF WORK
AMMONIA (AQUA AMMONIA) 19%

1. **Requirement** – Furnish all Washington Aqueduct’s Aqua Ammonia 19% in accordance with these specifications. Ammonia is used at Washington Aqueduct’s two water treatment plants (WTPs), Dalecarlia WTP and McMillan WTP. Ammonia shall conform to the requirements of ANSI/AWWA Standard B306, latest revision, except as modified or supplemented herein, and shall be certified to meet NSF/ANSI Standard 60.
 - 1.1. General Summary of Requirements
 - 1.1.1. Chemical name: Ammonia
 - 1.1.2. Strength: 19 percent
 - 1.1.3. Delivery form (tote vs. bulk): Bulk
 - 1.1.4. NSF/ANSI Certification: 60
 - 1.1.5. AWWA Standard: B306, latest revision
2. **Period of Performance** – Period of Performance shall be for a period of two (2) years from date of award for a total of 24 months.
3. **Government Projected Requirements** –Maximum and minimum quantities are as follows:
 - 3.1. Maximum total contract capacity not to exceed 680 dry tons over the two-year contract duration.
 - 3.2. Minimum quantity:10 dry tons
4. **Information Required Upon Contract Award** – Immediately upon contract award, and at least 7 days prior to the initial delivery, and each time the information changes, the Offeror shall forward information described in this section to:
 - Aqueduct-ChemDelivery@usace.army.mil
 - wadinvoices@usace.army.mil
 - WADProcurement@usace.army.mil
- 4.1. Information Required Upon Contract Award
 - 4.1.1. Product information bulletin from product manufacturer.
 - 4.1.2. Certification from accredited certification organization of compliance with NSF/ANSI 60.
 - 4.1.3. Safety Data Sheet (SDS) that complies with paragraph (g) of 29 CFR 1910.1200.
 - 4.1.4. Contact Information for Sales, Ordering, Dispatching, Delivery, Technical Support, and Safety Information, including points of contact, mailing addresses, email addresses, phone numbers, after-hours contact information.
 - 4.1.5. Emergency contact number and email address to be used in the event of an emergency cancellation.
 - 4.1.6. A completed, signed Accident Prevention Plan (APP) as detailed below.
 - 4.1.6.1. Supplier must follow the requirements applicable to this contract as in accordance with Part 1910, Title 29 of the Code of Federal Regulations and EM 385-1-1, 15 Sep 08, the EM 385-1-1, the primary safety manual for USACE.
https://www.publications.usace.army.mil/portals/76/publications/engineermanuals/em_385-1-1.pdf. Supplier’s APP shall address the identified hazards involved and the control measures to be taken and shall interface with the employer’s overall safety and health program. A copy shall be available with each delivery. The Supplier’s APP shall include the following:
 - 4.1.6.2. Accident Prevention Plan Requirements:
 - 4.1.6.2.1. Title, signature, and phone number of the plan preparer.
 - 4.1.6.2.2. Background Information to include:
 - 4.1.6.2.2.1. Chemical identification
 - 4.1.6.2.2.2. Manufacturer information
 - 4.1.6.2.2.3. Product information sheet
 - 4.1.6.2.2.4. SDS
 - 4.1.6.2.3. Responsibilities and Lines of Authorities – to include:
 - 4.1.6.2.3.1. Statement of Supplier’s ultimate responsibility for implementation of its safety and occupational health program, including a hazard communication program.
 - 4.1.6.2.3.2. Identification and accountability of personnel responsible for safety.
 - 4.1.6.2.4. Training Documentation– All contract and sub-contract personnel shall have completed required safety training before coming on-site. Employees shall have received training in, at minimum, proper unloading of chemicals, spill prevention, applicable hazardous materials and PPE, and spill response.

