

**Attachment A  
Scope of Work  
Emergency Fuels**

**SECTION 1 Introduction**

**1.1 Statement of Purpose / Need**

Section 252.35(2)(a)8(g), Florida Statutes, requires the Florida Division of Emergency Management (“Division”) to “In accordance with the state comprehensive emergency management plan and program for emergency management, ascertain the requirements of the state and its political subdivisions for equipment and supplies of all kinds in the event of an emergency; plan for and either procure supplies, medicines, materials, and equipment or enter into memoranda of agreement or open purchase orders that will ensure their availability; and use and employ from time to time any of the property, services, and resources within the state in accordance with ss. 252.31-252.90, Florida Statutes.”

The Division is seeking vendors to provide fuels and fuel related services in the state of Florida.

**1.2 Contract Manager**

Name: Erek Culbreath

Email: [Erek.Culbreath@em.myflorida.com](mailto:Erek.Culbreath@em.myflorida.com)

Phone Number: (850) 815-4188

**1.3 State Emergency Support Function 12-Fuels Emergency Coordinating Officer Contact:**

Name: Debbie Bass

Email: [Debbie.Bass@em.myflorida.com](mailto:Debbie.Bass@em.myflorida.com)

Phone Number: (850) 815-4207

**SECTION 2 Scope of Work**

**2.1. General**

Vendors shall provide all services described herein which consist of providing fuel, manpower for equipment, logistics support and emergency spot fueling. All services performed under this contract shall be conducted in accordance with all applicable Federal and State laws, and environmental regulations.

The service period will begin and end upon written authorization by the Division. No guarantee of minimum or maximum quantities is made by the Division under terms of this solicitation.

The Division, at its sole discretion, may elect to perform work with additional contract forces at any time.

Vendors, and all sub-contractors, shall not provide any information to the media without the written permission of the State Emergency Support Function 12-Fuels Emergency Coordinating Officer Contact. This includes on site interviews requested from any media outlet. Vendors shall disseminate this guidance to all employees and sub-contractors.

**2.2. Fuel Types**

Vendors must provide gasoline, diesel, aviation and marine fuels as requested. All gasoline and diesel fuel shall be provided in accordance with Florida Department of Agriculture and Consumer Services (FDACS) specification unless fuel waivers have been issued by the federal government and the state of Florida.

- Gasoline fuel shall have a minimum octane rating of 87.0 for regular unleaded gasoline and meet FDACS specifications. (Note: Missions may require higher octane level and may be requested by the Division)
- Diesel fuel shall be rated No. 2 grade and meet FDACS specifications
- Aviation fuel shall meet Jet A specification or AvGas (100 octane) with single point refueling and over the wing offload capability. Aviation fuel must pass the IAW UFC 3-460-03 standard for testing/water contamination sampling capability
- Marine fuel shall be non-ethanol unleaded gasoline with a minimum octane rating of 87.0

**2.3. Resources**

Vendors must provide all resources and the appropriately licensed personnel required to drive and operate the resources.

At a minimum, Vendors must have the following resources:

**A. Resources Requiring USDOT Company Snapshot**

Vendors must provide total number of the following resources owned on Attachment C – Vendor Resources for the following resources:

Description	Fuel Tank Size (in gallons)
Bobtail Truck	1,000 – 4,500

Description	Fuel Tank Size (in gallons)
Transport Tanker Trailer Truck	Minimum 8,500
Mobile Fueling Station	Minimum 8,000
High Water Vehicle (All-terrain vehicle capable of fording water 48 inches)	300 – 999
High Water Vehicle (All-terrain vehicle capable of fording water 48 inches)	1,000 – 1,999
High Water Vehicle (All-terrain vehicle capable of fording water 48 inches)	Minimum 2,000

Note: When calculating number of resources, Vendors should include all Vendor owned and sub-contractor owned resources. All fueling points must have meter registers.

