

## Annex C – Scope of Services

### A. INTRODUCTION

- A.1. As part of the National Fuel Policy 2018, the Government of Bermuda would like enter into an agreement with suitably qualified Bulk Fuel Suppliers to provide diesel and gasoline for its fleet of vehicles.
- A.2. The agreement would extend over the next 10 to 15 years and it will include improvements to the Government's fuel storage and dispensing facilities located around the Island.
- A.3. This invitation involves upgrading the storage, dispensing and management systems of fuels as well as remediating contaminated soil at Government sites.
- A.4. Proponents are required to provide a gap analysis for each fuelling site and propose what needs to be done with the equipment to meet or exceed the code requirements listed in this document. This may include replacing underground or aboveground storage tanks, placing fuelling dispensers, replacing hoses and reels, upgrading marine fuelling hose nozzles, etc. to meet code requirements
- A.5. Some of the known major deficient sites are;
- A.5.1. The Department of Public Transportation at 26 Palmetto Road, Devonshire, requires the installation of new aboveground fuel tanks while maintaining the existing underground fuel tanks until the new fuel tanks are installed and commissioned. Once commissioned, the successful Proponent must remove the old fuel tanks in accordance with Section 5 Underground Storage Tank Closure Guidelines in the Bermuda RBCA Guidelines March 2011 Rev.4, and make good the existing paving stone driveway around the new aboveground fuel tanks as well as over the existing underground fuel tanks on completion of the project.
- A.5.2. The Department of Marine and Ports at 4 Crow Lane, Hamilton, require the installation of new aboveground fuel tanks in an underground vault while maintaining the existing underground fuel tanks until the new fuel tanks are installed and commissioned. Once commissioned, the successful Proponent must clean and close the old fuel tanks in accordance with *Section 5 Underground Storage Tank Closure Guidelines in the Bermuda RBCA Guidelines March 2011 Rev.4*, and make good the existing paving stone driveway around the new aboveground fuel tanks. It is expected that the condition of the existing sea wall may not allow for safe removal of the tanks so cleaning and filling the tanks with slurry or concrete will be permitted.
- A.5.3. The Department of Corrections, Westgate facility, Pender Road, Ireland Island, Sandy's requires the installation of new aboveground fuel tanks while maintaining the existing underground fuel tanks until the new fuel tanks are installed and commissioned. Once commissioned, the successful Proponent must remove the old fuel tanks in accordance with Section 5 Underground Storage Tank Closure Guidelines in the Bermuda RBCA Guidelines March 2011 Rev.4. The scope of work includes providing an asphalt surface around the new aboveground fuel tanks as well as making good the asphalt driveway over the existing underground fuel tanks on completion of the project.
- A.6. The extent of the remediation of the soil around underground storage tanks, piping, fittings, etc, for the purpose of pricing this Tender only, shall be defined as the volume of soil that can be excavated within the full reach of a suitably sized excavator while ensuring that the sides of the excavation are safe from collapse. For the purpose of pricing this Tender, the work shall include excavating the contaminated soil, sampling, testing, reporting, treating the excavated

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contaminated soil, installing pea gravel and vent pipes as required, backfilling with clean soil and final disposal of the treated soil. Should the contaminated soil extend beyond these limits then the work shall continue on an approved cost and charge basis with notice and supervision by government representatives.

- A.7. The successful Proponent will hire a suitably qualified third party inspection company to ensure that the removal the old fuel tanks and contaminated soils is accordance with Section 5 *Underground Storage Tank Closure Guidelines in the Bermuda RBCA Guidelines March 2011 Rev.4*. The proposed company will be vetted and approved by the Government.
- A.8. The larger users such as the Department of Public Transportation, Marine & Ports, Ministry of Public Works and the Bermuda Police Service, require a computerized fuel management system as well as automatic tank gauges for inventory management and fuel tracking, in some cases, by vehicle/equipment.
- A.9. Submission of this RFP shall constitute a guarantee by the Proponent that a stock of replacement parts for the specified equipment, material, product or work product is available to the Government fuelling stations.
- A.10. Captive parts must be held in stock and be available to ensure continued fuel delivery at each site at no less than 50% capacity and without delays to full delivery capability to be restored within 7 days in the event of any failure.
- A.11. The Proponent shall provide parts(s) delivery, to include deliveries on Saturday, Sunday and holidays if required for an emergency. If special handling and/or freight are required, the Proponent will assume all charges and fees.

### **B. SUPPLY AND DELIVERY OF FUEL PRODUCTS**

#### **B.1. Product Specifications**

B.1.1. Fuel products shall meet and/or exceed the following grades throughout the term of the contract:

B.1.1.1. Diesel – Ultra Low Sulphur Diesel #2

B.1.1.2. Unleaded – Premium Unleaded Gasoline [95 unleaded (ULP)]

#### **B.2. Quality Control**

B.2.1. The successful Proponent agrees that fuel products shall be uniform in quality, shall conform to the specifications provided and shall not be the cause of any damage to Government equipment.

