

SCOPE OF WORK
DESIGN, SUPPLY, INSTALL AND COMMISSION
AUTOMATIC FUEING MANAGEMENT SYSTEM
FOR THE CONTROLLED ACCESS AREA (CAA) GENERATOR
American Embassy Suva, Fiji

1.0 INTRODUCTION.

This is a firm fixed price contract for the supply, installation and commissioning of an automation fueling management system for the CAA generator at the American Embassy, Suva. The package evaluation will be based on lowest price, technically acceptable. Each contractor will provide a project proposal that includes a single-line schematic and basic layout for the work planned, details of the equipment proposed for installation, sequence of operation, a narrative of 250 or more words describing their proposed work, a detailed timeline schedule, and a itemized cost proposal to provide a full engineering design and to then implement the design. No bidder may be selected at the Government's option. The contractor implementing this SOW shall provide for the timely supply, delivery, and installation of all equipment per this SOW. Also to be included is a one-year warranty, O&M Manuals, training, and testing. All proposal packages must be accompanied with a work plan and projected site visit dates for all listed tasks within this work statement. Please Ellen Moses on 3314466 Email: MosesEE@state.gov for details. All cost proposal packages are due to Ellen Moses at MosesEE@state.gov no later than 3 PM on July 24th, 2015.

2.0 SCOPE:

At a minimum the following work must be performed.

- 2.1 INTENT. The intent of this scope is to replace the existing generator day-tank controls with an automated control system. (See Attachment-One). To procure the services of a contractor to supply, install and commission a fully autonomous, user friendly fuel management system capable to fuel the controlled access area generator to a desired level, monitor & display fuel and water level in the gen set day tanks, notify over fill leak alarms via audible, visual and remote alarm notification system.
- 2.2 EQUIPMENT SELECTION. Each contractor cost proposal must clearly state the equipment model proposed and all optional features provided in addition to the standard unit. The new fueling management system should incorporate the existing manual fueling system which consists of a TRAMONT 2000 ECM fuel level monitor (see Figure 01 in attachment), square D switch gear for manual turning the pumps on and off (see figure 02 in attachment), inline hand valves for opening the fuel lines, 2 of Red jacket –model (P75U3-3RJ1) fuel supply pumps, 1 of Tuthill model (PA1 60) fuel return pump and 1 of custom built return fuel control unit for manual turning the return pump on and off (see Figure 03 in attachment) Minimum equipment details and supply guideline options are details in section 2.3. These guide lines are provided for reference only. Any other branded fuel management system with similar specs may be acceptable as long as it meets the intent of the scope. The government can determine that any equipment offered, without the features deemed essential by the COR to be technically unacceptable.
- 2.3 MINIMUM EQUIPMENT DETAILS. A minimum of Six Channel Calibrated Console with Display – Franklin fuel management system or approved equal. The console should include all diameter tank probe-diesel and water detection, float Set for diesel/fuel oil tanks, inventory Probe Install kit standard intensity, tank overflow alarm with light and horn, remote tank overflow alarm acknowledgement unit, inline serviceable solenoid valves (normally closed), external control relay, flexible or rigid liquid tight conduit and all necessary electrical and control cabling.

