Request for Proposals

Aviation Fuel Farm Expansion Project

May 1, 2018
GSP Fuel Farm Expansion Project

I. Project Overview

The Greenville-Spartanburg Airport District (District) is requesting proposals for turnkey design-build services to provide and install a new 30,000-gallon horizontal Jet-A fuel tank at an existing fuel farm at Greenville-Spartanburg International Airport (GSP) located in Greer, SC.

II. Guide for Submitting Proposals

The District will receive proposals from all responsible and qualified proposers (Proposers) for the GSP Fuel Farm Expansion Project which includes all required design and permitting services and the provision and installation of a new 30,000-gallon horizontal Jet-A fuel tank and associated connection and equipment at an existing aviation fuel farm at GSP. Proposals must be received by May 11, 2018 at 2:00 p.m. EST. No proposals will be accepted after that time unless the date or time is extended pursuant to an addendum issued by the District. The Request for Proposal (RFP) and any addenda may be downloaded at https://www.gspairport.com/bids-rfps-and-rfqs/ under “Current Opportunities”.

No interpretation or clarification regarding this RFP will be made verbally to any Proposer. Requests for interpretation or clarification must be submitted electronically via email to Kevin Howell at khowell@gspairport.com. When submitting a request for interpretation or clarification, Proposers are requested to reference the RFP page and/or topic number pertinent to the question(s). All questions must be submitted no later than the date and time stated in the RFP Schedule. Any questions received after the deadline will not be addressed.

Interpretations, clarifications and supplemental instructions from the District will be issued in the form of an addendum. All addenda will be posted to the GSP website at https://www.gspairport.com/bids-rfps-and-rfqs/, under the “Current Opportunities” section. All interested Proposers are responsible for checking the website for addenda. Proposers shall acknowledge their receipt and review of all posted addenda in their Proposal.

Only the written interpretations, clarifications or supplemental instructions set forth in the posted addenda shall be binding, and Proposers are warned that no other source is authorized to give information concerning, explaining or interpreting this RFP.

No pre-proposal meetings will be held. Proposers are encouraged to visit the site in person prior to preparing a proposal. Proposers may schedule a site visit by contacting Kevin Howell at 864-848-6269 or by email at khowell@gspairport.com.

The District reserves the right to waive any informality or irregularity in any...
proposal or bid guaranty, to reject any or all proposals, to award or refrain from awarding a contract for the work, and to negotiate with the apparent most qualified responsible proposer to such extent as may be determined solely in the opinion of the District to be most beneficial to the District.

Proposals must provide the following written information. Proposers must organize their proposal to address the scope being proposed as identified in this RFP, identify any exceptions, outline the cost(s) to the District and provide a schedule through completion identifying when the tanks will be fully operational. Failure to comply with the RFP or provide all required all information may result in rejection of the Proposal.

Proposals are to be delivered by mail, email or hand-delivery as follows:

Greenville-Spartanburg Airport District
Attn: Kevin Howell, Senior Vice President/COO
2000 GSP Drive, Suite 1
Greer, SC 29651

or

Email: khowell@gspairport.com

### III. Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>May 1, 2018</td>
<td>Issue RFP</td>
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<tr>
<td>May 8, 2018</td>
<td>Deadline for Questions @ 2:00 p.m. ET</td>
</tr>
<tr>
<td>May 9, 2018</td>
<td>Final Addendum Issued (if necessary)</td>
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<tr>
<td>May 11, 2018</td>
<td>Proposals Due @ 2:00 p.m. ET</td>
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<tr>
<td>May 14, 2018</td>
<td>Notice of Award, NTP</td>
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<tr>
<td>September 1, 2018</td>
<td>District Desires Project Completion &amp; Tank Available for Use</td>
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The District reserves the right to modify the schedule above in its sole discretion. Any such modifications will be issued in an addendum.
IV. Project Details

Scope of Work & Deliverables

The successful proposer shall be responsible for providing complete design-build services for a new 30,000-gallon Jet A fuel storage tank at an existing fuel farm (completed in December 2016) located at the Greenville-Spartanburg International Airport (GSP).

Proposer shall utilize licensed and qualified design professionals licensed in the South Carolina to complete any necessary design documents required for the project in accordance with all applicable codes and regulatory authority requirements. Proposer may either perform requirements in-house or contract sub-consultants as necessary for the project.