B.2.2. In the event that a fuel product does not conform to the specifications, then the successful Proponent shall remove and replace the non-conforming fuel product and, accordingly, shall repair any equipment that has sustained damage as a result of the non-compliance.

B.2.3. The Government and/or its agent reserves the right to take samples of product, at any time, for verification of specifications and/or detect the presence of any contaminants.

#### **B.3. Quantities**

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B.3.1. Quantities shown in this solicitation are approximate only and shall be used by the Government as a basis for calculation with respect to the financial evaluation of the award (see Table 1). These quantities are based on historical data from 2019 and are not guaranteed to be accurate and are furnished without any liability on behalf of the Government.

**Table 1: Participating Agencies**

Department	Location	Annual Use (litres) <sup>1</sup>	
		Diesel	Gasoline
Bermuda Fire & Rescue Service	King St & Port Royal	50,000	10,000
Bermuda Police Service	10 Headquarters Hill, Devonshire	25,000	147,000
Bermuda Regiment	1 South Road, Warwick	15,000	10,000
Coast Guard – In shore	Scenic House, 35 Malabar Road	0	70,000
Coast Guard – Off shore	Dockyard Wharf, future via truck delivery	100,000	0
Corrections – Westgate	1 Pender Road, Ireland Island Sandy's	6,700	13,500
Corrections – Westgate	2 Pender Road, Ireland Island Sandy's	4,500	4,500
Environmental Protection	169 South Road, Paget	0	6,500
Ministry of the Environment	1 Coney Island Road, St. Georges	0	5,000
Golf Course – Ocean View	2 Barkers Hill Road, Devonshire	0	12,500
Golf Course – Port Royal	5 Port Royal Golf Course Road, Southampton	11,000	33,500
Marine & Ports	4 Crow Lane, Hamilton	1,380,000	0
Public Transportation	26 Palmetto Road, Devonshire	1,150,000	26,500
Public Works – Asphalt Plant	18 Quarry Road, Smiths	70,000	0
Public Works – Marsh Folly	Marsh Folly Composting Facility	385,000	169,000
Public Works – Quarry	18 Quarry Road, Smiths	124,000	56,500
Public Works – Tynes Bay	32 Palmetto Road, Devonshire	28,000	0
<b>Totals</b>		<b>3,349,200</b>	<b>564,500</b>

<sup>1</sup> Estimates only; based on deliveries during the 2019, 2020 and 2021 calendar years and projected use by the Coast Guard.

### B.4. Deliveries

- B.4.1. The successful Proponent must deliver bulk product to Government fuelling sites as directed to ensure no shortages or inconveniences are experienced by the Government or its agencies.
- B.4.2. Deliveries will be made during normal working hours. Normal working hours may vary based on fuelling station but is typically between the hours of 7:00am and 5:00pm Monday to Friday. Confirmation of site hours of operation to be confirmed between the successful Proponent and the site manager.
- B.4.3. All bulk products shall be delivered and placed in the appropriate storage tanks at each site and shall only be received by designated staff only.
- B.4.4. For clarity, transfer of ownership and risk in and to product takes place upon placement in the appropriate storage tanks at each site and delivery had been accepted in writing by a duly authorized person acting on behalf of the Government.
- B.4.5. The successful Proponent must provide acceptable proof of delivered quantities of product in the form of a meter ticket or invoice, for each product, prepared at the time of delivery.

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- B.4.6. The successful Proponent will be accompanied by an authorized staff member during the delivery to the respective site. The staff member will identify the location, enable access and secure the site after delivery. The staff member must be in attendance during any delivery process which includes, but is not limited to, a tank inventory reading prior to placement and following placement in the respective tank(s) to corroborate with the quantities shown on the metered ticket/invoice. Variation between the metered ticket/invoice quantity and the receipt volume indicated by the tank inventory readings is permitted within +/- 1% of the delivered quantity without additional cost to the Government or the successful Proponent.

### **B.5. Emergency Deliveries**

- B.5.1. It is expected that the successful Proponent will be in constant communication with each fuelling station such that “run dry” conditions would not happen more than 1 or 2 times a year. In the event of an unforeseen circumstance, the Government may require the successful Proponent to provide an emergency delivery.
- B.5.2. Additional deliveries outside normal working days maybe required where public holidays cause longer periods between deliveries such as the Cup Match Holidays.
- B.5.3. In the event the successful Proponent is not able to respond to the emergency situation within the required time, the Government reserves the right to obtain supply from another source of supply of its choosing. The delivery time for emergencies will vary depending on the situation and is at the sole discretion of the Government.

### **B.6. Priority Service**

- B.6.1. The successful Proponent must treat the Government as their top priority client in times of declared emergencies, supplying bulk fuels to the Government agencies before supplying to commercial/retail outlets.
- B.6.2. Proponents are directed to page 20 of the National Fuels Policy (“NFP”) for additional information.