**B. Resources Not Requiring USDOT Company Snapshot**

Vendors must provide the following resources:

Description	Fuel Tank Size (in gallons)
Aviation Fuel Truck	Minimum 2,000
Mini-Mobile Fueling Station	500 – 2,000
Portable Fuel Storage Tank	300 – 4,999
Portable Fuel Storage Tank	Minimum 5,000
Single Wall Frac Tank	16,000 – 21,999
Single Wall Frac Tank	Minimum 22,000
Fuel Pump for Portable Fuel Tanks with Hose and Nozzle	N/A
Portable Gas Operated Transfer Pump	N/A
Delivery Truck for Portable Fuel Tanks	N/A
Portable Spill Berm	N/A

Note: All fuel storage tanks shall be movable, above ground, double walled and come with pump, gauge for inventory level purposes, hose and nozzle for dispensing fuel. Tanks shall meet National Fire Protection Association (NFPA) Code 30. Proof of compliance may be requested. All fueling points must have meter registers.

**C. Personnel**

Vendors must provide the following personnel:

Title	Description
Logistics Coordinator	See Section 2.5.
Driver / Operator	To operate mobile resources. Costs for Driver / Operator will be included in the rental rate for the mobile resources.
Service Technician	Technician to setup, install and maintain resources.
Fuel Attendant	To operate fuel depots or fueling stations

Note: Rate(s) for personnel must be all inclusive of travel, lodging and per diem.

Vendors must be able to mobilize a minimum of 20 Bobtail Trucks and/or Transport Tanker Trailer Trucks within 24 hours of the Division's request. Vendor must also be able to provide up to 250 Bobtail Trucks and/or Transport Tanker Trailer Trucks within 7 days of the Division's request. Vendor must be able to mobilize other resources within 24 hours of the Division's request.

The Division will notify Vendors when resources are no longer needed. All non-mobile resources must be removed from the field within 48 hours of the Division's request.

#### **2.4. Customer Service – Task 1**

At no additional cost to the Division, Vendors must provide a point of contact to be continuously available to the Division to assist with pre-event planning and response to requests for information including, but not limited to, receipt of orders, discussion of contract performance and other contract related administration activities. The Division will not require any in-person duties of the point of contact. The point of contact should be a senior member of the Vendor's organization.

Point of contact must be identified within five (5) days of the execution date of a contract. Vendors must provide the name, job title and contact information. Point of contact must be available 24 hours a day / 365 days a year.

#### **2.5. Mission Management – Task 2**

Vendor will be assigned Missions by the Division via the WebEOC (Division's mission management platform). Vendor must be able to provide technical assistance with mission management, mission tracking, mission reporting and mission fulfillment via Logistic Coordinator(s).

Logistic Coordinator(s) must be available to report within 24-hours of notification to any location(s) provided by the Division. Examples include, but are not limited to, the State Emergency Operation Center, State Logistics Response Center or logistical staging areas. Logistic Coordinator(s) must be able to provide onsite coverage for 24-hours a day. The Division will notify Vendor's when Logistic Coordinator(s) are no longer needed.

Rate(s) for Logistic Coordinator(s) must be all inclusive of travel, lodging and per diem.

#### **2.6. Fuel Transaction Tracking – Task 3**

Vendors must collect details on and provide the following data to the Division for each fuel transaction:

- Mission Number
- Transaction Number (provided by Vendor)
- Company / Entity / Agency
- Employee ID (e.g. business card, badge)
- Equipment / Vehicle Description with Number
- License Plate State
- Location / Address
- Latitude / Longitude
- County

- Time
- Date
- Mileage or Hours (Ex. aircraft, boats, generators)
- Type of Fuel
- Fuel Dispensed, in Gallons
- Photo of Equipment / Vehicle
- Photo of Equipment Serial Number / Vehicle License Plate
- Photo of Employee ID

Each transaction must have a one-page, one sided PDF summary sheet including photos. Each invoice must include an Excel spreadsheet identifying all transactions and requested information, including links to all photos. The fuel transaction tracking documentation must be provided when invoicing the Division.

## **2.7. Resource Tracking – Task 4**

The Vendor shall provide resource tracking to monitor real-time daily operation and location data of resources for display and situational awareness through the Division's ArcGIS Online web-based application. The Division shall have the ability to see daily operations and make assessment of how many trucks need to stay in the field. The application created by the Division's GIS Unit will show real-time visibility of vehicle locations including pertinent metadata as listed below.

The Vendor is responsible for installing tracking devices on their resources as well as their subcontractor's resources. Vendor shall coordinate with the Division's GIS Unit to provide data.

