

CHEVRON U.S.A. INC.
MANUFACTURING DEPARTMENT
EL PASO, TEXAS

SPECIFICATION NO. EP-291-A
ATTACHMENT NO. 1
DECEMBER 14, 1989 (HLL)
PAGE 1 of 2

ATTACHMENT NO. 1
BOTTLE WASH AND JANITORIAL SERVICES - REFINERY LABORATORIES

1.0 SCOPE

- 1.1 This Attachment covers the performance of bottle wash and janitorial services at the El Paso Refinery Laboratories.

2.0 GENERAL

- 2.1 Contractor Representatives shall be the Laborer Foreman up to the limit of his responsibility, and the General Foreman or Superintendent, as applicable, beyond.
- 2.2 The Laboratory Supervisor or his designate will be assigned Company Representative to administer the details of the contract, to adjust manpower requirements and/or work schedules, and to approve daily time records for all CONTRACTOR bottle wash and janitorial work within their areas of responsibility.

3.0 DETAILS OF THE WORK

- 3.1 CONTRACTOR shall perform combined bottle wash and janitorial work outlined in Appendix A, attached hereto. Working hours will be 7:30 a.m. to 4:00 p.m., 8 hours work with 30 minutes unpaid lunch period, five days per week. Accounting Charge No. 1-7170-560150-AOPR.
- 3.2 CONTRACTOR shall maintain adequate janitorial supplies at each location. CONTRACTOR shall monitor the level of supplies and distribute throughout the respective work areas as required.
- 3.3 CONTRACTOR shall notify Company Representative when new janitorial supplies and/or sample bottles and/or bottle corks are required, detailing each item, and purchase necessary replacements from Refinery Storehouse per Sub-Section 5.13 below.

4.0 ITEMS TO BE FURNISHED BY CONTRACTOR

- 4.1 Labor, Miscellaneous Tools and Equipment, Vehicles, and Material
- 4.11 CONTRACTOR shall furnish one English speaking semi-skilled laborer and equipment, materials, tools and supplies, except as outlined in Section 5.0, to perform work outlined in Section 3.0.
- 4.12 CONTRACTOR shall furnish labor for additional temporary janitorial services, such as window cleaning and floor waxing (shampooing) as requested by COMPANY.

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5.0 ITEMS TO BE FURNISHED BY COMPANY

5.1 Bottle Wash Equipment, Janitorial Tools, Vehicle and Material

- 5.11 COMPANY shall furnish all bottle wash equipment and janitorial tools and supplies normally required by CONTRACTOR personnel to perform the work.
- 5.12 COMPANY will provide the Laboratory Truck as necessary for performance of the combined bottle wash and janitorial work.
- 5.13 Generally, the COMPANY will furnish and deliver all items of material required by the CONTRACTOR. CONTRACTOR shall use COMPANY Purchasing Department Form GO-111, "Materials Requisition", to order material from Refinery Storehouse stock, or if the material is not a stock item, from an outside supplier. The GO-111 must be signed by the Company Representative before the material is delivered or, if necessary, picked up by the CONTRACTOR at the Storehouse or other designated location. CONTRACTOR shall use the refinery delivery system.

6.0 CONTRACT PRICE

- 6.1 COMPANY agrees to compensate CONTRACTOR in accordance with Appendix A and as shown on CONTRACTOR's "Labor Rate Computation Sheet MFG-4398, Exhibit-I", attached hereto.

7.0 ACCOUNTING OF CONTRACT COSTS

- 7.1 CONTRACTOR shall keep an accounting of all labor, equipment and material furnished by CONTRACTOR and shall prepare and render by the end of each shift to Company Representative a report using COMPANY's Time and Material Daily Report, Form MFG-1638-8.

CONTRACTOR shall retain the white and yellow copies of each Time and Material Daily Report and furnish Company Representative with green and pink copies after Company's and Contractor's Representatives have each signed the Time and Material Daily Report, acknowledging that it is correct. These Time and Material Daily Reports shall be used as a basis for computing the total contract price. When submitting invoices for the work, CONTRACTOR shall furnish one (1) copy of the invoice and attach the yellow copy of each Time and Material Daily Report pertaining thereto.

7.2 Invoicing Instructions

- 7.21 CONTRACTOR shall furnish COMPANY a separate invoice for this bottle wash and janitorial services work.
- 7.22 CONTRACTOR shall furnish invoices as outlined in Sub-Section 8.2 of Specification No. EP-291-A.

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APPENDIX A
BOTTLE WASH AND JANITOR WORK
FOR COMBINED BOTTLE WASHER AND JANITOR

<u>Work Description and Frequency Rate</u>	<u>Qty. Cntl.</u> <u>Lab Building</u>	<u>Octane Test</u> <u>Lab Building</u>	<u>Asph. Plant</u> <u>Lab Only</u>	<u>Sampling</u> <u>Locations</u>
A - <u>Daily</u>				
1 - Sweep upstairs floors	X			
2 - Sweep floors		X	X	
3 - Empty wastebaskets	X	X	X	
4 - Clean lunchroom and kitchen unit	X			
5 - Wash dirty sample bottles	X			
6 - Clean bottle wash equipment and surrounding area	X			
7 - Clean restrooms	X			
B - <u>Twice Weekly</u>				
1 - Sweep downstairs floors	X			
2 - Empty large trash cans	X	X	X	
3 - Clean locker rooms	X			
4 - Exchange dirty sample bottles with clean				X
C - <u>Weekly</u>				Rheniformer
1 - Mop floors	X	X	X	No.6 Crude
2 - Wax tiled floors	X		X	FCC
3 - Dust furniture	X	X	X	Gas Oil Unit
4 - Sanitize restrooms, locker rooms, drinking fountains, and lunchroom sink.	X			South Alky
5 - Sweep exterior entrances and steps	X	X	X	Vac Flasher
				TCL Racks
				North Alky
				Crude Stills
				Tank Field
D - <u>Twice Monthly</u>				
1 - Dust sills, shelves and cabinet tops	X	X	X	
E - <u>Monthly</u>				
1 - Dust cabinets, lockers and doors	X	X	X	
F - <u>Four Times Per Year</u>				
1 - Clean interior partitioned windows	X			
2 - Clean furniture, sills, shelves, cabinets and lockers	X	X	X	
G - <u>Yearly</u>				
1 - Clean interior woodwork and metal trim	X	X	X	
2 - Clean exterior windows, doors, and door trim	X	X	X	
3 - General cleaning and straightening	X	X	X	