### **B.7. Fuel Measuring**

- B.7.1. It is the Government’s preference to have all fuel tanks equipped with remote inventory monitoring systems, however some sites may not be suitable for this equipment. The Proponent shall identify these sites in their gap analysis.
- B.7.2. Sites not equipped with remote inventory monitoring systems accessible to the successful Proponent will send tank (“dip”) readings each weekday or on a frequency mutually agreed to between the successful Proponent and the site. In such arrangements, and under normal conditions, products shall be delivered within one (1) business day following receipt of the tank readings.
- B.7.3. Replacement fuel dipsticks must be supplied by the successful Proponent on request at the successful Proponent’s cost during the contract period but shall not exceed one (1) dipstick per site per fuel type per contract year.
- B.7.4. Additional dipsticks shall be at the cost of the Government agency.

### **B.8. Pricing**

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- B.8.1. The Government seeks a pricing scheme from Proponents which will be mutually beneficial and sustainable for both parties.
- B.8.2. See Annex B, Pricing Form, for additional information.
- B.8.3. All fuel products are to be delivered to each site inclusive of all costs including, but not limited to, all freight, insurance, labour, duties, and taxes.

### **B.9. Invoicing**

- B.9.1. Payment to the successful Proponent will be based on actual quantities received.
- B.9.2. Unscheduled deliveries and deliveries without an accompanying invoice is not permitted unless mutually agreed to between the successful Proponent and the site.
- B.9.3. At a minimum, all invoices must show the quantities delivered in litres, net price per litre delivered, type of fuel delivered, delivery location and date of delivery.

### **B.10. Framework Agreement (Contract “Piggyback” Option)**

- B.10.1. Any resultant contract between the Government and the Proponent, including any amendments, may be accessed by any Government agencies including, but not limited to, the following:
  - B.10.1.1. West End Development Corporation (“WEDCO”)
  - B.10.1.2. Bermuda Hospital Board
  - B.10.1.3. Bermuda Airport Authority
  - B.10.1.4. Bermuda Land Development Company (“BLDC”)
  - B.10.1.5. Municipalities
- B.10.2. All provisions, including pricing, will apply to any of the above listed entities opting to access the contract. The successful Proponent and any additional agencies will enter into the contract through contract amendment(s).
- B.10.3. Where additional Government agencies opt to access the contract and who require infrastructure upgrades, price discounts for those sites shall be adjusted through negotiation between the successful Proponent and the Ministry of Public Works Headquarters to compensate for the infrastructure upgrades.
- B.10.4. The Government reserves the right to add or delete sites and services throughout the term of the contract without affecting the price discounts quoted by the successful Proponent. The Government, where able, will provide 30 days notice of any changes to sites or services.

### **B.11. Insurance Requirements**

- B.11.1. The successful Proponent, and each of their subcontractors carrying out activities under the Contract, shall provide and maintain during the term of the Contract:
  - B.11.1.1. Commercial General Liability insurance subject to limits of not less than Three Million (\$3,000,000) inclusive per occurrence. To achieve the desired limit, umbrella or excess liability insurance may be used.
  - B.11.1.2. Contractor’s All Risk insurance of not less than Two Million dollars (\$2,000,000.00) inclusive per occurrence for the duration of infrastructure upgrades at each site.

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- B.11.2. Coverage shall include but not limited to bodily injury including death, personal injury, damage to property including loss of use thereof, premises and completed operations, contractual liability, contingent employers liability, owner’s protective coverage, non-owned automobile and contain a cross liability, severability of insured clause.
- B.11.3. The Government of Bermuda is to be added as an additional insured but only with respect to liability arising out of the operations of the Named Insured.
- B.11.4. The Success Proponent must provide a copy of their Policy (not Certificate) and that of each of their subcontractors carrying out activities under the Contract as a pre-condition of contract award.
- B.11.5. On an annual basis, the successful Proponent must furnish a copy (ies) of the insurance Certificate(s).

### **B.12. Worker Qualifications**

- B.12.1. All personnel engaged in the execution of this contract(s) shall be in the possession of a current license or certificate of competence applicable to the particular function being performed.
- B.12.2. The successful Proponent shall provide a competent representative to be constantly on site during the delivery of materials.
- B.12.3. The successful Proponent ’s representative shall, at all times, be in full control and be responsible for all activities and all phases of work, including those portions of the work performed by sub-contractors, as/if applicable.

### **C. INFRASTRUCTURE UPGRADES**

- C.1. The Participating Agencies, identified in Table 1, require upgrades to their fuel dispensing systems and, in some cases, substantial upgrades.
- C.2. Table 2 identifies larger or “major” users with known and varying upgrade requirements with Table 3 identifying the current configurations.
- C.3. In some instances, the site visits are used to assess the equipment requiring upgrades. However, the Department of Transportation and the Department of Marine and Ports require substantial upgrades and additional details are provided herein.
- C.4. The successful Proponent shall install fuel storage tanks, management systems, and/or upgrading the storage and dispensing equipment at the Participating Agencies including, but not limited to, the removal and replacement of fuel tanks (aboveground and belowground) and fuel dispensers.