Proposer shall be responsible for submitting signed and sealed documents, including all applications and ancillary information required by the authorities having jurisdiction to the permitting and regulatory approval department(s) for review in gaining final approvals and permits.

Tank & Equipment:

30,000-gallon, single wall, UL-142 storage tank with the following components and features:

1. Internal epoxy coating for use with aviation fuel
2. Floating suction system with test cable
3. Venting as required by NFPA
4. Tank sloped to rear and equipped with “sump drain” for water removal
5. Fire rated tank shut-off valves and emergency fire shut off valve
6. Ground reading tank level gauge and 4” Veeder Root Electronic level probe
7. 95% overfill protection system “CLA-VAL” with “test feature”
8. Two (2) access man-ways
9. Tank set up to connecting to existing 400-GPM pump and filter system manifolds
10. Painted with high quality paint and labeled with required decals and placards

Installation and Commissioning:

1. Deliver and install one (1) 30,000-gallon horizontal Jet A tank
2. Contractor shall ensure during the design phase the tank structure will match the existing concrete foundations.
3. Supply and install required 4” stainless steel piping, connect existing pipe manifold to new storage tank
4. Fabricate and install matching catwalk extension to join with existing catwalks with interconnecting bridge and access to operator utilized tank top openings on new tank
5. Installation and start-up of Veeder Root level probe connection to existing gauging system with high level alarms including additional alarm at QC/QA shack for new tank
6. Perform 5-day “soak test” on new storage tank in accordance with supplier guidelines and ASTM 1655 (fuel for tank test fill to be supplied by District)
7. Contractor will coordinate and perform all project work in a way that does not interfere with existing fuel farm operations

Location/Site
1. Exhibit A attached indicates the location of the existing aviation fuel farm located at 1830 GSP Drive, Greer, SC.
2. Exhibit B attached is a site plan of the existing fuel farm and shows the existing tanks and the location of the proposed new Jet A tank.

Project Designs
Proposer is responsible for all required design and permit documents. See Scope of Work & Deliverables.

Supervision
Proposer shall provide an on-site superintendent or project manager to monitor, manage and control all project work at GSP. The superintendent/project manager shall be experienced in fuel farm or fuel storage tank installation and shall be fully capable and authorized to make project related decisions on behalf of the company during the project. The superintendent/project manager shall be committed to the project for the duration of the onsite field work through turnover to the District. Proposer shall provide a resume of their proposed superintendent/project manager as part of their proposal package for the District to review. District reserves the right to reject any unqualified or unacceptable superintendent/project manager solely in the opinion of the District.

V. Mandatory Requirements
Proposer shall be licensed and/or use sub-contractors licensed to perform the appropriate work in the State of South Carolina. Proposer shall submit license numbers for review as part of their proposer.

Proposer shall utilize licensed and qualified design professionals licensed in the South Carolina to complete any necessary design documents required for the project in accordance with all applicable codes and regulatory authority requirements. Proposer may either perform requirements in-house or contract sub-consultants as necessary for the project.
Prior to execution of the Agreement, the selected Proposer will be required to furnish District with a performance and payment bond (P&P Bond) under the Agreement. The amount and terms of the P&P Bond will be governed by the Agreement. The selected proposer is required to maintain the P&P Bond per the final agreement. As part of the proposal, a letter confirming the Proposer’s ability to obtain a P&P Bond in accordance with the terms of the Agreement is required.

Insurance

- **General Liability:** $5,000,000 CSL Per Occ
- **Automobile Liability:** Same as GL Limit
- **Umbrella Liability:** As Necessary to Meet GL and Auto Requirements
- **Workers Compensation:** $1,000,000
- **Professional Liability:** $1,000,000 Per Occ / $2,000,000 Annual Aggregate
- **All Risk Property:** Replacement Cost Basis of Subject Property
- **Pollution Liability:** $1,000,000 Per Occ / $2,000,000 Annual Aggregate

VI. **Attached Documents**

1. Exhibit A - Location/Site Map
2. Exhibit B - Site Plan Existing Fuel Farm
3. Exhibit C - GSP Safety and Health Programs for Construction Projects
GSP Aviation Fuel Farm Expansion Project - RFP
Exhibit B - Existing Fuel Farm Site Plan

1. PROTO CONSTRUCTION,excavation,or excavation of
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SAFETY AND HEALTH PROGRAMS FOR CONSTRUCTION PROJECTS

February 27, 2014
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Greenville-Spartanburg Airport District Safety Programs for Construction Projects

This Safety Program, along with any additions or modifications that may become necessary during the life of the project, should assist in keeping incidents to a minimum throughout the construction process. This Program is to be used in conjunction with each subcontractor’s own written safety and health program and the Greenville-Spartanburg Airport District Safety Procedures and Policies manual, which is available for review.