- 2.4 SHIPMENT OF EQUIPMENT. Equipment shall be shipped by unclassified commercial means or purchased locally. The contractor is fully responsible for any damage to the equipment during shipping.
- 2.5 O&M MANUALS. Two sets of O&M manuals shall be provided to the Facility Manager prior to departure from site after installation of and for the automatic fuel management system. O&M manuals must include all schematics that may be needed in the maintenance or troubleshooting of the systems.
- 2.6 TRAINING. After installation and commissioning is complete, a training session shall be provided by the contractor for all interested Post facilities section employees. The training session shall be a minimum of 4 hours, hands-on, and system maintenance, repair, and operational procedures. Training shall include fueling to generator and back, sequence of operation configuration, the layout of the newly configured control system, discussion of spares on site, and details on maintenance intervals. Detailed as-built standing operating procedures for the new system shall be laminated and posted in the installed room, and additional copies shall be provided to the Post during the training session.
- 2.7 LABELING. All equipment and circuits installed or altered shall be correctly labeled. All switchgear breakers shall be correctly and permanently labeled. All installed equipment shall be properly labeled. All existing panels within the building shall be relabeled as needed. Labeling must be completed prior to the training. Hand written labels or labels deemed by the COR to peel off too easily are not acceptable.
- 2.8 SPARES. Provide a Bill of Materials (BOM) of all suggested spare parts to include name, quantity, model numbers, part numbers, suggested source and retail prices.
- 2.9 SITE RESTORATION. The contractor shall ensure that all facilities receiving this work shall be left in a condition acceptable to the Post FM upon completion
- 2.10 DISPOSAL OF MATERIALS REMOVED. The Post shall be responsible for the disposal of removed materials and equipment except for the generator. The contractor shall meet with the Post FM prior to commencement of work to determine where the materials to be disposed of shall be stored on site. The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site, and shall ensure that all items removed through this work are disposed of properly. Any removed equipment related to this project may be sold and removed from the property by the Post.
- 2.11 WARRANTY. The installing contractor shall provide a one-year warranty that includes all parts, materials, labor, travel costs, per diem, and all miscellaneous costs. The contractor may seek reimbursement from the manufacturer or any other entity providing warranties for the equipment installed, but the contractor must be the responsible party for warranty repairs. The contractor shall provide, at his cost, for onsite repairs within 7 days of notification of an operational problem or failure within the warranty period.
- 3.0 **WORK STANDARDS AND QUALIFICATIONS:** This Statement of Work requires the awarded contractor to provide a technician qualified on the fuel management system supplied with factory training/experience. The contractor shall furnish all tools, test equipment, required PPE, and properly supervise all site personnel.
- 4.0 **SECURITY REQUIREMENTS:** N/A. The contractor will be escorted as necessary.
- 5.0 **COMMENCEMENT OF TRAVEL TO SITE AND WORK:** In conjunction with the work plan and price proposal provide a calendar of proposed visit dates, travel dates, noting any down days. Provide the performing technician's names and credentials if not already on file. The contractors work plan must indicate a full schedule and note the work days and travel days. The contractor shall under no circumstances

incur any travel or other costs, or begin the travel to the site or work at site until a signed purchase order is issued and a cable granting country clearance is received. Once all needed material is onsite, visit dates will be coordinated between Post personnel, contract COR and the contractor. The contractor will be asked to furnish the Post FM the traveling technicians' flight itinerary and security information. The contractor shall provide a travel schedule and work plan in conjunction with cost proposal.

6.0 **SAFETY:** Safety is the highest priority on this and all POST contracts. The contractor shall direct all of those under his charge to work safely. Regular safety meetings shall be held among on-site contractor personnel, and safety concerns shall be brought to the attention of the Post Safety and Health Officer (POSHO) and the COR or COTR.

7.0 **REQUIREMENTS AND DELIVERABLES:** All site visits and scope work must be completed no later than *3 months from contract awarded date*. This includes subsequent paperwork, and all final site visit reports. The final inspection report must outline site conditions, noted discrepancies, operational functionality, and related safety concerns. Deliver the report electronically to James Alden at aldenj@state.gov. The report format should follow the guidelines listed below:

1. Provide a one page Executive Summary noting SOW completion, equipment status at project completion, and note any outstanding discrepancies that were not corrected under this site visit.
2. Provide both recommended and required follow up items accordingly. Provide photos as necessary.
3. Provide a section on test and commissioning results.
4. Provide a section of acceptance document to be signed off by post facility manager.
5. Provide a section noting the training given, and the names of the site personnel that attended.
6. Provide all necessary Bill of Materials (BOMs) for spare parts as outlined in the work requirements.

8.0 **ALLOWANCES FOR MISCELLANEOUS TIME REQUIREMENTS:** The contractor's price proposal must allow for time delays that may be encountered in coordination of a planned outage. Including but not limited to delayed access to certain building spaces, meetings and report writing. No additional funds will be provided to compensate for additional time requirements or delays that could have been reasonably anticipated.

9.0 **POINTS OF CONTACT:** Post point of contact will be the Post Facility Manager, Mr. James Alden
Email : AldenJN@state.gov
Ph: +679 3314466 Ext 8010
Fax: +679 3300081
Mb: +679 772-8607

Figure 03.



END SOW