Table 2: Major Departments Requiring Known Infrastructure Upgrades

<b>Department</b>	<b>Location</b>
Bermuda Police Service	10 Headquarters Hill, Devonshire
Marine & Ports	4 Crow Lane, Hamilton
Public Transportation	26 Palmetto Road, Devonshire
Public Works - Marsh Folly	Marsh Folly Composting Facility
Public Works - Quarry Stores	18 Quarry Road, Smiths
Department of Corrections - Westgate	2 Pender Road, Ireland Island, Sandy’s

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Table 3: Current Configurations of Major Departments<sup>2</sup>

<b>Bermuda Police Service, 10 Headquarters Hill, Devonshire</b>	
Fuel Type	Unleaded and Diesel
Dispenser	single nozzle - one (1) each unleaded & diesel
Tank Type	Split tank (3000/1000 - unleaded/diesel)
Tank Size	4000 AG
<b>Department of Marine and Ports, 4 Crow Lane, Hamilton</b>	
Fuel Type #1	Diesel
Dispenser	TBD
Tank Type	TBD
Tank Size	TBD
Fuel Type #2	Unleaded
Dispenser	TBD
Tank Type	TBD
Tank Size	TBD
<b>Department of Public Transportation, 26 Palmetto Road, Devonshire</b>	
Fuel Type #1	Diesel
Dispenser	One (1) Gasboy and one (1) SOL; dual nozzles
Tank Type	Two (2) single-walled plasteel (TBD); below ground; circa 1987 (est.)
Tank Size	3,000 AG (each)
Fuel Type #2	Unleaded
Dispenser	One (1) Gasboy single nozzle
Tank Type	One (1) single-walled plasteel (TBD); below ground; circa 1987 (est.)
Tank Size	1,500 AG
<b>Public Works Marsh Folly, Marsh Folly Composting Facility</b>	
Fuel Type #1	Diesel
Dispenser	One (1) single nozzle
Tank Type	Two (2) below ground; 64" diameter x 144" long; cylindrical; horizontal orientation
Tank Size	2,001 AG (each)
Fuel Type #2	Unleaded
Dispenser	One (1) single nozzle
Tank Type	One (1) below ground; 64" diameter x 144" long; cylindrical; horizontal orientation
Tank Size	2,001 AG
<b>Public Works Quarry - 18 Quarry Road, Smiths</b>	
Fuel Type #1	Diesel
Dispenser	One (1) dual nozzle
Tank Type	One (1) below ground; 64" diameter x 216" long; cylindrical; horizontal orientation
Tank Size	3,008 AG
Fuel Type #2	Unleaded
Dispenser	One (1) dual nozzle
Tank Type	One (1) below ground; 64" diameter x 72" long; cylindrical; horizontal orientation
Tank Size	1,000 AG
<b>Department Of Corrections Westgate - 2 Pender Road, Ireland Island, Sandy's</b>	
Fuel Type	Unleaded and Diesel
Dispenser	single nozzle - one (1) each unleaded & diesel
Tank Type	Separate Diesel and unleaded fuel tanks (underground tanks)
Tank Size	4,500 AG each tank

<sup>2</sup> This information may not be accurate and it is furnished without any liability on behalf of the Government. All the information provided for these major Departments and for all other sites should be obtained by visits to the sites.

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- C.5. Departments identified in Table 2 require a computerized fuel management system as well as automatic tank gauges (“ATG”).
- C.6. At present, only the ‘Public Works-Quarry’ and ‘Public Works-Marsh Folly’ sites are equipped with these components and using PetroLeader® as the fuel management system.
- C.7. For reference purposes, an ATG is an electronic device whose basic function is to monitor the fuel level in the tank over a period of time to see if the tank is leaking and detect if there is any water in the fuel. The selected ATG must be able to report to the iMATS maintenance software.

### **C.8. Construction Management Plan (RFP submission requirement)**

- C.9. For the duration of the Contract, the successful Proponent shall provide ongoing project management to ensure that a comprehensive Project Plan is developed, executed, monitored, reported on, and maintained.
- C.10. The successful Proponent shall provide overall project management for all Project Components, including day-to-day management of staff and production of required deliverables.
- C.11. Proponents are required to provide a draft Construction Management Plan with their submission which must include the following, at a minimum:
  - C.11.1. Gap Analysis to include detailed site assessment of fuelling locations, and current or new Fuel Management System(s).
  - C.11.2. For the fuel an implementation plan, include installation of hardware, data conversion, building interfaces, loading software, testing, and system commissioning as well as complete as-built documentation.
- C.12. A detailed Project Plan that outlines all tasks needed to complete the Scope of Services.
- C.13. Construction timeframes including milestones and critical path items.
- C.14. In terms of priorities of the various sites, the replacement of fuel tanks at M&P is considered urgent due to potential negative environmental impacts posed by the existing tanks. To a lesser degree, the DPT site poses a potential threat to Bermuda’s only fresh water lens. Proponents are to analyse the requirements of the Participating Agencies and develop a plan to delineate what work is required and equipment to replace.
- C.15. A site safety plan showing work areas and how those areas are separated from other operational areas during the project reflecting the phased nature of the work and clearly indicating the phases proposed.
- C.16. A traffic management plan to ensure no interruption to the public bus service including maintaining refuelling of buses throughout the works. No work shall be permitted to begin until the traffic management plan has been reviewed and supported by Operations Management at DPT.
- C.17. The Proponent’s Health and Safety Practice document adapted to the sites specifically. These include method statements on incident and accident reporting noting that OSHA regulations require a log book to be kept as well the Department of Health OSH Officer to be informed within 24 hours of any incident.
- C.18. Statement showing understanding of permits and licenses required.