All contractors and their employees engaged in work on this project must comply with all federal, state and local safety codes and regulations along with the recommendations of the GSP Airport District Safety, Health, and Environmental manual as a minimum.

We must realize that incident prevention is mandatory, beneficial to all, and the responsibility of every individual on this project, whether management, field staff, or any other position.

You, as an employer, have a responsibility to provide a safe and healthful work place for you employees, as well as others, in order to keep incidents to a minimum. GSP Airport District requests that you give your full support and cooperation to the Project Safety Program throughout the construction process.

Risk and Safety Management

This safety program embodies the prevention of incidental injury, property damage, fire damage and hazardous product occupational illnesses. There is no feature of our work that is of greater importance.

GSP Airport District recognizes that the prevention of incidents is imperative and it is our policy to provide a safe workplace. All contractors employed on our jobs are expected to conduct their work in a safe manner. Each contractor has a contractual obligation to perform their work using safe methods in order to eliminate injury to employees, the public and damage to property.

Congress has recognized the importance of incident prevention by enacting the Occupational Safety and Health Act of 1971. It is the responsibility of all employers to comply with these and any like regulations, which may impose now or in the future.

Planning

The establishment of a pre-job and pre-phase safety-planning program for safety and hazard communication effectively prevents incidents. Awareness of potential loss-producing sources becomes a factor in the selection of work methods and equipment. All phases will be planned out with the contractor and all subcontractors.
General Safety Program

Incident prevention is the responsibility of each employee – neglecting safety is neglecting job responsibilities. The purpose of the safety program is to prevent incidents, outline duties and responsibilities of all parties, and to emphasize a plan for safety education to promote the identification and elimination of hazards.

The principles outlined in this program should provide a foundation for a safe working environment. Strict adherence to the intent of this program is to be considered a contractual requirement. Failure to comply could result in GSP Airport District withholding payments, fining subcontractors, and possibly removing companies and/or individuals from the project.

Responsibilities of All Project Employees

- Perform work to prevent incidents to themselves, fellow workers, general public, and property.
- Alert supervisors to dangerous situations
- Cooperation with principles of the Airport District’s Safety Program and all OSHA Federal, State and Local Codes and Regulations and their company’s Safety Program.
- Safe utilization of all tools and equipment.
- Attend weekly Tool Box talks.
- Wear all appropriate and required personal protective equipment.
- Shall assure proper housekeeping in their work areas. Work in vicinity of aircraft operations shall require special procedures for material control and the prevention of foreign object damage (FOD) to airplanes.

Responsibilities of Subcontractors

In the absence of a Project Manager, the contractor’s lead person, foreman, or superintendent onsite will automatically assume the responsibility for the following:

- Assist Contractor’s Management staff in the recognition and correction of hazards.
- Report all safety related matters to contractor immediately.
- Shall be responsible for contractor incident reporting.

Basic Principles of the Safety Program for All Contractors

1. All subcontractors shall designate a competent on site person to coordinate and conduct Safety efforts for their group.
2. All project employees shall comply with Federal, State and Local Codes and Regulations, and Airport District safety requirements.
3. Plan all work to eliminate or minimize personal injury or damage to employees or the public.
4. All general contractors shall submit their company’s Project Safety Program to the Airport Project Manager in writing prior to the start of their work. This program shall list the positive steps the contractor intends to utilize for the prevention of incidents to their employees, other contractors and the public. As a minimum, the contractor’s safety program shall incorporate all the basic principles of this safety program.

5. Contractors shall provide their workers with all safety and personnel protective equipment and tools and enforce their use as required by the safety program, Federal, State and Local Codes and Regulations.