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ATTACHMENT NO. 2
HYDROCARBON RECOVERY SERVICES

1.0 SCOPE

- 1.1 This Attachment covers the performance of hydrocarbon recovery services at the El Paso Refinery.

2.0 GENERAL

- 2.1 Contractor Representatives shall be the General Foreman or Superintendent, as applicable.
- 2.2 The HRTF Supervisor or his designate will be assigned Company Representative to administer the details of the contract, to adjust manpower requirements and/or work schedules, and to approve daily time records for all CONTRACTOR hydrocarbon recovery work within their areas of responsibility.

3.0 DETAILS OF THE WORK

- 3.1 CONTRACTOR shall perform hydrocarbon recovery work outlined in Appendix A, attached hereto. Working hours will be 7:30 a.m. to 4:00 p.m., 8 hours work with 30 minutes unpaid lunch period, five days per week. Accounting Charge No. 3015-01-OPR.
- 3.2 CONTRACTOR shall comply with OSHA training requirements 29 CFR 1910.120, as applicable. CONTRACTOR shall maintain and be able to provide upon request, documentation of applicable safety training for all site workers.
- 3.3 CONTRACTOR shall maintain hydrocarbon recovery equipment for safe and reliable operation.
- 3.4 CONTRACTOR shall maintain accurate and timely hydrocarbon recovery records.

4.0 ITEMS TO BE FURNISHED BY CONTRACTOR

4.1 Labor, Miscellaneous Tools and Equipment, Vehicles, and Material

- 4.11 CONTRACTOR shall furnish one English speaking technician and equipment, materials, tools and supplies, except as outlined in Section 5.0, to perform work outlined in Section 3.0.
- 4.111 CONTRACTOR shall furnish an office/storage trailer, hydrocarbon recovery transfer truck and pickup truck as necessary for performance of the work.
- 4.12 CONTRACTOR shall furnish labor for additional services as requested by COMPANY.

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5.0 ITEMS TO BE FURNISHED BY COMPANY

- 5.1 COMPANY shall furnish all gauging equipment and supplies normally required by CONTRACTOR personnel to perform the work.
- 5.2 Generally, the COMPANY will furnish and deliver all items of material required by the CONTRACTOR. CONTRACTOR shall use COMPANY Purchasing Department Form GO-111, "Materials Requisition", to order material from Refinery Storehouse stock, or if the material is not a stock item, from an outside supplier. The GO-111 must be signed by the Company Representative before the material is delivered or, if necessary, picked up by the CONTRACTOR at the Storehouse or other designated location, CONTRACTOR shall use the refinery delivery system.

6.0 CONTRACT PRICE

- 6.1 COMPANY agrees to compensate CONTRACTOR in accordance with Appendix A and as shown on CONTRACTOR'S "Labor Rate Computation Sheet MFG-4398, Exhibit-I", attached hereto.

7.0 ACCOUNTING OF CONTRACT COSTS

- 7.1 CONTRACTOR shall keep an accounting of all labor, equipment and material furnished by CONTRACTOR and shall prepare and render by the end of each shift to Company Representative a report using COMPANY'S Time and Material Daily Report, Form MFG-1638-8.

CONTRACTOR shall retain the white and yellow copies of each Time and Material Daily Report and furnish Company Representative with green and pink copies after Company's and Contractor's Representatives have each signed the Time and Material Daily Report, acknowledging that it is correct. These Time and Material Daily Reports shall be used as a basis for computing the total contract price. When submitting invoices for the work, CONTRACTOR shall furnish one (1) copy of the invoice and attach the yellow copy of each Time and Material Daily Report pertaining thereto.

7.2 Invoicing Instructions

- 7.21 CONTRACTOR shall furnish COMPANY a separate invoice for this hydrocarbon recovery services work.
- 7.22 CONTRACTOR shall furnish invoices as outlined in Sub-section 8.2 of Specification No. EP-291-A.

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APPENDIX A
HYDROCARBON RECOVERY WORK

Work Description and Frequency Rate

A. Daily

- 1 - Check status of all hydrocarbon recovery systems for function, hazardous conditions, spills, leaks, housekeeping, etc.
- 2 - Optimize recovery in four systems per day (rotating cycle to optimize each system weekly)
- 3 - Report data on each system optimized

B. Weekly

- 1 - Gauge recovery tanks
- 2 - Submit Weekly Production Report using calculated values
- 3 - Submit Weekly Production Rate memo

C. Bi-Weekly

- 1 - Transfer recovered product as required
- 2 - Submit transfer report

D. Monthly

- 1 - Gauge all monitor and recovery wells
- 2 - Submit well gauging report
- 3 - Update well data, computer program
- 4 - Submit Monthly Production Report