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- C.19. Contact list indicating name, phone number and email address for Contract Manager, Site Supervisor, etc.
- C.20. Construction access routes, on-site parking and Palmetto Road traffic management plan.
- C.21. Construction methodology and mitigation measures to be employed where relevant such as:
  - C.21.1. Method statement on how to deal with fuel spills with contact information of who to contact at DENR.
  - C.21.2. Compliance with the RBCA Guidelines for removal of old fuel tanks to be replaced and for monitoring of ground conditions during removal.
- C.22. A final Construction Management Plan will need to be submitted to the Department of Planning, Building Controls Section prior to a commencement inspection on each of the sites as requested. This allows for information from subcontractors who may need to be appointed by the successful Proponent to provide updated information for a final Construction Management Plan.

### **C.23. Permits, Regulations and Related Matters**

- C.24. The successful Proponent shall obtain all permits, licences and approvals required in connection with services and works pursuant to this RFP.
- C.25. The costs of obtaining permits, licences and approvals shall be the responsibility of and shall be paid for by the Proponent or successful Proponent.
- C.26. Where the successful Proponent is required by Applicable Laws to hold or obtain any such permit, licence and approval to carry on an activity contemplated in its Proposal or in the Agreement, neither acceptance of the Proposal nor execution of the Agreement by the Government shall be considered an approval by the Government for the successful Proponent to carry on such activity without the requisite permit, license or approval.
- C.27. Permits, regulations, and codes required to be followed by the successful Proponent include, but are not limited to, the following:
  - C.27.1. Department of Environment and Natural Resources' 'Risk Based Corrective Action (RBCA) Guidelines
  - C.27.2. Bermuda (Commercial) Building Code 2012
  - C.27.3. Bermuda Mechanical Code 2014
  - C.27.4. Bermuda Fire Safety Act 2014
  - C.27.5. National Fire Protection Association Standards (NFPA)
  - C.27.6. Bermuda Electrical Code 2014
  - C.27.7. The National Electrical Code (NEC 2011), also known as NFPA 70
  - C.27.8. Spills On The Sea - Response Procedure
  - C.27.9. Corporation of Hamilton permits - if required
- C.28. Planning Permission
  - C.28.1. DAP 1 application required
  - C.28.2. DAP 1 application fee is required
  - C.28.3. DAP 1 Planning application requires a mandated two-week public notification period.
- C.29. Building Permit
  - C.29.1. Commercial Building Permit is required for each site.

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- C.29.2. As this is a Government Project for Government use, there are no Building Permit fees payable (ref: Building Act 1988, Government is exempt)
  - C.29.3. Compliance with the Bermuda (Commercial) Building Code 2012
  - C.29.4. Compliance with the Bermuda Mechanical Code 2014 (Chapter 13 addresses Fuel Piping and Storage)
  - C.29.5. Stamped certified/registered Engineering drawings are required to be submitted for the Building permit application.
- C.30. Fuel tanks and associated pipework must be double walled or suitably banded and complete with interstitial monitor(s). A Guidance Note on this is available from DENR.
- C.31. Fuel tanks must be registered: <https://www.gov.bm/online-services/register-petroleum-storage-tank>
- C.32. Compliance with the Department of Environment and Natural Resources' RBCA Guidelines for Removal of Old Fuel Tanks to be replaced or to be left in place and for monitoring of ground conditions.
- C.33. Compliance with Bermuda Fire Safety Act 2014, which requires compliance with the National Fire Protection Association Standards (NFPA). In particular NFPA 30 and NFPA 30A 2021.
- C.34. NFPA 30 2021 "Flammable and Combustible Liquids" code
- C.34.1. Chapter 12, "Storage of Liquids in Tanks" (All Tanks)
  - C.34.2. Chapter 22, "Storage of Liquids in Tanks" (Aboveground Storage Tanks /AST's)
  - C.34.3. Chapter 23, "Storage tank Vaults"
  - C.34.4. Chapter 27, "Piping Systems"
- C.35. NFPA 30A 2021 "Code for Motor Fuel Dispensing Facilities and Repair Garages"
- C.35.1. Chapter 4, "Storage of Liquids"
  - C.35.2. Chapter 5, "Piping of Liquids"
  - C.35.3. Chapter 6, "Fuel Dispensing Systems"
  - C.35.4. Chapter 8, "Electrical Installations"
  - C.35.5. Chapter 9, "Operational Requirements"
  - C.35.6. Compliance with the Bermuda Electrical Code 2014 which modifies and adapts the National Electrical Code (NEC 2011), also known as NFPA 70
  - C.35.7. Article 514 "Motor Fuel Dispensing Facilities"
  - C.35.8. Article 515 "Bulk Storage Plants"
- C.36. Department of Public Transportation, 26 Palmetto Road, Devonshire - Fuel Tank Replacement**
- C.37. Proponents are directed to the Annex K "Design Documentation" for additional details.
- C.38. The project will include the following staged works:
- C.38.1. Install new aboveground fuel tanks to an area located on the north side of the property between the area designated as Woodland Reserve and the existing north car parking bays.
  - C.38.2. Maintain existing underground fuel tanks until new fuel tanks are installed and commissioned.