6. Have a scheduled inspection and maintenance program for all tools and equipment.

7. Each job construction trailer shall be equipped with at least a 20 lb. ABC fire extinguisher in good working order with prominent signage leading to location and an OSHA recommended first aid kit and each trade Superintendent or foreman shall have an OSHA manual. Construction trailer with phones shall have posted telephone numbers of the following: A list of doctors, hospitals, ambulance service, fire department and police department. If gang boxes are used in lieu of a construction trailer, the gang box shall contain an OSHA recommended first aid kit and OSHA manual, all to be furnished by the subcontractor.

8. Each subcontractor shall enforce the wearing of ANSI approved hard-hats, safety glasses with attached side shields and high visibility vests when regulated and shall remove from the project anyone not complying with this requirement.

9. All personnel shall wear shirts, long trousers and proper hard-soled work boots at all times. No shorts, tennis shoes, tank tops, etc., will be permitted.

10. Metal ladders of any type and painted wooden ladders will not be permitted on this project. Each contractor is responsible for his entire subcontractor’s and supplier’s regardless of tier, compliance with the Project Safety program and all Federal, State and Local Codes and Regulations. Delivery personnel will not be allowed on the site without complying with these codes/regulations.

11. Any person not directly involved with the on-site construction of this project must not enter the site without first going to the Project Manager and signing a visitor’s release and obtaining a hard hat, safety glasses and vest which are to be returned the same day.

12. Low velocity power actuated tools shall only be permitted on this project. This is defined as that where the stud or pin has velocity not in excess of 300 feet per second when measured 6-1/2 feet from the muzzle of the fastening tool. All operators of any power-actuated tool must carry a current certification from the manufacturer of the tool in use.

13. There will be no smoking except in designated areas.

14. Alcoholic beverages or illegal drugs are not permitted on this project.

15. Radios with earphones are not permitted on this project.

16. All scaffolds shall be checked daily and before each use for safety compliance. No scaffold shall be left at anytime in an unsafe condition and shall be removed immediately if not to be used again.

17. All extension cords, cables and hoses shall be inspected daily for any damage and repaired immediately or tagged and removed from use until repaired.
18. No material shall be stored within 6 feet of a floor opening or 10 feet of the perimeter of the building. For assistance with storage location, contact the Airport Project Manager.

19. All equipment, materials, and debris shall be secured at all times or removed immediately to grade level, until the building is enclosed, to prevent wind blown objects.

20. If for any reason, a contractor must remove cables, barricades or any other safety related item in order to perform his work, it shall be the responsibility of that contractor to replace them immediately when the work is halted or completed. Failure to comply with this directive shall result in the Airport fining the contractor and performing this work at the contractor’s expense.

21. Each contractor shall be responsible for maintaining general housekeeping in their work area and all debris shall be placed in debris containers daily.

22. All work around pedestrians shall be barricaded with appropriate plywood and warning signs.

23. All exposed rebar shall be capped in compliance with OSHA standards.

24. Jobsite trailers/construction trailer having stairs to doorways shall have a landing platform at the doorway, which extends more than 20” beyond the swing radius of the door.

25. Any perimeter work where there is a chance for falling objects, sparks, etc., requires flagging/barricades below with a flagman or other overhead protection.

26. Cranes on the jobsite will be required to have capacity/swing/boom data present at all times. Contractors are required to flag off the area of the boom/counter weight swing radius and provide an anti-two blocking device on the cable. Prior to use, the contractor must submit FAA Form 7460 (Airport District will provide and assist in filling out form). Cranes shall be visibly inspected prior to each use with a written weekly inspection documented in the operators log per OSHA requirements.

27. Contractors are to check with the Project Manager prior to loading floors with material to be assured of conforming to construction load maximums.

28. All floor openings. Core holes cut in by contractors are to be covered/barricaded properly immediately by the contractor cutting the hole/opening. Floor hole covers shall be properly secured and labeled with “Floor opening Do Not Remove.”

29. All work reformed in or adjacent to public spaces will be required to have barricades separating the public from the work. Warning signs shall be posted so as to inform the public of hazards. Flagmen are to be provided when necessary. All public areas are to be kept clean/clear of debris at all times.

30. For emergency purposes, each contractor shall submit a list to the Project Manager of key personnel, with home addresses and telephone numbers that provide the Airport a means of contacting them 24 hours a day.

