National Cemetery Administration (NCA)
Black Hills National Cemetery (BHNC)
STATEMENT OF NEED
Requirement of Aggregate Materials

GENERAL INFORMATION

Title of Project: Aggregate Materials Requirement

Black Hills National Cemetery has a requirement for the following materials: Concrete Sand, ¾" Road Base Gravel, Crushed Fines, 3/8" Clean Gravel Chips, Topsoil, and Fill Dirt.

Statement of Need:

The vendor shall provide material only when requested by the cemetery Contracting Officer Representative (COR). The transportation/delivery of material to the cemetery will be provided by the vendor and offloaded in a designated location provided by the COR at the time of delivery. The delivery price shall be included in the total price of the contract.

SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverable: The Vendor shall provide the following material upon request by the COR:

LINE:	Description	Unit	Max Qty
0001	Provide ¾" Road Base Gravel (1 qty = 1 ton)	Each	90
0002	Provide Crushed Fines (1 qty = 1 ton)	Each	90
0003	Provide 3/8" Clean Gravel Chips (1 qty = 1 ton)	Each	180
0004	Provide Concrete Sand (1 qty = 1 ton)	Each	120
0005	Provide Screened Topsoil (1 qty = 1 ton)	Each	75
0006	Provide Fill Dirt (1 qty = 1 ton)	Each	75

FOB: Destination

The contractor shall deliver to Black Hills National Cemetery located at 20901 Pleasant Valley Drive, Sturgis, SD 57785 the following: Concrete Sand, ¾" Road Base Gravel, Crushed Fines, 3/8" Clean Gravel Chips, Topsoil, and Fill Dirt. See Attachment B for map of Black Hills National Cemetery

Period of Performance: The term of this contract shall be for a period from Date of contract award through 365 calendar days plus four (4) 1-year Options, if exercised. Contractor shall submit an invoice electronically, in arrears, at the end of each month.

Federal Holidays: (Holidays observed by the Federal Government)

New Year's Day	1st day of January
Martin Luther King's Birthday President's Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	19th day of June
Independence Day	4th day in July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11th day in November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25th day of December

Requirements:

¾" ROAD BASE GRAVEL: 3/4" Road Base Gravel delivered to the Spoils Area and used as stabilizing aggregate for gravel road maintenance and other required tasks in need of gravel.

Quantities**:** Estimated at 6 Trips (Truckload/15 tons) each base and option year.

Delivery**: Once a task order for supplies has been awarded by the CO, cemetery staff will send an email requesting a specific quantity from that task order to be delivered.** ¾" road base gravel is to be delivered from Monday thru Friday from 8:00 am to 4:30 pm. Material shall be delivered within fifteen (15) days from day requested.

Truckload of ¾" base course road gravel fluctuates; depends on production plant.

CRUSHED FINES: Crushed Fines to be delivered to Maintenance Compound and used daily for interment operations and head stone maintenance.

Quantity**:** Estimated at 6 Trips (Truckload/15 tons) each base and option year.

Delivery: **Once a task order for supplies has been awarded by the CO, cemetery staff will send an email requesting a specific quantity from that task order to be delivered.** Crushed fines are to be delivered from Monday thru Friday from 8:00 am to 4:30 pm. Material shall be delivered within fifteen (15) days from day requested.

Truck size is restricted to 15 tons – No pup or side dump trailer allowed in this area.
Truckload of dry fine fluctuates; depends on production plant.

3/8" CLEAN GRAVEL CHIPS: 3/8" Clean Gravel Chips to be delivered to the Spoils Area and used daily as stabilizing aggregate for interment operations (first or subsequent interments in traditional sections) to prevent sunken graves.

Quantities**:** Estimated at 12 Trips (Truckload/15 tons) each base and option year.

Delivery**: Once a task order for supplies has been awarded by the CO, cemetery staff will send an email requesting a specific quantity from that task order to be delivered.** 3/8" Clean Gravel Chips are to be delivered from Monday thru Friday from 8:00 am to 4:30 pm. Material shall be delivered within fifteen (15) days from day requested.

Truckload of 3/8" Clean Gravel Chips fluctuates; depends on production plant.

CONCRETE SAND: Concrete sand to be delivered to the Maintenance Compound and used daily as stabilizing aggregate for interment operations (first or subsequent interments in traditional sections) to prevent sunken graves among other required tasks in need of sand.

Quantities**:** Estimated at 8 Trips (Truckload/15 tons) each base and option year.

Delivery**: Once a task order for supplies has been awarded by the CO, cemetery staff will send an email requesting a specific quantity from that task order to be delivered.** Concrete sand is to be delivered from Monday thru Friday from 8:00 am to 4:30 pm. Material shall be delivered within fifteen (15) days from day requested.

Truck size is restricted to 15 tons – No pup or side dump trailer allowed in this area.
Truckload of concrete sand fluctuates; depends on production plant.