- 4.1.6.2.5. Accident and spill response procedures. Investigate and report accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR). An accident that results in a fatal injury, permanent partial or permanent total disability shall be immediately reported to the Contracting Officer.
- 4.1.6.2.6. Personal Protective Equipment: Identify personnel protective equipment to be provided:
 - 4.1.6.2.6.1. Work Clothing. Identify minimum requirements.
 - 4.1.6.2.6.2. Eye and Face Protection. Eye and face protection shall be worn as determined by an analysis of the operations being performed.
 - 4.1.6.2.6.3. Hearing Protection. Hearing protection must be worn by all those exposed to high noise activities.
 - 4.1.6.2.6.4. High Visibility Apparel shall comply with ANSI/ISEA 107, Class 2 requirements at a minimum and shall be worn by all workers exposed to vehicular or equipment traffic.
 - 4.1.6.2.6.5. Gloves. Identify the proper type of gloves appropriate for the delivery of the chemical.

- 5. **Physical / Chemical Requirements** –Ammonia shall meet or exceed the ANSI/AWWA Standard B306, latest revision except as modified or supplemented herein. All sampling and testing shall be in accordance with ANSI/AWWA Standard B306, latest revision. Ammonia supplied shall conform to the following requirements:

Physical/Chemical Characteristics		
Parameter	Minimum Required	Maximum Allowed
Ammonia (NH ₃), % (w/w)	18.5	19.7
Specific Gravity	0.9272	0.9310
Carbon dioxide (CO ₂), mg/L		2
Sulfate (SO ₄), mg/L		2
Iron (Fe), mg/L		0.3
Chloride, mg/L		0.5
Phosphates (PO ₄), mg/L		2
Residue after ignition, mg/L		5

- 5.1. The Ammonia supplied shall be in liquid form.

- 6. **Quality Assurance Requirements** –

- 6.1. Certification of Suitability for Drinking Water – Ammonia supplied under this contract is a direct additive used in the treatment of potable water and shall be certified as suitable for treatment of drinking water by an accredited certifying organization in accordance with the requirements of the National Sanitation Foundation / American National Standards Institute Standard 60 (NSF/ANSI Standard 60), Drinking Water Treatment Chemicals—Health Effects.
- 6.2. Maximum Usage Level (MUL) for NSF/ANSI Standard 60 certification shall be greater than or equal to 10 mg/L.
- 6.3. Certification shall be performed by a certification organization accredited by the American National Standards Institute, and evaluation shall be accomplished in accordance with requirements that are no less restrictive than those listed in NSF/ANSI Standard 60.
- 6.4. Supplier shall inform Washington Aqueduct that certification has been revoked or has lapsed within 7 days of the time the Supplier receives oral or written notification from the certification organization. Loss of certification after Contract award shall constitute sufficient grounds for termination of the Contract by the Government.

7. Delivery –

- 7.1. Delivery date and time shall be issued upon placement of order. The authorized representative(s) of the Washington Aqueduct will provide delivery date, time, and specific quantities required with the Supplier one (1) week in advance of the required delivery date.
- 7.2. Quantity – The Supplier shall make Ammonia deliveries upon request, in single-unit tank trucks, in quantities as listed below
 - 7.2.1. Dalecarlia: Each tanker truck delivery (“load”) is limited to 6,000 gallons.
 - 7.2.2. McMillan: Each tanker truck delivery (“load”) is limited to 6,000 gallons
- 7.3. Tank trucks shall be weighed prior to each delivery and the net wet weight of delivered product, in POUNDS, shall be machine stamped on each delivery ticket.
- 7.4. Tamper-Evident Seal – Each tank truck unloading hose coupling, manway, and hatch shall be sealed and include a security tag number (see NSF/ANSI Standard 60 Section 3.9.3.1). The security tag numbers shall be e-mailed to Washington Aqueduct personnel below after each cargo trailer has been loaded and is ready for shipping.
- 7.5. All delivery drivers shall possess a valid commercial driver's license with the proper Hazardous Material (HAZMAT) endorsements accepted by District of Columbia. All delivery personnel must have company cell phones to facilitate deliveries.
- 7.6. Documentation Required Prior to Each Delivery – Prior to each delivery leaving the manufacturing facility, Supplier shall send an e-mail to the personnel listed below:

