



**PERFORMANCE WORK STATEMENT  
FOR  
PACIFIC COMMAND (PACOM) RESERVE STORAGE SUPPORT**

**Locations**

**SAIPAN**

**YAP - Micronesia**

**ROTA – North Mariana Island**

**APPARI - Philippines**

**TUGUEGARAO – Philippines**

**YONAGUNI - Japan**

**PHUKET - Thailand**

**March 2, 2023**

**For  
PACOM Reserve Storage**

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## **1. DESCRIPTION AND PURPOSE OF REQUIRED SERVICES**

**1.1 Requirement:** The Defense Logistics Agency (DLA) Energy requires reserve storage fuel support at various location throughout the PACOM region for a three-year base period. This reserve storage requirement will be in addition to a newly established Into Plane fuel requirement at the locations listed below. The contractor is responsible for shipping, receiving, storing, and protecting all aviation turbine fuel until required for delivery at the specified location on the delivery order.

**1.2 Area of Consideration:** Storage is required the following locations:

SAIPAN  
ROTA, Mariana Islands  
YAP - Micronesia  
APPARI - Philippines  
TUGUEGARAO - Philippines  
PHUKET - Thailand  
YONAGUNI - Japan

**1.3 Storage Capacity/Tank Requirements:** The total storage quantity for each location shall not exceed the quantity listed. The primary fuel storage shall be located at the airport to the maximum extent possible. Any additional storage locations shall not exceed more the 50 miles from the required airfield.

	<u>Into Plane</u>	<u>Stock Reserve</u>
SAIPAN	700,000	7,000,000
YAP – Micronesia	300,000	3,000,000
ROTA, Mariana Islands	200,000	2,000,000
APPARI – Philippines	200,000	2,000,000
TUGUEGARAO – Philippines	200,000	2,000,000
YONAGUNI – Japan	100,000	1,000,000
PHUKET – Thailand	100,000	1,000,000

**1.4 Grades of Service:** Commercial grade Jet-A1 is required at each location.

**1.5 Physical System Requirements:** Storage and distribution facility capable of services for shipping, receiving, storing, and protecting aviation turbine fuel.

**1.6 Required Fuel Allocation:** The contractor shall have the fuel allocations mentioned above readily available throughout the entire performance period. When required, the intoplane fuel requirement will be replenished using the reserve storage contract line item number (CLIN).

**1.7 Inventory Control Records Requirements:** The Contractor shall provide monthly reports to the contract specialist between 1st and 5th of each month with the current reserve storage inventory levels.

**1.7.1 Inventory Access:** The Contractor shall ensure DLA Energy has full unrestricted access to its complete inventory at all storage locations. DLA Energy Quality Assurance Representative/Contracting Officer's Representative (QAR/COR), and other DLA Energy representatives will be provided access to onsite as needed.

**1.8 Product Storage Requirements:** The Contractor shall provide storage facilities capable of storing aviation turbine fuel (Jet-A1) on a 24-hour per day, 7-day per week. If storage facilities are off-site, contractor shall provide a mode of transportation to transfer reserve fuel requirements to the airport facilities.

## **2. GENERAL INFORMATION**

**2.1 Product Quality Surveillance:** The Contractor shall be responsible for maintaining the quality of all aviation turbine fuel products stored at the Contractor's facility in accordance with the most current version of MIL-STD-3004-1, DEPARTMENT OF DEFENSE STANDARD PRACTICE: QUALITY ASSURANCE FOR BULK FUELS, LUBRICANTS AND RELATED PRODUCTS. No petroleum products will be received or shipped without first determining and confirming conformance with product quality requirements. No conveyance/container will be loaded until it is inspected by qualified contractor personnel and deemed suitable to carry the intended product. Products will be shipped on a first-in, first-out basis unless otherwise approved or directed by the QAR/COR or AME region office. Non-conforming product will be reported to the QAR/COR or AME region office immediately, but no later than 15 minutes after discovery. Anytime product is received into a tank, the tank's contents will be suspended from issue pending quality conformance sampling and testing. The Contractor shall ensure that certificates of quality conformance (test reports) for all fuel products kept on file for the duration of the contract and for 3-years after contract completion.

**2.1.1 Off Specification Product Reporting:** The Contractor shall report immediately, but no later than 15 minutes after discovery to QAR/COR, and the contracting officer, all receipts or on hand stocks that fail to meet product quality for receipt, storage, or shipment in accordance with latest revisions of MIL-STD- 3004-1. Suspected off-specification product will be isolated and will not be released for shipment until authorized by the DLA Energy QAR/COR.

**2.3.3 Laboratory Testing Requirements:** The Contractor shall perform sampling and laboratory testing in accordance with the latest revisions of MIL-STD-3004-1, Table IX Minimum Sampling and Testing Requirements for Petroleum Products, and sampling in accordance with STANDARD PRACTICE FOR MANUAL SAMPLING OF PETROLEUM AND PETROLEUM PRODUCTS (API MANUAL OF PETROLEUM MEASUREMENT STANDARDS (MPMS), Chapter 8.1) and/or ASTM D4057. At a minimum, the Contractor shall either have Type C level testing capability at its facility or subcontract to have that level of testing performed offsite. The Contractor must provide detailed information in its proposal when subcontracting for the required testing to allow DLA Energy to evaluate for final approval. Information to include at a minimum: laboratory name, location, testing capabilities, employee proficiency, testing turn-around times and POCs.