31. All chemicals shall be labeled and accompanied by a Material Safety Data Sheet (MSDS). Airport shall receive a copy of the MSDS for these chemicals immediately upon their delivery to the Project. Hazard Communication is further addressed in this program.

32. OSHA Standards require that all sources of energy (electrical, mechanical, hydraulic, pneumatic, kinetic) be brought to a “zero energy state” before work is done on equipment. All contractors are to follow the Lockout/Tag out Standard, 1926.417. Programs shall be available or submitted to the Airport upon request. Each contractor is responsible for training its employees.
33. Contractors shall provide copies of all incident reports to the Project Manager immediately, but no later than within 24 hours of the incident.

34. All individuals shall maintain positive fall protection at all heights above six (6) feet regardless of trade.

35. Ground fault circuit interrupters (GFCIs) are required on all temporary electrical receptacles by the electrical contractor. All ground fault circuit interrupters will be inspected on a monthly basis by the electrical contractor. Records of these inspections shall be provided to the Project Manager. Damaged equipment shall be replaced. All electrical equipment and extension cords are to be protected by GFCIs. The OSHA Assured Grounding Program is permitted only in addition to GFCIs. Records of these tests shall be provided to the Project Manager. Flat extension cords are not permitted on this project. All cords, tools, and equipment shall be inspected daily for damage and removed from service if damaged. All electric cords and receptacles must meet the most recent NEA codes.

36. Proper designated sanitation facilities will be provided. Any person not using proper facilities will be immediately and permanently removed from the site.

37. Any and all floor openings greater than two inches (2”) in diameter must be protected and the protection maintained by the contractor who created the opening.

38. Any floor opening greater than 2” in diameter, but no larger than four square feet (4SF) may be protected by a cleated plywood cover a minimum of 5/8” thickness or other equivalent means. The cover shall be clearly labeled “Floor Opening Do Not Remove.”

39. Floor and roof openings larger than four square feet (4SF) shall be protected by the contractor that created the opening, and the protection maintained until such a time that his forces are no longer on site and the Project Manger is notified of the change. This does not include protection during steel erection. Openings larger than four square feet shall be covered by one of the following methods.

   a) Guardrails and toe boards which meet OSHA requirements.
   b) A minimum 2”x10” planking (nominal) completely covering the opening and extending a minimum of 6” beyond all sides, with additional support to be installed at spans over six feet (6’). Planking ends to be secured.
   c) Other methods shall be submitted to the Project Manager for review in advance.

40. It is understood that once a contractor begins his work directly above, below, or within ten feet (10’) of a floor or perimeter opening, that contractor is to maintain the protection of that opening.

41. In renovation and/or alteration work, identification of unmarked pipes must be made prior to any demolition or work being performed.

42. Any work involving hazardous locations that may be out of the normal construction process will require training before starting the work.

43. All fuels must be kept in metal NFPA approved containers in a designated location. No plastic fuel containers are permitted.

44. Any item or issue specifically not covered in the above shall fall under the direction of Federal, State, or Local requirements, and the Airport Safety, Environmental, and Health manual.
**Safety Meetings**

Safety will be a regular discussion item at the Weekly Contractor Coordination Meeting. All contractors shall have a representative present at this meeting.

Agenda for the safety portion of the meeting will be causes and corrections of incidents that have occurred since the last meeting, existing hazards in need of immediate correction, potential hazards involved in the work expected in the next two weeks, and methods of eliminating or protecting against them, and conditions and/or actions that may affect the public and premises, including occupants and methods for handling them.

Each subcontractor foreman or supervisor shall complete a daily (10 minutes) pre-task safety meeting with their employees to discuss the upcoming work of the day. All employed shall sign a daily attendance roster and submit it to the Project Manager with their Daily Construction report.

A monthly safety meeting shall be held by the Project Manager with representatives from all contractors attending.

**Weekly Tool Box Talks**

Each contractor shall hold Weekly Tool Box Talks. Talks shall be chaired by the Contractor’s Safety Representative.

The weekly minutes shall contain the following:
- Name of contractor and date.
- Name of contractor’s safety representative.
- Printed name and signature of all employees attending and the name of the first aid person.
- Number of employees on their payroll that day.
- Subjects discussed.
- Safety observations and comments from employees.