Dalecarlia WTP Deliveries:
Aqueduct-ChemDelivery@usace.army.mil
Operator@usace.army.mil
Dalecarlia.Guard@usace.army.mil

McMillan WTP Deliveries:
Aqueduct-ChemDelivery@usace.army.mil
McMillan@usace.army.mil
McMillan.Guard@usace.army.mil

 - 7.6.1. The email shall Contain the following information:
 - 7.6.1.1. Chemical Product Name/ Manufacturer Name
 - 7.6.1.2. Bill of Lading Number
 - 7.6.1.3. Departure Date and Time
 - 7.6.1.4. Expected Delivery Date and Time
 - 7.6.1.5. Hauler's Company Name
 - 7.6.1.6. Driver/ Operator's Name and Driver's License State and Number
 - 7.6.1.7. Truck License Number
 - 7.6.1.8. Cargo Trailer License Number
 - 7.6.1.9. Seal Numbers for All Hatches and Doors
 - 7.6.1.10. Photograph of Driver
 - 7.6.2. Information Required Upon Arrival for Each Delivery – Upon arrival at the facility, the cargo trailer operator shall present to on-site personnel the following items:
 - 7.6.2.1. Bill of lading including lot number of the specific load of chemical delivered
 - 7.6.2.2. Machine stamped weight certificate
 - 7.6.2.3. Affidavit of Compliance that material provided conforms with the applicable requirements of ANSI/AWWA B306, latest revision, for 19 percent aqua ammonia.
 - 7.6.2.4. Certified manufacturer’s laboratory report containing the following:
 - 7.6.2.4.1. Date of Manufacture
 - 7.6.2.4.2. Date of Shipment
 - 7.6.2.4.3. Residue after ignition
 - 7.6.2.4.4. Percent by Weight of Anhydrous Ammonia(NH3)
 - 7.6.2.4.5. Specific Gravity and Reference Temperature
 - 7.6.3. Routine Deliveries - The chemical delivery shall be between 0700 and 1400 hours Monday through Friday except federal holidays. Any exception to this requirement must be approved via email by Washington Aqueduct’s representative.
 - 7.6.4. If the load is rejected, the Supplier shall have 24 hours to supply another shipment. If the Supplier is unable or unwilling to supply another shipment within this time period, Washington Aqueduct has the right to procure a shipment from another source.
 - 7.6.5. All deliveries of chemical shall be freight prepaid, F.O.B. to the following Government facilities:

Washington Aqueduct
Dalecarlia WTP
5900 MacArthur Blvd, NW
Washington, DC 20016

And

Washington Aqueduct
McMillan Water Treatment
Plant
2500 First Street NW,
Washington, D.C. 20001

7.6.6. The following directions to the are provided for ease of delivery:

Directions to the Dalecarlia WTP:

From 495 take the River Road exit towards D.C.

Take a right on to Goldsboro (614)

Take a left on to Massachusetts Avenue

At the Westmoreland Circle take the 2nd right on to Dalecarlia Parkway

Merge right on to Loughboro Road

Take a right on to MacArthur Blvd. Take a left at the Dalecarlia WTP gate.

Directions to the McMillan WTP:

From 495 take the Georgia Ave. exit (South) towards Washington, D.C.

Turn left on to Harvard St.

Turn left on to 5th St. then keep to the right around the reservoir

Turn right on to 1st St.