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- C.38.3. Observe the Department of Environment and Natural Resources' ("DENR") 'Risk Based Corrective Action (RBCA) Guidelines' ("RBCA Guidelines") during decommissioning and removal of existing underground fuel tanks.
- C.38.4. The successful Proponent must make good the existing paving stone driveway around the new aboveground fuel tanks as well as over the existing underground fuel tanks on completion of the project. As it is expected that the brick paving will get torn up by construction traffic during the new installation, the successful Proponent must repair the driveway paving and strengthen the driveway from the Palmetto Road property entrance to the area of the fuel tanks works.
- C.38.5. The new bunded AST's must be placed within a low walled containment structure that will contain any potential spill. The containment structure must be connected to a wastewater interceptor and then connected to a new soakaway.

### C.39. Notes

- C.39.1. In terms of design documentation, the successful Proponent is expected to produce the drawings and specifications required that will meet the Code, Standards and Legislative requirements. As long as the design complies with these requirements, any alternative solution would be acceptable. Generally, the fuel tanks must be double walled, bunded, aboveground holding tanks with the required ventilation from the sectioned off water tank "vault".
- C.39.2. The DENR may accept existing tanks being abandoned and filled with concrete. If this is proposed by a Proponent, the Proponent must provide an environmental report for DENR to review and potentially support such a proposal.
- C.39.3. The area designated for the new above ground fuel tanks is located within a Water Protection Area and directly adjacent to a Woodland Reserve area. The Department of Planning, supported by DENR, confirmed with the Government that an Environmental Impact Statement (EIS) will not be required. The Woodland Reserve boundary will be reconsidered and adjusted according to whatever land is required to accommodate the new tanks. The final area used for the fuel tanks will be accommodated.
- C.39.4. The area designated for the new above ground fuel tanks is located within what is currently designated Woodland Reserve. This designation is considered an anomaly and it has been agreed with the Department Of Planning that Policy ZON.12 will apply which states:  
*"Where there appears to be a discrepancy between a Base Zone, Conservation Area, Protection Area and/or coastal boundary on the Zoning Map and the physical conditions on the ground, the Board shall consider the relevant policies of the Statement, the zoning of adjacent lands, aerial photographs and the on-site conditions, in its determination of the boundaries that should apply".*
- C.39.5. Any Environmental Impact Statement (EIS) and Conservation Management Plan (CMP) requirements have been agreed to be waived by the Department of Planning.
- C.39.6. Projects/Matters Out of Scope
  - C.39.6.1. For information purposes only, other related projects required to meet Environmental legislation and not part of the fuel tank replacement works include:
    - C.39.6.1.1. Cleaning out and re-establishing the site drainage system to capture runoff water from bus washing activities.

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- C.39.6.1.2. Cleaning out and re-establishing waste oil connection systems to properly contain waste oil as well as separate the collection of waste oil from waste coolant (radiator wash out).
- C.39.6.1.3. New, or clean out and upgrade existing, soakaways that drain into the neighbouring golf course land and ponds.
- C.39.6.1.4. Upgrade the existing bus wash facility.
- C.39.6.1.5. New spray painting facility (in location of existing spray painting facility).
- C.39.6.1.6. Installation of Charging Stations for electric buses.

