1.0 Introduction

The government desires to hold a utility repair kit for the repair, recovery and restoration of fuel and water infrastructure. This utility repair kit named "Water and Fuel Expedient Repair System" (WaFERS) has been identified for the Navy water and fuel infrastructure on Guam. WaFERS will consist of specific equipment to perform specific repair types packaged in multiple tricon containers. Packaging the equipment in tricon containers will ensure portability, modularity and is consistent with military inventory management and equipment packaging techniques that are currently employed.

2.0 Objective

The objective of this task includes: procurement of specified materials, sealing and labeling the materials, intelligently packaging the material into tricon containers in specific groupings called modules, documenting the materials, and shipping the containers to Guam.

3.0 Scope

This Scope of Work (SOW) contains specific instructions and identifies the tasks of providing; equipment, supplies, tools, and the material handling and packaging services as well as the shipping required to deliver a WaFERS kit to the Apra Harbor Navy Region of Guam. The Apra WaFERS will consist of all referenced equipment materials and tools with preservation packaging, and labels packaged in tri-con type containers. Requirements for producing and delivering WaFERS are provided in this SOW.

WaFERS containerized modules will consist of six capability kits. Each capability will be packaged in one or two tricon containers depending on the equipment specified for each capability module.

Following is a list of modular capabilities nomenclature with associated alpha/numeric designator:

a) Common Tools (4FWCT)
b) Lay Flat Hose (4FWLF)
c) Line Patch (4FWLP)
d) Fuel Pumping (4FWFP)
e) Fuel Filtering (4FWFF)
f) Repair/Bypass (4FWRB)

3.1 Materials

The material to be procured for the WaFERS is identified in the accompanying "Materials List."

The alpha/numeric designator in the first column of the accompanying Material List is consistent with each of the modular capabilities listed in Section 3.0 above.

All materials and equipment listed in the accompanying "Materiel List" shall be procured new and free of defects. All equipment, pipe, fittings, and common tools shall be manufactured in the

United States unless specified. No substitutions may be made on the equipment listed unless written approval from the government is obtained. Substitution requests will be reviewed on a case by case basis.

In some cases the material will be required to be fabricated or modified and will have longer lead times than other commercial off the shelf items. All wetted materials procured shall be jet fuel (JP-8) compatible unless specified differently.

This task requires the contractor to obtain equipment information as listed below from the equipment manufacturer during the procurement process and provide this information in electronic format as described later in this SOW:

a) Manufacturer Name
b) Item Name
c) Model Number
d) Description
e) Vendor
f) Point of Contact
g) Cost
h) Manufacturer's data sheet and warranty information
i) Maintenance Requirement of equipment for both in use and long term layup situations.

3.2 Modular Capability Packaging

Packaging under this task means to label and insert the material procured by the definition of the "Materials List" into environmental protective envelopes, bags, boxes or other, and then into the tricon containers on shelving units as applicable and as described in the following text.

On each piece of equipment, materiel, tools, and tri-con container, the Contractor shall implement a specific Item Unique Identification Description (IUID). Refer to MIL-STD-130M with Change 1 for specific marking guidance. An example of an IUID tag is shown in Figure 1.

Figure 1, Example IUID Labeling

The materiel procured form the Material List shall be packaged in an intelligent logical order grouped in the modules specified so that the equipment can be removed as needed without undue moving or handling of equipment blocking access to a required item. For the purpose of clarification, a capability module is not necessarily a tricon container and its content, but is a capability. Each capability module may or may not fill an integer number of containers. It is envisaged that the Fuel Pumping, (4FWFP) and the Fuel Filtering (4FWFF) capability will take one complete tricon each. Other capability modules may require more than one and some may require less than one. The packaging effort may require one of two tricon types; type I, or type II. Examples of tricons, internal shelving and a packaged capability without protective wrappers are shown in Figures 2 - 5 later in this section.

For the purposes of estimating costs during the proposal process, the quantity of tricon containers required is ten and is based upon Navy estimations of the space required for the intelligent modular packaging. Any of the ten tricon containers not used will be delivered to the Navy in Port Hueneme, California. For reference, tri-cons have exterior dimensions of 6’ 5-9/16” x 8’ x 8’ and an interior dimension of 6’ 3-5/16” x 7’ 5-1/64” x 7’ 7-23/32”.