Turn right at the McMillan WTP gate

8. Offloading Requirements

- 8.1. Sampling and Testing Prior to Offloading. At the sole discretion of Washington Aqueduct, the Supplier's delivery personnel (driver) may occasionally be asked to provide a sample of the chemical from the delivery vehicle before unloading the cargo. Washington Aqueduct will supply the sample container and the driver shall collect the sample from the transportation equipment and turn it over to a Washington Aqueduct representative. Alternatively, the Supplier shall allow Washington Aqueduct to collect a sample of the Supplier's product from Washington Aqueduct's transfer piping at the beginning of the offloading process, and the collected sample shall be considered representative of the Supplier's product. Washington Aqueduct reserves the right to subject samples of the chemical to quick tests to ensure that product meets basic conditions of these Specifications. The Supplier shall allow 60 minutes for this testing to be completed.
- 8.2. Supplier shall ensure delivery personnel's compliance with all OSHA requirements, including personal protective equipment for Supplier delivery personnel.
- 8.3. Removal of security tags - Upon arrival, security tags are to be removed from hose coupling, manways, and hatches in presence of Washington Aqueduct personnel after seal numbers are verified by Washington Aqueduct personnel to assure the cargo has not been tampered with.
- 8.4. Filling appropriate tanks - Washington Aqueduct's representative will identify the proper storage tank(s) to fill for each delivery. Supplier shall be responsible for transferring chemical from the delivery vehicle into the storage tanks at the delivery site and shall observe the entire filling operation at each delivery site. Supplier shall be responsible for the accidental discharge of the product into the wrong storage tank(s).
- 8.5. Air padding system - Supplier shall provide an air padding system (an air compressor and pumping system) to be used (at Washington Aqueduct's sole discretion) as an alternative to Washington Aqueduct's transfer system. Supplier shall furnish a Washington Aqueduct- approved, leak-free connection device between the vehicle and Washington Aqueduct's intake receptacle (a quick disconnect coupling compatible with the WTPs' couplings). Supplier shall provide all necessary hoses, fittings, air-padding, etc. required to safely and efficiently offload the chemical into designated storage tanks.

9. Rejection of Deliveries

- 9.1. Failure to provide required documentation upon delivery constitutes grounds for rejection of deliveries.
- 9.2. The Ammonia shall be delivered in tank trucks dedicated only to transporting Ammonia.
- 9.3. Washington Aqueduct reserves the right to reject any delivery that has evidence of contamination or where security seals are missing or damaged.
- 9.4. Any load tested by Washington Aqueduct that fails to comply with these Specifications shall constitute grounds for rejection of that load.
- 9.5. All delivery vehicles used for the chemical delivery, under this agreement, shall be in good mechanical order and shall be in full compliance with the applicable requirements of the Hazardous Materials Regulations of the Department of Transportation, Code of Federal Regulations, as currently issued.

10. Spillage

- 10.1. The Supplier shall immediately report any spills caused during the filling operations to the operations control center of the Dalecarlia WTP 202-764-2700 or the McMillan WTP 202-762-1166 (as applicable).
- 10.2. The Supplier shall take immediate and appropriate actions to clean up any spill. The Supplier shall be responsible for all clean-up of spillage and contaminated matter in accordance with all applicable laws and regulations. The Supplier shall be responsible for any spills or hazardous chemical releases resulting from the failure of its or its sub-contractor's delivery equipment or from failure of attendant delivery personnel in the proper performance of their duties.
- 10.3. If a spill is not cleaned up, Washington Aqueduct may hire a certified hazardous material handling company to clean up the spill, and the cost of such service will be charged to the Supplier and deducted from the amount due to the Supplier.

11. Ordering Procedures –

- 11.1. Refer to Section 7 above. The Contracting Officer will notify the Supplier of a requirement by issuing a delivery order using a Department of Defense form 1449. The Supplier shall confirm, within 24 hours of receiving the request, that they are able to deliver the specified quantity at the specified date and time. If this confirmation is not received within the specified time, then Washington Aqueduct may procure delivery from another source.
- 11.2. Each Delivery Order will include the following information at a minimum:
 - 11.2.1. Date of delivery order
 - 11.2.2. Contract and delivery order numbers
 - 11.2.3. Fixed price of the delivery order
 - 11.2.4. Delivery requirements (date, time, product name (Aqua Ammonia 19%), and number of loads or totes; see definition of load above)
 - 11.2.5. Accounting and appropriation data
- 11.3. Cancellation of Orders – Cancellation up to 24 hours prior to the scheduled delivery date will incur no charge to the government. Emergency deliveries may be required within 24 hours after notification and might include holiday and night hours.