**Incident Reporting Requirements**

If a contractor employee is injured:

- Provisions shall be made by each contractor for immediate and proper first aid and/or doctor treatment for every work injury. Injuries may be referred to the hospital emergency room.
- Project Manager is to be notified immediately of any incident.
- One copy of each incident report involving a contractor’s employee shall be forwarded to Project Manager within 24 hours (Form Attached).
• Contractors will be individually responsible to notify Federal, State and Local authorities in the event of a fatality and/or multiple injuries requiring hospitalization (3 or more) within 8 hours of the time of the incident.

If a member of the public is injured:

• Immediately notify Airport Project Manager.
• Send public liability report to your insurance carrier promptly and forward one copy of the report to Project Manager.

Fire Prevention Program

Purpose

We are all cognizant of the dangers associated with fire and all employees have a vested interest in a fire prevention program. The following is a guide, in no way complete, setting for the minimum standards to aid in preventing losses as a result of fires or gases associated with combustion.

The principles outlined in this program should provide a reasonable chance for a fire free job. Strict adherence to the intent of this program is to be considered a contractual requirement.

Construction Trailers

1. All construction trailers shall be located at least 10 feet from materials, which present extraordinary fire hazards.
2. Each construction trailer shall have at least one 20 lb. ABC fire extinguisher in good working order with prominent signage denoting location.
3. Rubbish shall not be permitted to accumulate within areas adjacent to any construction trailer.
4. No oily clothes, oily rags, or fuels shall be stored in construction trailer.
5. All construction trailers shall be constructed in such a manner that a construction trailer fire shall cause no damage to permanent construction and installations.
6. Construction trailer shall be continually policed by their occupants to prevent accumulation of combustibles such as lunch wrappers and newspapers in and around their construction trailer.
7. Each construction trailer shall have a waste container adjacent to it supplied by the subcontractor.

Fire Prevention

1. All temporary electric must be in accordance with all current existing NEA and OSHA codes.
2. Storage of any material within 10 feet of fire hydrants is strictly prohibited. All Fire Department (FDC) connections/temporary standpipes must be kept clear and accessible at all times.
3. Work areas shall be inspected on a regular basis to prevent accumulation of combustible materials.
4. No motors or machinery shall be left running unattended during non-working hours.
5. All heating equipment shall have necessary safety devices and shall be wired, piped and operated according to all applicable codes, rules and regulations.
6. All tarps and blankets shall be of fire retardant materials.
7. All fuel and solvent containers shall be placed on drip pans.
8. No open burning or fires shall be permitted on site. Anyone doing so is subject to immediate dismissal.
9. Standpipe systems shall be kept as close as possible to progress of the structure and prevented from freezing.
10. 20 lb ABC Fire extinguishers shall be placed and maintained on the job in conspicuous locations. These fire extinguishers shall not be moved or discharged except for fighting a fire. Anyone discharging an extinguisher as a prank will be subject to immediate dismissal and the contractor will be held responsible for any damage or costs associated with this action.
11. Additional 20 lb ABC fire extinguishers shall be provided by each subcontractor when they are engaged in fire susceptible activities (i.e., welding and burning, heaters in use, tar kettles and paint storage).
12. Upon discharging of a fire extinguisher, notify the Project Manager immediately so that proper steps can be performed to energize the extinguisher for future emergencies.
13. All gas bottles such as propane, oxygen and acetylene shall be stored and tied in a vertical position in areas designated the Project Manager. All stored bottles shall be capped. Propane shall not be stored indoors.
14. All gas bottles in use shall be tied in the vertical position and capped at the end of the working day.
15. All oxygen and acetylene in use shall be in proper carts with required regulators, flash arrestors and check valves installed.
16. During welding or cutting operations, hot work, or fire susceptible operation, a full time fire watch with 20 lb. ABC fire extinguisher is required and it shall be the responsibility of the subcontractor performing this work. Fire watch must continue for a minimum of thirty (30) minutes after the fire susceptible operation has ceased. Each welding cart must have an attached fire extinguisher. Non-asbestos fire resistant blankets must be used to contain welding sparks. A hot work permit must be approved by the Airport District Fire Department if within 50 ft of an existing building.
17. All acetylene and fuel gas cylinders shall be separated from oxygen cylinders during storage by a minimum of 20 feet or by a non-combustible barrier of at least 5 feet high with a fire resistant rating of at least one half hour (ANSI Z49.1-1967).
18. All hot work will require a hot work permit.