Preceding any procurement, the contactor, shall prepare and submit a Shelving Design Plan which details the planned internal shelving design, material placement and labeling of each container for government review and approval. The contractor shall develop each specific container to safely and adequately accommodate the approved modular container design. The design shall hold the contents securely for transportation and allow ease of equipment removal when required.

Figure 2, Typical Tri-con Container Type I

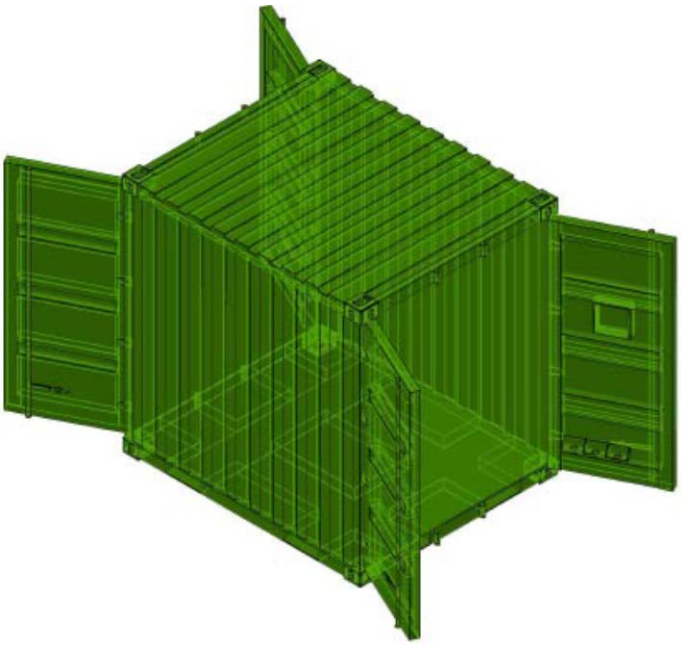

Figure 3, Typical Tri-con Container type II

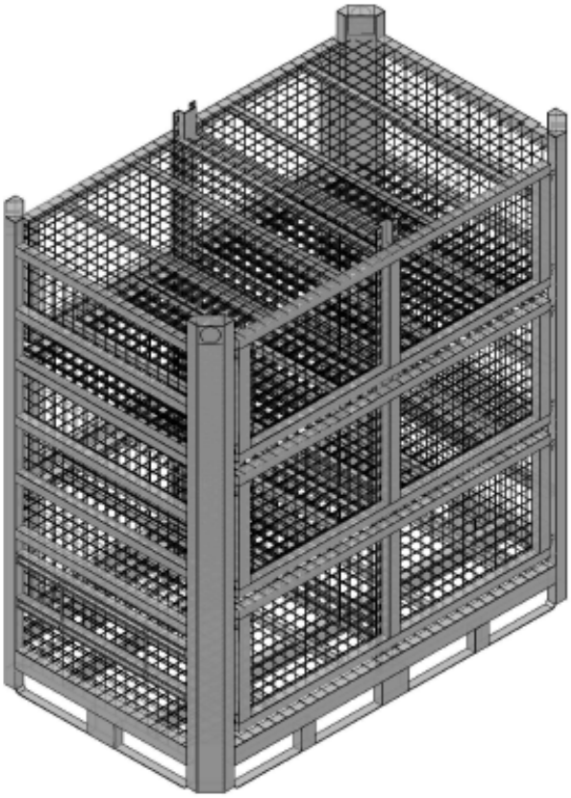

Figure 4, Typical TSTF Modular Shelf System (Hot Dip Galvanized)

Figure 5, Example of Tri-Con Type II Package without preservation packaging.

3.2.1 Additional Packaging Requirements:

a) Heavy equipment shall be stored on lower shelving to provide easier and safer access.

b) FuelFlex hose will be stored on a hose cart.

c) Each container will have contents displayed by a precise and legible layout map made of permanent placards provided and affixed to the inside and outside of the container door.

d) A three ring binder of the equipment and maintenance manuals will be provided inside each container for the contents of only that container.

e) The Contractor shall use a system of packaging for each container so that inspection and inventory of tools and equipment can be performed without removal of contents from the container.

f) Materials and equipment will be packaged in its own container based on the six UTC Equipment Codes (4FWCT, 4FWLF, 4FWLP, 4FWFP, 4FWFF, 4FWRB). Some UTC codes will require more than one container.

g) Each container will contain a Modular Shelving System when applicable that is clearly visible and easily accessible.

h) Each piece of equipment or material shall be packaged to preserve the equipment from moisture as expected in the South Pacific Island of Guam. Secure tools and equipment for

shipping.

i) Each container will be transportable by truck, airlift or forklift.

j) The use a 20-foot International Standardization Organization (ISO) type container must be approved by the Navy during the initial review of the packaging plan as described further in section 3.2.1.

