

**Statement of Work (SOW)**  
**Fuel Management and Control**  
**17 October 2024**

**1. PURPOSE:**

The purpose is to obtain fuel support services in support of disaster recovery missions for DR-4795-NM. The contract vendor will provide a 500-gallon diesel tank for above ground fuel support and services to FEMA Staging Yard in Alamogordo, New Mexico.

**2. BACKGROUND:**

The Alamogordo Travel Trailer Housing Unit (TTHU) Staging Yard is located at 1900 US 54S in Alamogordo, New Mexico. The Staging Yard is for the receiving, deployment, deactivation, and long-term storage of FEMA's inventory of TTHUs in support of DR- 4795-NM. FEMA has a requirement to provide fuel primarily for a **generator providing power to one (1) Mobile Home Office and one (1) Guard Shack.**

**3. OBJECTIVE:**

To obtain fuel support services to fill/refill the onsite generator and/or ground support equipment. The contractor shall provide and install a 500-gallon tank and provide delivery services for diesel fuel.

**4. SCOPE:**

FEMA is requesting the lease, maintenance, and refilling (scheduled and emergency) of one (1) 500-gallon elevated gravity fed fuel tank to support the Alamogordo TTHU Staging Area mission in support of DR-4795-NM. The leased tank shall meet current National Fire Prevention Association (NFPA) standards. The vendor will obtain any required permits, site, tank and HAZMAT inspections reports, delivery and installation of the tank to meet all federal, state, county and local jurisdiction regulations. The installation will be conducted by a certified tank technician or supervisor for the work activities in accordance with federal and state regulations. The containment unit is to include a hose, and a nozzle associated with the tank to insure full function ability. The vendor will accomplish any required maintenance and inspections of the tank, containment unit, and any support equipment to meet all federal and state regulations. The vendor will pick up and remove the leased tank, its required operational components and will dispose of all its fuel in accordance with NFPA, Federal, State, County and Local jurisdictions safety compliance. Upon the completion of the mission, restore the area to its previous condition as needed. The vendor will provide any additional scope of work and assumptions stated below to meet the fuel operation.

**Scope of Work-Assumptions:**

The contractor shall:

- Work in accordance with Occupational Safety and Health Administration (OSHA) standards;
- Offload (1) New or recently cleaned (Cleaned tank certificate required when delivered)

500-gallon metal tank.

- Install (1) hose and nozzle.
- Install manual fuel level gauge in tank.
- If tank is gravity fed, tank must be elevated at a minimum of 5 feet.
- Install label on tank specifying overall capacity (500 gallons).
- Refuel as necessary upon request of Contracting Officer's Representative (COR).
- Replace hose or nozzle if inoperable and perform necessary maintenance as needed.

**Assumptions:**

- Vendor after checking in with security is to have unimpeded access to the tank location;
- All work to be performed between 7:30 A.M. and 3:00 P.M.
- Vendor is to acquire any and all federal, state, county and local jurisdiction permits;
- Confirm placement of tank has no utility interference; No power lines, Water lines interfering with access to tank.
- All usable fuel will be removed from fuel tank prior to demobilization. This is to only include disposal of no more than 100 gallons of sludge. Additional liquid/sludge beyond 100 gallons can be handled for an additional cost at CORs approval

**5.0 Period of Performance (POP):**

The duration of the contract would be for 6-month base, with 2 options at 6 months each to extend as needed to support the Alamogordo TTHU Staging Area mission with DR-4795-NM.

**6.0 Delivery Schedule:**

Upon award of contract vendor will deliver elevated gravity fed fuel tank. After tank setup, vendor will deliver a full tank of regular diesel. Further fuel delivery will be on an as requested/as needed basis with the expectation of a maximum 48-hour response time.

**7.0 Location of Service:**

1900 US 54S, Alamogordo, NM 88310

**8.0 Staging Area Hours of Operation:**

The vendor will deliver and setup the leased tanks, containment unit, support equipment, and deliver any required regular diesel between the hours of 0730-1500, Monday through Friday.





## **9.0 COMMAND AND CONTROL:**

FEMA Logistics support to the Direct Housing Mission has overall command and control of this fuel mission. Logistics has operational control over the Alamogordo TTHU Staging Area. Logistics has direct responsibility for funding, validating, setting delivery priorities, and notifying Contracting Officer of vendor performance.

FEMA Logistics will assign a Contracting Officer's Representative (COR) designated in accordance with Department of Homeland Security Acquisition Manual (HSAM) and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. FEMA Logistics will ensure the COR or appointed Government Technical Monitor (TM) will remain on site to monitor fuel process and procedures.

## **10. ACCOUNTABILITY & RESPONSIBILITY:**

- FEMA Logistics on-site representative (COR or Technical Monitor [TM]) shall maintain availability for receipt of orders.
- FEMA TM shall sign the vendors' commercial bill of lading (BOL) or delivery ticket when fuel is delivered to the Staging Area. and shall retain a copy of the BOL.
- FEMA TM shall complete the Fuel Issue Log and track all orders placed against the fuel delivery orders and send the completed and signed Fuel Issue Log to the designated Contracting Officer's Representative (COR).
- Staging Yard TM shall monitor the Fuel Gauge and notify the COR of the refueling need.
- Staging Yard TM shall Monitor the tank hose and nozzle for deficiencies and notify COR of such.

### **The COR will be responsible for:**

- Maintaining overall responsibility for fuel operations to support and sustain FEMA's fuel requirements.
- Provide vendor with a point of contact.
- Be required to provide detailed instructions to include procedures for obtaining entrance into the FEMA TTHU Staging Area; specific location of the fuel tank and designated delivery location; confirm the time and date the fuel is expected to be delivered to the Staging Area; and any other pertinent information required for the delivery.
- Be responsible for submitting fuel orders to vendor; Acknowledging receipt by signing bill of lading, maintaining, and submitting status reports and logs.
- Coordinate with Contracting Officer (KO) to ensure prompt payment of vendor bills no later than 30 days from billing date. Upon request, provide any documentation required to comply with Federal law, including Financial Management Regulations.
- Except as required by Federal law, including the Freedom of Information Act, 5 U.S.C. §552, FEMA, will be responsible for any release of information regarding any aspect of

FEMA contracts and/or the work performed there under.