

**STATEMENT OF WORK
FUEL DELIVERY: DIESEL/GASOLINE
PUERTO RICO NATIONAL CEMETERY
50 AVENIDA CEMENTERIO NACIONAL
BAYAMÓN, 00961, PUERTO RICO**

1. GENERAL SCOPE OF WORK:

Contractor shall supply diesel/gasoline fuel upon request from a Puerto Rico National Cemetery representative to maintain utility vehicles to perform daily first and subsequent internments.

The Contractor shall provide all supervision, labor, tools, materials, supplies, equipment, uniforms, vehicles, and transportation to provide diesel/gasoline fuel to the Maintenance Complex established area at the Puerto Rico National Cemetery. Contractor shall provide all necessary resources required to accomplish the deliverables entailed within this Statement of Work (SOW).

2. PERIOD OF PERFORMANCE:

The Period of Performance for this project shall consist of a Base Period of twelve (12) months and four (4) one (1) year Option Periods commencing and concluding on the following dates:

BASE PERIOD: October 01, 2018 to September 30, 2019

OPTION YEAR 1: October 01, 2019 to September 30, 2020

OPTION YEAR 2: October 01, 2020 to September 30, 2021

OPTION YEAR 3: October 01, 2021 to September 30, 2022

OPTION YEAR 4: October 01, 2022 to September 30, 2023

3. SCOPE OF WORK:

Contractor shall supply the Puerto Rico National Cemetery Maintenance Complex with fuel tanks (Maximum Capacity of Diesel Tank: 2,000 Gallons | Maximum Capacity of Gasoline Tank: 1,000 Gallons) upon cemetery staff authorized request. Fuel delivery shall be made in accordance with all general safety standards and protocols. Delivery shall be made within the following schedule:

Regular Working Days (Monday-Friday) excluding Federal Holidays from 7:30 A.M. to 2:00 P.M. (AST)

****NOTE: Contractor shall provide requested supply to include delivery to the Cemetery Grounds: 50 Avenida Cementerio Nacional Bayamón, 00961, Puerto Rico. No other form of delivery will suffice cemetery operations.

4. RELATED WORK:

Contractor personnel shall deliver diesel/gasoline fuel to the cemetery grounds in a clearly marked company vehicle. All contract personnel operating a motor vehicle shall have a valid driver's license.

5. GENERAL REQUIREMENTS:

1. Before the commencement of work, the Contractor shall survey the site. The Contractor shall take the necessary precautions to avoid damages to existing items. Any damaged items shall be repaired or replaced at the Contractor's expense as directed by the Contracting Officer's Representative (COR).
2. Thoroughly clean up the work area at the end of each day's work and at the completion of the project. Leave premises clean and free of waste, scrap, used equipment, or other material intentionally or incidentally delivered to the site by the Contractor or Contractor's personnel.
3. The Contractor shall protect from damage all existing improvements, equipment, structures, facilities, grounds and utilities at or near the work site or adjacent property. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work.
4. Existing materials, equipment, structures, facilities, and disturbed grounds removed because of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in good condition as existed before commencing work.
5. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to include ring piping and consults, wires, cables, etc., utility services, or of fire protection systems, communication systems (including telephone) which are not scheduled for discontinuance or abandonment.
6. Thoroughly clean up the work area at the end of each day's work and at the completion of the project. Leave premises clean and free of waste, scraps, used equipment or other material intentionally or accidentally delivered to the site by the Contractor or Contractor's personnel.
7. The Contractor shall coordinate with the COR for parking, material storage, temporary portable restroom facilities and any other needs for the work. Public access to the Puerto Rico National Cemetery shall not be impaired.
8. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen.
9. All work shall be coordinated with the COR. Only the Contracting Officer (CO) has the authority to make changes to the contract that affects price and/or time. Work shall be conducted in a manner that minimizes the impact on office operations.

6. STANDARDS OF EMPLOYEE CONDUCT:

1. The National Cemetery Administration honors veterans with a final resting place and lasting memorials that commemorate their service to our Nation. The standards of work appearance and procedures performed by the Contractor at the Puerto Rico National Cemetery shall be of the highest caliber.
2. Contractor personnel shall be required to adhere to the following standards of dress and conduct, as briefly mentioned here while performing work for NCA. These standards are enforceable under Title 38, USC, Part 1, Chapter 9, and Section 5901.
3. Clothing shall be presentable and suitable to the work while maintaining proper appearance and decorum. Uniform shirts and hats are preferred. Clothing shall

be clean and cleanliness and personal hygiene are imperative. T-shirts and/or tank tops as outer garments are prohibited. Protective/Safety clothing and shoes shall meet or exceed OSHA and state requirements.

4. Behavior and language must be appropriate, reverent, and respectful at all times.
5. Eating and drinking (except water) is prohibited in the work areas.
6. Use of intoxicating beverages, any tobacco products, and illegal drugs during the performance of work or anywhere near the Puerto Rico National Cemetery is strictly prohibited.
7. The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor is expected to remove any employee(s) from the work site for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or contrary to the best interest of the Government. If the Contractor fails to act in this regard, or the reason for removal is immediately required to protect the interests of the Government, the COR may direct the removal of an employee from the premises. Contractor objections to any such action will be referred to the CO for final resolution; however, the Contractor shall first immediately comply with COR's direction pending any final resolution issued by the CO at a later date or time. The Contractor will not be due any type of compensation for their costs incurred because of an employee being removed for cause; unless the removal is directed by the COR and is later found to be invalid or and/or unreasonable by the CO.
8. All work shall be performed in accordance with National, State, and Local Codes including the International Building Code (IBC), the International Mechanical Code (IMC), the International Plumbing Code (IPC), and the National Electrical Code (NEC).
9. All work shall be performed in accordance with Statement of Work. It shall be the Contractor's responsibility to comply with all the applicable codes. The Contractor shall apply and obtain all applicable permits to comply with local, State and Federal regulations.

END STATEMENT OF WORK