Upon completion of the packaging, the contractor shall provide As-Built documentation that includes photos, internal layout drawings, and the packing list of all equipment for each of the containers as separate documents. Include in these documents the data listed in Section 3.1. Deliver this information in hard copy 3 ring binders and on Digital Video Disc (DVD) using Microsoft Word and Excel formats to the Navy. Provide a separate binder for each container. The DVD will contain information on all containers with each container's data in a separate digital folder. The Navy will perform final review and approval of As-Built documentation.

A final walk thru and approval will be performed by EXWC before shipment to Guam.

3.3 Shipping

Upon approval by the Navy, all containers shall be shipped to the final destination of Naval Supply (NAVSUP), Apra Harbor on Guam.

The containers shall be sealed and locked at the time of approval just prior to shipping with a government witness.

All keys to the locks will be handed over to the government immediately following sealing and locking.

The Contractor shall obtain all permits, licenses and shipping documents, which includes insurance for the shipment to Guam.

Once the containers have been received in Guam, an inspection on the containers and contents will be performed. If the containers and contents are intact and undamaged the government will take possession.

4.0 References in addition to the Basic Contract

4.1 Other References

a) US Army Corps of Engineers,	Safety and Health Requirements Manual
b) EM 385-1-1, 2014	
c) MIL-STD-130M	Department Of Defense Standard Practice Identification Marking Of U.S. Military Property

5.0 Quality Assurance

5.1.1 Quality Assurance Program

The Contractor shall develop a Quality Assurance (QA) program, which shall aid in ensuring the satisfactory performance of all tasks under this contract. The Contractor shall develop a QA Plan and shall submit to the Navy for Government review and approval.

5.1.2 Performance Verification

The Contractor shall submit performance verification to the Navy for Government review and approval. The Navy will perform final review and approval of containers and all documentation. Acceptance Form shall be routed through the Contracting Officer and signed by a designated government technical representative.

6.0 Equipment Warranty

The Contractor shall provide warranty on all equipment provided on this Task Order. The warranty period shall be for one (1) year or for the length of the Original Equipment Manufacturers (OEMs) warranty, whichever is greater. The warranty period shall begin after signing of the acceptance form by the designated Government representative once received on Guam.

7.0 Sustainment

The Contractor shall provide electronic copies of all user manuals, maintenance manuals, and other pertinent documentation published by the manufacturer as listed in the sections above.

8.0 Management and Personnel

8.1 Program Management

After Contract award, the Contractor shall develop and implement a detailed plan for overall management of this Task Order and shall provide the following:

Work Plan – A written plan for executing the work requested on this task order.

a) The work plan is a narrative document that explains the Contractor's intended methods and resources in performing the proposed tasks. As part of the work plan, the Contractor shall identify major milestones and critical path items. This schedule information should be referenced to the work in the Contract.

b) Methodology. Contractor shall provide details on the methodology for completing the required work, including coordination and logistics.

8.1.1 Work Schedule

a) The Work Plan's schedule will include a work breakdown structure for the entire Project.

The schedule will include task start dates, finish dates, and durations (in days). The Contractor will update the schedule with any change to the schedule. The work schedule shall show the order in which the Contractor proposes to perform the work and the dates on which the Contractor contemplates starting and completing all major milestones including, but not limited to, acquiring materials, equipment, and permits. The schedule shall be in Microsoft Project and indicate the amount of work scheduled for completion by any given date.

b) In no event shall the Contractor change the approved work schedules without the prior consent of the Contracting Officer.

8.1.2 Weekly Reports – Details all Basic Contract accomplishments for that week.

a) Submit reports throughout the entire Project.
b) Reports are due by the next Monday for the previous week.
c) Start reports with Report # 1 and increment by week. List Date, Company name, contract number, and contact information.
d) Submit to Contracting Office and Contracting Office Representative.