12. Invoicing Procedures –

- 12.1. Unit of measure for payment shall be: Net dry tons Aqua Ammonia 19% delivered FOB destination.
- 12.2. Calculation for the purpose of invoicing: The equation to convert to dry ton will be
 - 12.2.1. STEP 1: Net Weight (in lbs) X Solution % (in decimal) *get net weight and solution % from delivery ticket
 - 12.2.2. STEP 2: Answer from Step 1/2000
- 12.3. The Supplier shall mail the original delivery invoices to:
USACE Finance Center
5722 Integrity Drive
Millington, TN 38054-5005
Attn: EFT/Disbursing

And a copy to:

Washington Aqueduct
5900 MacArthur Blvd., N.W.
Washington, D.C. 20016-2514

Attn: Support Management Services
Email: WADinvoices@usace.army.mil

13. Anti-Terrorism - Operations Security

- 13.1. OPSEC- General security requirements and guidance (DoD Components Only): The security requirements described below apply to all contract personnel (including employees of the prime Contractor (“Contractor”) and all subcontractor employees) supporting the performance requirements of this contract. The Contractor is responsible for compliance with these security requirements. Questions regarding security matters shall be addressed to the designated Government representative (e.g., Contracting Officer Representative (COR), Requiring Activity (RA) representative, or Contracting Officer (if a COR or other RA representative is not appointed)). The Department of Defense (DoD) and Service-specific security requirements specified below, if applicable, are performance requirements. All contract personnel shall complete applicable initial training within 30 days of contract award, or the date new contract personnel begin performance on the contract. The Contractor shall maintain security training records in accordance with applicable RA policies. Contractor personnel and vehicles are subject to search when entering federal installations. Additionally, all contract personnel shall comply with Force Protection Condition (FPCON) measures, Random Antiterrorism Measures (commonly referred to as “RAMs”), and Health Protection Condition (HPCON) measures. The Contractor is responsible for meeting performance requirements during elevated security in accordance with applicable RA plans and procedures - this includes identifying mission essential and non-mission essential personnel. In addition to the changes otherwise authorized by the changes clause of this contract, should the FPCON or HPCON levels at any individual facility or installation change, the Government may implement security changes that affect contract personnel. The Contractor shall ensure all contract personnel are aware of their security responsibilities, including any site-specific requirements identified in local policies or procedures.
- 13.2. OPSEC- Physical security and access control requirements: All contract personnel requiring physical access to a federal installation or facility shall comply with the access control procedures of that location. Contract personnel requiring unescorted access to meet contract performance requirements on a DoD installation in the US shall be vetted by the installation/facility Provost Marshal/Directorate of Emergency Services/Security Office using the National Crime Information Center-Interstate Identification Index (commonly referred to as “NCIC-III”) and Terrorist Screening Database (commonly referred to as “TSDB”). Contract personnel shall comply with all personal identity verification requirements specified in installation/facility policies and procedures. Contract personnel who do not meet requirements for unescorted access to USACE facilities shall coordinate escorted access with the Government representative, as needed. Contract personnel who receive keys, access cards, or lock combinations that provide access to government-owned property shall comply with key and lock control procedures of the RA.
- 13.3. OPSEC- Escorting in classified and/or sensitive areas: In accordance with applicable regulations, all contract personnel who do not possess the appropriate security clearance or access privileges will be escorted in areas where they may be exposed to classified information or operations, sensitive information or activities, or restricted areas.
- 13.4. OPSEC-Pre-screen candidates using E-Verify Program: Contractors shall comply with the requirements set forth in FAR clause 52.222-54 Employment Eligibility Verification and FAR Subpart 22.18 in using the E-Verify Program at (<https://www.e-verify.gov/>) (website subject to change) to meet the contract employment eligibility requirements. Contractors are encouraged to cooperate with Federal and State agencies responsible for enforcing labor requirements to include eligibility for employment under United States immigration laws in accordance with FAR 22.102-1(i). An initial list of verified/eligible candidates shall be provided to the COR no later than three business days after the initial contract award. When contracts are with individuals, the individuals will be required to complete a Form I-9, Employment Eligibility Verification, and submit it to the Contracting Officer to become part of the official contract file.