SCREENED TOPSOIL: Screened Topsoil delivered to the Maintenance Compound and used for ground maintenance operations prior to placing sod on gravesites to help prevent the ground from sinking or shifting along with growing healthy turf among other required tasks in need of topsoil.

Quantity**:** Estimated at 5 Trips (Truckload/15 tons) each base and option year.

Delivery: **Once a task order for supplies has been awarded by the CO, cemetery staff will send an email requesting a specific quantity from that task order to be delivered.** Screened topsoil is to be delivered from Monday thru Friday from 8:00 am to 4:30 pm. Material shall be delivered within fifteen (15) days from day requested.

Truck size is restricted to 15 tons – No pup or side dump trailer allowed in this area.
Truckload of dry fine fluctuates; depends on production plant.

FILL DIRT: Fill Dirt delivered to the Maintenance Compound and used for back-filling gravesites to help prevent the ground from sinking or shifting.

Quantity**:** Estimated at 5 Trips (Truckload/15 tons) each base and option year.

Delivery: **Once a task order for supplies has been awarded by the CO, cemetery staff will send an email requesting a specific quantity from that task order to be delivered.** Screened topsoil is to be delivered from Monday thru Friday from 8:00 am to 4:30 pm. Material shall be delivered within fifteen (15) days from day requested.

Truck size is restricted to 15 tons – No pup or side dump trailer allowed in this area. Truckload of dry fine fluctuates; depends on production plant.

ROLES AND RESPONSIBILITIES

The Contractor employees shall behave with appropriate decorum, courtesy, and respect while within the Cemetery or at its perimeter or entrances. See Attachment A Dignity Clause for more information.

All personnel delivering material must be trained in NCA rules of behavior and aware of their surroundings at all times to prevent any damage to Government property.

The Contractor must meet all safety requirements of Black Hills National Cemetery's Safety Officer, Department of Veterans Affairs, Occupational Safety and Health Administration, and the State of South Dakota. It is incumbent upon the Contractor to be familiar with these requirements and maintain regular and routine contact with the COR and Safety Officer of Black Hills National Cemetery.

The contractor will obtain all necessary licenses and/or permits required to perform this work. Contractor will take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract. Contractor will be responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by contractor's employee's fault or negligence and will maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of South Dakota.

Contractor shall be consistent and fully compliant with all applicable Federal, State, County, city laws, and Environmental Protection Agency guidelines and regulations.

The Contractor shall perform the services as specified herein. Changes in delivery schedules or delays must be communicated with the COR. The contractor must request, in writing, any deviations to these hours and receive approval from the COR in advance of any changes.

Due to the location of the material storage area in the Maintenance Compound, there is a restriction on the size of the delivery truck. The Maintenance Compound can accommodate a delivery truck no larger than a 15-ton load capacity. No side-dump or pup-trailers are permitted

as these larger delivery trucks cannot turn around in the Maintenance Compound. The Spoils Area has no delivery restrictions.

For safety reasons, contractor personnel are not allowed to be transported throughout the cemetery holding onto or riding in the back of any open pickup truck or other vehicle.

At the end of each workday, unless otherwise specified by the COR, the contractor shall remove all debris resulting from work. At all times rubbish and trash generated by the contractor shall be kept clear of vehicular and pedestrian circulation throughout the site.

The contractor shall submit electronic invoices through Tungsten network within ten (10) calendar days after the material is delivered. The contractor and Black Hills National Cemetery POC shall jointly review the dispatch tickets to proceed accordingly with the correct invoice processing.

Identification is required for contractor's vehicles and its personnel.

Contractor's vehicle shall access cemetery thru BHNC main entrance, located at 20901 Pleasant Valley Drive, Sturgis, SD 57785. The driver shall wait to receive drop-off instructions by BHNC authorized personnel.

Transited and drop-off/delivery areas shall be maintained safe and secured. Contractors shall use public restrooms located near the main entrance.

Areas are to be left in a condition equal to or better than that which existed. In the event damages result to turf, structures, headstone, markers, monuments, irrigation sprinkler, trees, gravesites, curb, road, flower vases, facility structures, fences, disfigurement or damage to structure or property on or adjacent to this project, third parties, etc., due to neglect by the Contractor, repair, replacement and/or replacement costs of the damaged item will be required at no additional cost to the Government as directed by the COR.

Documentation Requirements:

- Valid driver's license / DOT CDL appropriate License
- Insurance documents

DIGNITY CLAUSE

Respect for Headstones and Markers in National Cemeteries; Handling of Markers and Headstones

1. Every action by contractor personnel at a national cemetery must be performed with the special care, reverence, dignity, and respect that acknowledges the cemetery as the final resting place that commemorates the service and sacrifice that service members, Veterans and their families made for our Nation. Critically important is the awareness required of the Contractor employees of the remains buried in the grounds where the work is performed. The utmost care must be given to these remains and the headstones and flat grave markers that mark those gravesites and memorialize the service of individuals.

    a. Contractors cannot walk, stand, lean, sit or jump on headstones or markers. Nor can they drive over them.

    b. No tools, equipment or other items will be placed or leaned on headstones or markers.