8.1.2.1 Weekly Report Content

a) Lists specific work completed for the week and work schedule % completed for the work.
b) List any problems encountered, problems expected, and actions to remedy the problems.
c) Photos can be provided to show ongoing project completion.

8.1.3 Common Access Card (CAC)

The requirement for a CAC is not anticipated, but if it becomes necessary, the Contractor shall request a Common Access Card (CAC) through the EXWC Security Office.

8.2 Experience

a) Contractor shall have 5 years of experience purchasing Category M (Military), API (American Petroleum Institute)/EI (Energy Institute) 1581 5th edition, filter separators rated for 600 gallon per minute or greater.
b) Contractor must have experience packaging equipment including preservation methods as it applies to this task.
c) The contractor must have experience with international shipments as it applies to this task.

9.0 Bid Requirements

9.1 Proposal Plan

Provide a description on how the task order will be completed, demonstrating understanding of the scope, approach to providing the required services, how quality assurance will be executed, list any assumptions or deviations from the SOW, the warranty policy, list experience of key personnel with similar work, and Company experience based on SOW requirements including work plans, work schedules, quality assurance plans, and purchasing API category M, API/EI

1581 5th edition, filter separators rated for 600-GPM or greater. List past experience with packaging which includes application of equipment preservation methods. List experience with international shipping. List key milestones and critical path items. Some examples of critical path items are delayed delivery dates for manufactured assemblies such as pumps, filter trailers, and cutter groovers. Some examples of key milestones are delivery of packaging equipment, shelving, material, containers, and equipment.

9.2 Proposed Schedule

Include in the Proposal a proposed schedule for the task order in Microsoft Project file format.

9.3 Proposal Cost

Cost proposal will itemize:

a) Labor, burdened with fringe and overhead (itemize man hours and hourly rate)
b) Subcontracted costs
c) Travel, including per diem, lodging, and transportation expenses
d) Material, equipment, supplies, and other direct costs
e) G&A
f) Profit
g) Taxes, where applicable

10.0 Special Considerations

Submit all supporting documentation required when requesting “Special Considerations” such as a change in material, an extension in schedule, or other requested change to the contract to the Contracting Officer. The supporting documentation must be clear and legible.

11.0 Period of Performance

The period of performance for this Task Order shall be one year from award of contract.

12.0 Performance Objectives/Metrics

12.1 Performance Assessment

This performance-based service Task Order incorporates the following performance objectives: (1) Adherence to Schedule; (2) Deliverables; (3) Key Performance Parameters (KPPs); and (4) Mission Equipment Operational Ability as specified in this Task Order.

The Government’s assessment of the Contractor’s performance in achieving these objectives will utilize the standards, acceptable quality levels, and surveillance methods described in Table 1.

Table 1. Performance Requirements Summary

Performance Objective	Performance Standard	Acceptable Quality Level (AQL)	Monitoring Method
Adherence to Schedule	Task Order milestones, periods of performance, and/or data submission dates are met or exceeded.	Project is within 10% of schedule as defined in the awarded Task Order. Deliverables meet schedule requirements 95% of the time (excluding Government delays).	In accordance with the Task Order.
Deliverables	Timely, Complete, and Accuracy of the final product including all exit criteria.	In accordance with information included in the Basic Contract.	In accordance with the Task Order.
Key Performance Parameters (KPPs)	Task Order requirements.	100% per Performance Specification Threshold.	In accordance with the Task Order.
Services Summary			
Mission Equipment, Operational Availability	Operational Availability (OA)	Meeting OA as defined in this Task Order.	In accordance with the Task Order.

12.2 Performance Review

The performance objectives, standards, and acceptable quality levels shall be applied on a Task Order basis, annually. The Government will conduct informal interim meetings with the Contractor's Program Manager to identify any active Task Order performance that is not meeting the acceptable time, and quality levels. These meetings will be conducted at least on a quarterly basis in order to provide the Contractor a fair opportunity to improve performance level.

12.3 Notification

The Contractor shall be notified, in writing, of the Government's determination of its performance level for each performance objective including all instances where the Contractor failed to meet the acceptable quality level.

13.0 Accompanying Documents (Included as separate documents)

One document (Material List – Master) is included with this SOW

14.0 Order of Precedence

In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.