Vendors will need to provide secure URL access with credentials for the Division's GIS Unit, Contract Manager, and State Emergency Support Function 12-Fuels Emergency Coordinating Officer Contact, to download a .xml file to track the following information:

- Resource Owner (Vendor or subcontractor)
- Type of Resource (Ex. Bobtail Truck)
- USDOT Vehicle Number
- Company Vehicle Number
- Truck Driver Name (Ex. John Doe)
- Tracking Device Number (Ex. #123456789)
- Fuel Capacity (in gallons)
- Fuel Types Available (Ex. Unleaded, Diesel, etc.)
- Status (Ex. Fuel Delivery, Tank, Fuel Depot, or Refueling)
- Mission Number
- Latitude (Decimal Degrees)
- Longitude (Decimal Degrees)

See Exhibit A - .xml File Example for an example on formatting the .xml file to a GIS standard.

Resource tracking must start with mobilization.

## 2.8. Reports – Task 5

Vendors must provide daily reports by 6:00 AM to the Division. All data should be accurate from the previous day at a specified time. (Ex. 4:00 PM). The daily report will include the following data per resource:

- Type of Resource (Ex. bobtail truck, transport tanker trailer truck, etc.)
- Tracking Device Number (Ex. #123456789)
- Mission Number(s) Servicing
- Number of Transactions (Previous 24 hours)
- Number of Transactions (Total for incident)
- Fuel Dispensed, in Gallons, per Type of Fuel (Previous 24 hours)
- Fuel Dispensed, in Gallons, per Type of Fuel (Total for incident)

The daily report must include a summarization cover page with the following:

- Number of resources, per type of resource
- Total number of Missions servicing (Entire incident)
- Total number of transactions (Entire incident)
- Fuel dispensed, in gallons, per type of fuel (Entire incident)

Daily reports must be provided via email to the Contract Manager and the ESF 12 ECO Contact.

In addition to the daily report, the Division may request custom reports as needed. Vendors will be responsible to provide ad hoc reporting.

## 2.9. Damages / Spills

Prior to fueling at a fixed position, Vendors must take four (4) photos of the location (from east, west, south and north point of view). In the event of a damage to the area, Vendors will be required to provide these photos to the Division.

Vendors are responsible for any damage caused by their resources deployed in the field.

If any spills occur, such spills shall be handled by the Vendor in accordance with the Florida Department of Environmental Protection (FDEP) and the Environmental Protection Agency (EPA) regulations and other applicable laws. Vendor(s) shall report spills to FDEP personnel and appropriate authorities as required by FDEP and EPA regulations and other applicable laws.

## 2.10. Financial Consequences

For each invoice period where the requirements under the Scope of Work are not being met, the Contractor shall have 5% or \$20,000, whichever amount is greater, of their invoice payment held as retainage. If the issue is not resolved within two weeks following notification of the issue from the Division, the Contractor shall have 2% or \$10,000, whichever amount is greater, of their invoice payment deducted as a financial consequence.

The above section applies except in the following specific situations:

- A. If the Contractor has an issue which prevents accurate resource tracking under Section 2.7, the Contractor shall correct this issue within 4 hours after notification by the Division. If this issue is not corrected within 4 hours, the Contractor's invoice payment shall be reduced by \$5,000 as financial consequences and continue to be reduced by \$10,000 for each subsequent 24-hour period in which the issue is not corrected.
- B. If the Contractor does not provide reporting consistent with the requirements of Section 2.8, or does not provide the report on-time, the Contractor's invoice payment may be reduced by \$3,000 as a financial consequence and continue to be reduced by \$3,000 for each subsequent 24-hour period in which the issue is not corrected.

END OF SECTION

**SECTION 3 Invoicing**

Vendors must submit an itemized invoice for payment. Invoices must, at a minimum, include the following information:

- A. Vendor Name and remit to address
- B. Vendor billing contact phone number and/or email address
- C. Vendor Tax Identification number
- D. Purchase Order number
- E. Billing Date
- F. Deliverable with description
- G. Payment amounts due
- H. Incident Name
- I. Fuel Transaction Documentation (defined in Section 2.6)

Invoices can only be submitted for the service period in which the Vendor has written authorization from the Division to provide services. Invoices submitted incorrectly or submitted in an improper method to what is required will not be paid until the invoice is corrected.