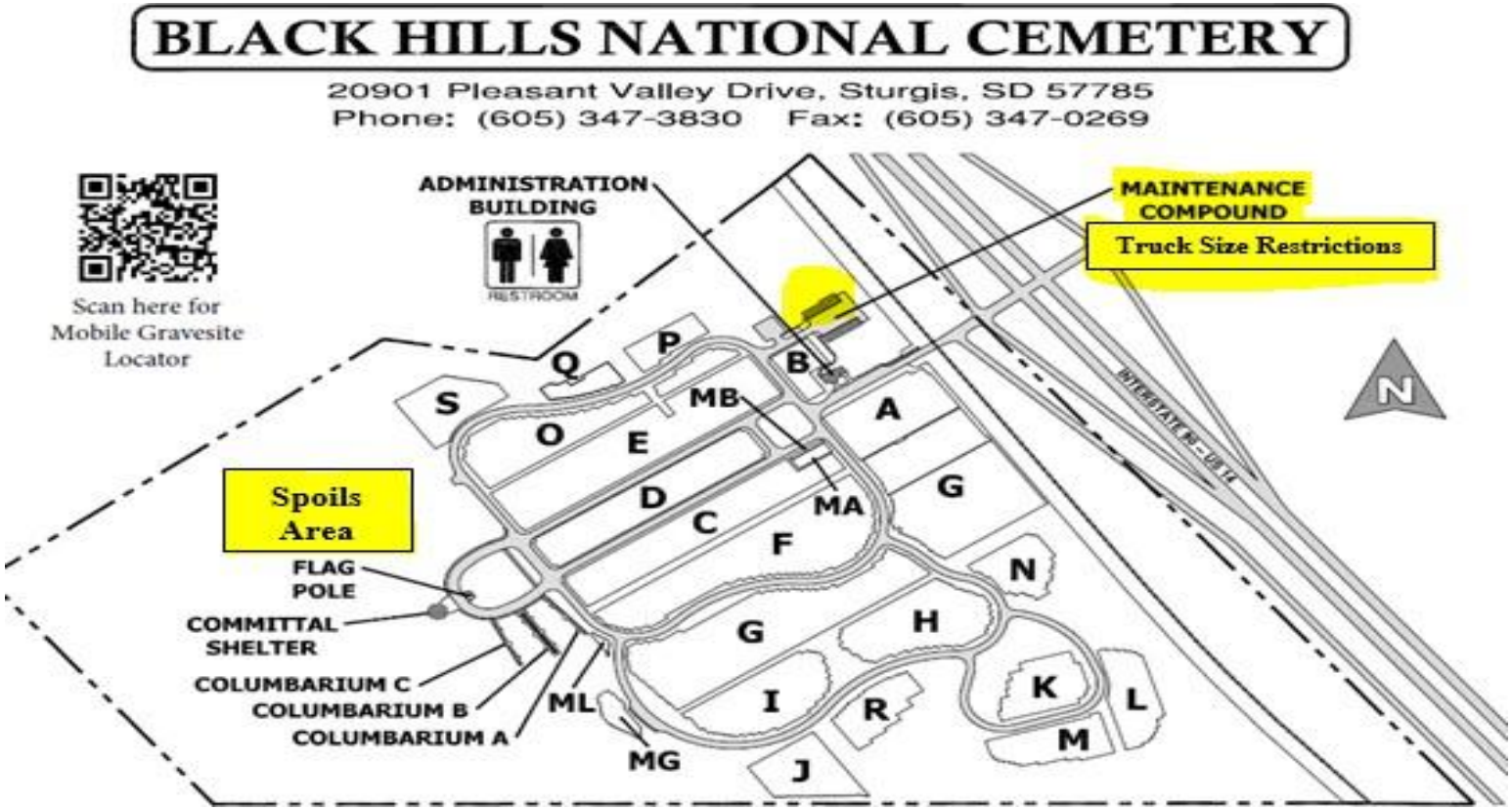
    c. Use care not to scratch or damage markers in any manner.

    d. Contractor shall be responsible for replacing damaged headstones and markers and for restoring turf damaged during performance of this work.

    e. Additionally, should any activity result in the exposure and/or damage to any remains, container for remains (e.g., casket or urn), or outer burial container, the contractor must contact the COR, Director/Assistant Director, or Contracting Officer (CO) for guidance.

2. Any doubts as to proper procedures shall be brought to the attention of the COR, Director/Assistant Director, or CO for guidance or resolution.

3. The contractor is required to discuss the guidance with employees and/or subcontractors and have each employee sign a statement of compliance and deliver the signed statement to the COR before work may begin. (END)

ATTACHMENT – B Black Hills National Cemetery Map

*Cemetery map annotating locations for deliveries and locations where truck size is restricted.