### **C.40. Marine & Ports, 4 Crow Lane, Hamilton – Fuel Tank Closing and Replacement**

- C.40.1. Proponents are directed to the Annex K “Design Documentation” for additional details.
- C.40.2. The work involves creating the space within an existing large water tank to take the new fuel tanks. The separated area of the existing water tank would form an underground “vault” within which two (2) aboveground bunded fuel holding tanks can be located. This solution has been accepted and approved in principle by both the Department of Health and Department of Natural Resources. The Department of Planning, Ministry of Tourism Transport and Ministry of Public Works have been consulted and approve this strategy.
- C.40.3. The remaining area of the tank can be used for non-potable water collection to provide water for M&P operational functions such as ferry washing, flushing out of engine components etc. during routine maintenance.
- C.40.4. For information purposes, there are three totally separate projects undergoing at the site:
  - C.40.4.1. New wastewater connections
  - C.40.4.2. New oil supply tanks and new waste oil disposal tanks
  - C.40.4.3. New water connection to M&P site from the remaining water tank area after the space for the new fuel tanks has been sectioned off.
- C.40.5. The Government has not proceeded with any work except some trenching for water supply lines from the Corporation of Hamilton tank to the M&P boundary. Those water lines are in place underground but not yet connected.
- C.40.6. It is envisioned Proponents to provide detailed design on the new fuel tank locations and not any of the other matters.
- C.40.7. For the purposes of this RFP, the upgrade of the freshwater supply system and the replacement of the fuel tanks are linked in that the only place to put the new fuel tanks is to appropriate a portion of the water tank that lies beyond the property. This solution has been discussed at length within the Government as well as with the Corporation of Hamilton who agree in principle. The matter of full resolution of achieving this is sought from the Proponents. This solution allows the existing fuel tanks to remain operational during the installation of the new tanks allowing operational continuity as well as providing an essentially aboveground installation of the new tanks – albeit that they be located within the confines of a portion of the water tank. The key here is that the new fuel tanks be fully bunded double wall above ground fuel tanks providing protection from contamination of the water supply as well as by being further isolated by a new double wall separation between the fuel tank area and the water holding area.

### **C.40.8. Projects/Matters Out of Scope**

- C.40.8.1. For information purposes only, other related projects required to meet Environmental legislation and not part of the fuel tank replacement works include:

## Annex C – Scope of Services

- C.40.8.2. A new waste water return system to connect the docks to the existing waste water discharge that runs along East Broadway, connecting into the City waste water lines that run past and to the hospital etc.
- C.40.8.3. A new oil supply and waste oil return system to connect the docks to another bunded waste oil collection tank that can then be pumped out on a regular basis. A bunded oil supply tank will need to be housed within the maintenance facility building where oil drums are currently located with the bunded waste oil collection tank being located outside the building where a collection truck can access it.

### C.40.9. Notes

- C.40.9.1. The area designated for the new above ground fuel tanks is located within a Water Protection Area. Consequently, an Environmental Impact Statement (EIS) may be required by the Department of Planning.
- C.40.9.2. Proponents may propose creating space to allow the installation of the new fuel tanks. With this, the type of bunded fuel tank would be prescribed by the Proponent by the space created.

### C.41. Department of Corrections: Westgate, Pender Road, Sandy's

- C.41.1. Proponents are directed to the Annex S "Westgate Site Illustrations" for additional details.
- C.41.2. The project will include the following staged works:
  - C.41.2.1. Install new aboveground fuel tanks to a Code compliant area within the designated and fenced stores area. An indicative location is shown on Annex S but Proponents are advised to determine an area based the tank size required within that fenced area.
  - C.41.2.2. Maintain existing underground fuel tanks until new fuel tanks are installed and commissioned.
  - C.41.2.3. Observe the Department of Environment and Natural Resources' ("DENR") 'Risk Based Corrective Action (RBCA) Guidelines' ("RBCA Guidelines") during decommissioning and removal of existing underground fuel tanks.
  - C.41.2.4. The successful Proponent must make good the existing asphalt driveway around the new aboveground fuel tanks as well as over the existing underground fuel tanks on completion of the project.
  - C.41.2.5. The new bunded AST's must be placed within a low walled containment structure that will contain any potential spill. The containment structure must be connected to a wastewater interceptor and then connected to a new soakaway.
  - C.41.2.6. Replace the existing above ground 500-gallon diesel holding tank located within the prison compound and beyond the security Sally Port gates. Note that this holding tank is fed directly from the main 4,500 gallon holding tank and it is assumed that the feed line does not need to be replaced. Proponents should allow re-connecting the feed line to this sub-tank from the new aboveground tank location.
  - C.41.2.7. Replace the unleaded and diesel single nozzle fuel dispensers. One (1) for unleaded fuel and one (1) for diesel fuel.
  - C.41.2.8. Replace the existing fuel management system and integrate this with a fuel dispenser tag system. Refer to section 7 below for further clarification.

## Annex C – Scope of Services

### C.42. Notes

- C.42.1. In terms of design documentation, the successful Proponent is expected to produce the drawings and specifications required that would meet the Code, Standards and Legislative requirements.
- C.42.2. As long as the design complies with these requirements, any alternative solution would be acceptable.
- C.42.3. Generally, the fuel tanks must be double walled, bunded, aboveground holding tanks, refer to DENR Replacement of AST Fuel Tanks Guidance Note (issued January 2019).
- C.42.4. The DENR may accept existing tanks being abandoned and filled with concrete. If a Proponent proposes this, the Proponent must provide an environmental report for DENR to review and potentially support such a proposal

### D. **FUEL MANAGEMENT SYSTEM**

D.1. The larger or “major” users identified in Table 2 require a fuel inventory management and vehicle usage tracking system, including the supply of fuel “tags” or “fobs” in the following quantities:

- D.1.1. Ministry of Public Works – 600 approximately
- D.1.2. Department of Public Transport – 11 vehicles + 4 “open” tags + 3 spares
- D.1.3. M&P – 20 “open” tags assigned to personnel
- D.1.4. Bermuda Police Service – 350 vehicles + 3 “open” tags
- D.1.5. Corrections, Westgate – 14 utility vehicles + 3 “open” tags
- D.1.6. Bermuda Fire and Rescue Service – 30 approximately + 3 “open” tags, to be confirmed.