Invoices must be submitted at least once a month. Due to varying gasoline taxes by each Florida county, Vendors must summarize fuel costs for fuel dispensed per county on every invoice.

The State of Florida cannot make deposits or pay for goods and/or services in advance unless approved under rules issued by the Comptroller of Florida. Therefore, payments by the Division covering goods and/or services will be due and payable within forty (40) days after the receipt of a proper invoice and actual receipt of goods and/or services per section 215.422(b), Florida Statutes. The Division is not authorized to pay the Vendor any deposit for services to be rendered or equipment to be purchased in the future.

The Division is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased, however it is agreed that applicable Florida fuel taxes shall be applied by county.

Vendor invoices shall be submitted via email to the Contract Manager, the Emergency Support Function 12-Fuels Emergency Coordinating Officer Contact and [invoice@em.myflorida.com](mailto:invoice@em.myflorida.com). If the invoices are too large to be attached to an email, a secure link to a downloadable invoice must be provided to the invoice recipients previously listed.



**SECTION 4 Optional Pricing**

Vendors have an option to provide pricing on Attachment F – Optional Pricing for the following:

A. Alternative Fuels

To provide pricing for the following alternative fuels, Vendors must also provide pricing for any equipment required to transport or dispense the alternative fuel.

- Biodiesel
- Ethanol
- Hydrogen
- Natural Gas
  - Compressed
  - Liquefied
- Liquefied Petroleum Gas

B. Temporary Emergency Retail Station

At a fixed location, provided by the Division, provide fuel to citizens. Vendor would be responsible to provide gasoline and unleaded fuels, accept payment (cash and credit), provide receipts for transactions to citizens and to track all fuel transactions for the Division. The Division would assume the costs for everything except the fuel (paid by customers) and applicable taxes associated with fuel.

C. Temporary Mobile Office Space

Vendors may need to provide temporary office space for Vendor personnel at fixed locations provided by the Division. Temporary office space should accommodate four (4) Vendor personnel.

## Exhibit A .xml File Sample

```

<?xml version='1.0'?>
<rss version='2.0' xmlns:geo='http://www.w3.org/2003/01/geo/wgs84_pos#'>
<channel>
<title>www.yoururlhere.com GeoRSS Feed – Fuel Resource Tracking</title>
<description>Resource Tracking</description>
<link>http://yourlinkhere.com/</link>
<item>
<resourceowner>Acme Fuel Company</resourceowner>
<resourcetype>Tanker</resourcetype>
<vehiclenumber>Company #12345</vehiclenumber>
<fdotnumber>FDOT 98765</fdotnumber>
<truckdrivername>Joe Smith</truckdrivername>
<trackingdevicenumber>#555555</trackingdevicenumber>
<fueltypesavailable>unleaded</fueltypesavailable>
<fuelcapacity>500</fuelcapacity>
<mission>0155</mission>
<status>Fuel Delivery</status>
<geolat>29.7275805558099</geolat>
<geolong>-85.0274055555132</geolong>
</item>
<item>
<resourceowner>U.S. Fuel Company</resourceowner>
<resourcetype>Truck</resourcetype>
<vehiclenumber>N/A</vehiclenumber>
<fdotnumber>N/A</fdotnumber>
<truckdrivername>N/A</truckdrivername>
<trackingdevicenumber>#11111</trackingdevicenumber>
<fueltypesavailable>unleaded; diesel</fueltypesavailable>
<fuelcapacity>5,000; 2,000</fuelcapacity>
<mission>0555</mission>
<status>Fuel Depot</status>
<geolat>29.6291805551000</geolat>
<geolong>-85.551305555134</geolong>
</item>
<item>
<resourceowner>Acme Fuel Company</resourceowner>
<resourcetype>Bobtail Truck</resourcetype>
<vehiclenumber>Company #54321</vehiclenumber>
<fdotnumber>FDOT 55881</fdotnumber>
<truckdrivername>John Doe</truckdrivername>
<trackingdevicenumber>#22222</trackingdevicenumber>
<fuelcapacity>1,000</fuelcapacity>
<fueltypesavailable>diesel</fueltypesavailable>
<mission>10035</mission>
<status>Refueling</status>
<geolat>29.6688805551582</geolat>
<geolong>-85.9513055552584</geolong>
</item>
</channel>
</rss>

```