The Contractor shall be capable of petroleum product sampling IAW API MPMS and/or ASTM D4057 of vessels, barges, tank trucks, storage tanks, and pipelines as it applies to location. The Contractor shall maintain a supply of 10 unused epoxy lined fuel sample shipping containers for DLA Energy use or emergency need. Sample containers shall be stored to ensure they are clean and free from all substances that might contaminate the product being sampled. Containers must meet the following specifications: Complies with ASTM D-4306, height not to exceed 9 inches, diameter not to exceed 7 inches, capacity 1 USG, epoxy lined, bung plug ¾” with lock-wire hole, carrying handle able to be shipped as hazardous material.

The Contractor shall be responsible for transporting all petroleum samples from job site to its laboratory or its subcontracted laboratory and/or to a Government contracted laboratory for higher level testing as directed by the QAR/COR in accordance with local, state, or federal laws.

**2.3.4 Additional Samples:** The Contractor shall provide to the QAR samples of any product being stored, shipped, or received under the contract, at the request of, and in the manner designated by the QAR. These samples will be provided in addition to samples required elsewhere in the contract. The total number of these samples to be provided during any 12-month period will not exceed eight times the number of tanks specified in the contract. The packing, marking, shipping, and the associated costs, will be the responsibility of the Contractor. The Contractor shall provide the QAR samples of any product being stored, shipped, or received under the contract IAW ENERGY QAP CONTRACTOR INSPECTION RESPONSIBILITIES (STORAGE).

**2.4 Ancillary Facilities:** The Contractor shall provide the following facilities, at a minimum, under this requirement.

**2.4.1 Tanks:** All tanks and facilities offered must meet the minimum requirements of the current American Petroleum Institute (API) standards, National Fire Protection Association (NFPA) codes, and/or all federal, state, and local laws and/or regulations applicable to tanks and facilities of the type to be provided. The tanks will be interconnected to provide the capability of recirculating and filtering of product between tanks. Each storage tank will be equipped with a fuel/water separation system for collection of all product or water drawn/removed from its bottom water drain(s).

**2.4.2 Filtration:** Contractor furnished fuel filtration/separation system is required. The fuel filtration/separation system must be of the kind that meets the specifications outlined in the current API Publication 1581, “Specifications and Qualification Procedures – Aviation Jet Fuel Filter/Separator.” Normal filter replacement is at the Contractor’s expense. All costs for filters, disposal, labor, and supplies will be included in the contract price.

**2.4.3 Lighting:** The facility must be equipped with illumination to allow receipt/issue operations during hours of darkness.

**2.5 Best Commercial Practices:** In the absence of any contract provisions or references to a method, specifications or other instruction, the Contractor shall perform all services hereunder in accordance with best commercial practices.

### **3. DELIVERABLES**

**3.1 Contractor Detailed Plans:** Following contract award, the Contractor will have 30 days, unless otherwise indicated, to submit the QAR/COR reviewed plans to the Contracting Officer for review and acceptance. The detailed plans listed below will be reviewed by the QAR/COR prior to submitting to the Contracting Officer. The plans are considered dynamic documents and will be updated, as required, throughout the contract period.

**3.1.1 Contract Compliance:** The Contractor is responsible for ensuring compliance with all contract performance requirements.

- General performance criteria will include the Contractor's ability to provide continuous support capabilities as specified in this PWS.
- Record keeping and reporting procedures pertaining to administrative requirements.

**3.1.2 Product Quality Control Plan (OCP):** The Contractor shall provide a comprehensive and detailed plan that will ensure that products handled by the Contractor remain on specification. The plan will include all the quality control procedures required IAW ENERGY QAP E1.11 QUALITY CONTROL PLAN. The plan will describe how product quality surveillance data will be documented and reported. The plan will identify responsible parties for the functions. This plan will be submitted to the QAR, for review and approval, prior to the first receipt of Government-owned product or within 30 days after contract award, whichever occurs first. The approved plan will be effective at the start of the contract performance period.

**4. Contract Line Items (CLINs):** Prices for all storage services included in this PWS should be included in the monthly price for CLIN 0002.

## Appendix A

### Contractor Instructions 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 contractor 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 <https://www.cac.mil/Resources/>

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.

2. 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 (CO) for the contract if no COR was designated.
  - 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 CO, 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 CO, if no COR was designated), detailing the circumstances regarding the lost or stolen contractor 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.
  - 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 are no local DLA Police/host installation police, or no police report is provided, the contractor shall provide information to the COR/CO, as applicable, detailing the circumstances of how the CAC was lost or stolen. The COR/CO 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 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.
  - 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/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
  - 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:
  - If the COR/CO is co-located or near enough that in-person transfer of CACs can be arranged, the contractor:
  - Arranges to meet the COR (or the CO, 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 CO, 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.
- If in-person transfer of CAC cannot be arranged, the contractor:
- Sends, via certified mail, the CACs to the COR/CO. The contractor includes in the package the Government-Issued Contractor CAC Turn-In Receipt, with signed acknowledgement of contractor turn-in.
  - Notifies COR/CO that CACs have been sent via certified mail.
  - Receives a completed copy of the receipt from the COR/CO once the COR/CO has received the CACs.

For termination/reassignment of an employee:

- Immediately notifies the COR (or the CO, 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.

Follow 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 CO, 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/CO 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)