D.2. Minimum system functionality include the following:

- D.2.1. Web-based, including online help/support
- D.2.2. Virtually unlimited capacity
- D.2.3. Automatically capture tank levels
- D.2.4. Automatically notify the supplier(s) when tanks reach re-order levels
- D.2.5. Automatically record fuel deliveries
- D.2.6. Access to fuelling facilities online
- D.2.7. Ability to use “open” tags to permit personnel to dispense fuel to a particular vehicle and track the transaction accordingly
- D.2.8. Ability to export transactions and master records to the Ministry’s tracking system IMATS using Crystal Reports or similar.

D.3. Activities required of the successful Proponent include, but are not limited to, the following:

- D.3.1. System installation
- D.3.2. System testing that mirrors the production environment
- D.3.3. Onsite training of Government personnel in operational and administrative functions
- D.3.4. User Acceptance Testing to verify the full functionality and technical usability of the system
- D.3.5. Support and maintenance for the duration of the Contract

### E. **EQUIPMENT USE, OWNERSHIP, MAINTENANCE AND REPAIR**

- E.1. The successful Proponent shall install or replace equipment, as the case may be, at the Participating Agencies within the first year of the contract at no cost to the Government.
- E.2. In addition, the successful Proponent shall be responsible to maintaining all equipment and systems in good working order at no cost to the Government throughout the duration of the contract.

## **Annex C – Scope of Services**

E.3. All new and replaced equipment (“Equipment”) shall remain the property of the successful Proponent throughout the term of the contract.

E.4. The successful Proponent, by participating in this RFP, agrees the Equipment shall become the property and responsibility of the Government at the end of the contract.

### **E.5. Equipment Maintenance and Repair**

E.5.1. The successful Proponent shall prepare and follow a maintenance schedule, include preventative maintenance, during the term of the contract.

E.5.2. The successful Proponent shall be responsible to maintain in good mechanical order and condition and bear all associated costs throughout the duration of the contract all other equipment for the Government sites including, but not limited to, the following:

E.5.2.1. Fuel Tanks

E.5.2.2. Tank Sumps

E.5.2.3. Tank Discharge Sumps

E.5.2.4. Dispensers

E.5.2.5. Dispenser Sumps

E.5.2.6. Submersible Pumps

E.5.2.7. Fuel Management System and Related Components

E.5.2.8. Environmental Monitoring and Tank Gauge/Testing System

E.5.2.9. Periodic calibration of the pumps or when requested by the client or its agent

E.5.2.10. Periodic inspection of equipment or when requested by the client or its agent

E.5.3. The Government shall be responsible for all costs to maintain, repair and/or replace the following consumable items throughout the duration of the contract:

E.5.3.1. Hoses

E.5.3.2. Hose Safety Breakaways

E.5.3.3. Hose Swivels

E.5.3.4. Nozzles

E.5.3.5. Filters

### **E.6. Equipment Use**

E.6.1. The Government shall use the Equipment in accordance with the manufacturers’, successful Proponent’s or successful Proponent’s nominee’s instructions for use.

E.6.2. The Government shall not make any alterations, additions, attachments or adjustments to the Equipment without the written permission of the successful Proponent. Such permission shall not be unreasonably withheld.

### **E.7. Equipment Damage**

E.7.1. The Government shall notify the successful Proponent promptly and without undue delay of any damage to, defect in, or theft of the equipment (all of which are referred herein as “Damage”).

E.7.2. The successful Proponent shall, at its own expense and without undue delay, repair or replace any equipment or part thereof where Damage has occurred as a result of inherent fault, defect, and normal wear and tear or from an act of God provided that the Damage was not caused by negligence or wilful act of the Government.

E.7.3. Where Damage to Equipment occurred as a result of negligence or wilful act of the Government, the Government shall, at its own expense and without undue delay, repair or replace any Equipment or part thereof at the successful Proponent’s direction.

### **E.8. Hand Over at End Of Contract**

## **Annex C – Scope of Services**

- E.8.1. The successful Proponent shall hand over all equipment in good working condition or like new condition.
- E.8.2. All hoses and fittings and other commonly repaired equipment shall be new with full supplier warranties. The Proponent shall continue to provide parts for equipment that fail for 90 calendar days after hand over.
- E.8.3. All tanks shall be pressure tested for leaks and all fuel monitors shall be fully operational prior to hand over.