Fire Fighting

Appropriate action is the key to the prevention of loss of life and property damage.

If a fire occurs, notify the local fire department (911 or 864-848-6264). Extinguish fire with a non-combustible such as sand or an available fire extinguisher.
Remove or shut off fuel supply if possible. All project employees shall be trained by their immediate employer in the use of a 20 lb. fire extinguisher.

**Hazard Communication**

**Purpose**

The Airport District has developed this Hazard Communication Program to be used on all projects to insure that all of our employees are informed of the hazardous chemicals known to be present on the jobsite. All contractors, subcontractors, sub-subcontractors and suppliers shall comply with all Federal/State OSHA Hazard Communication Regulations CFR 1926.21 (3) and the Hazard Communication Final Rule dated December, 2012 CFR 1926.59 and CFR 1910.1200 if applicable. Each jobsite subcontractor office shall have a copy of the Hazard Communication Standard on file. All contractors and subcontractors must sign a Hazard Communication Acknowledgement.

**Subcontractor’s Responsibilities Are (But Are Not Limited To):**

- Submit all Safety Data Sheets (SDSs) to Airport prior to use and bringing on site of the hazardous chemicals/materials.
- Must have all containers labeled with the OSHA required information for the container contents.
- Are fully responsible to train their own employed in their Hazard Communication Program.
- Must maintain their own Hazard Communication records
- Comply fully with the Federal/State Hazard Communication Program.

**Safety Data Sheets (SDS)**

Subcontractors are to submit to the Airport Material Safety Data Sheets (SDSs) for all hazardous chemicals/materials either going to be used or are being used on the jobsite. SDSs should be exchanged at the weekly Contractor Coordination meetings.

While all SDSs may not be uniform in appearance, they must convey the same message:

- Identification of the product.
- Known acute and chronic health effects and related health information (target organ effects).
- Exposure limits (Threshold Limit Value (TLV)).
- If the product is a suspected carcinogen.
- Personal protective equipment to be used.
- Emergency and First Aid procedures.
- Identification of the party responsible for the SDS.
Container Labeling

Contractors will monitor delivery of their products to insure that all containers have OSHA required labels prior to being used. Mutilated labels shall be replaced with OSHA required labels. Unlabelled or mutilated labeled containers shall be removed from the jobsite if the labeling is not corrected within 24 hours from the delivery date. All secondary containers must be labeled by the subcontractor.

The subcontractor shall verify all containers are clearly labeled as to contents; appropriate warnings noted; and names and addresses of manufacturers and the subcontractor’s name. A written description of the labeling system used by each contractor shall be submitted to the Airport along with written alternatives to the original label used. Labels may be in writing, pictures, numerical systems or any combination of the aforementioned. The message must be understood as to the nature of the hazard, personal protective equipment needed, parts of the body affected, and emergency procedures.

Training of Subcontractor’s Employees

The training of subcontractor’s employees is the responsibility of the subcontractor and/or direct employer. All training of new employed shall be performed prior to there starting work. The training should include the following:

- Overview of requirements of the Hazard Communication Standard and the location and general content of the Contractor’s Hazard Communication Program.
- how to read and understand Safety Data Sheets (SDSs) and container/material labels. Where this information is located must be discussed.
- What hazardous materials they may be exposed to on the jobsite.
- What personal protective equipment must be used for various operations and how it will be used and maintained?

Emergency Telephone Numbers

Emergency telephone numbers will be distributed to all contractors at the first project meeting.

Emergency Evacuation

If you feel there is a need to evacuate the building in the event of a serious fire, explosion, chemical spill, etc., ALERT MANAGEMENT IMMEDIATELY! The Project Manager or any Supervisor available. Airport management will take over from here.

The evacuation signal will be determined by the local airport management and conveyed to the subcontractors at the first pre-job meeting.

All personnel are to evacuate the building and proceed to the designated meeting place.
DO NOT PUSH, RUN OR PANIC

Once evacuation of employees has been completed, no employee should attempt to re-enter the building until so instructed by the Airport.

Contract supervisors are to be responsible for assuring all employees have been accounted for.

Safety Training

Purpose

- To inform all employed of the requirements of the Safety Program.
- To outline the safety duties and responsibilities of all parties on the project.
- To establish a mindset that puts safety as a foremost consideration in all aspects of the work.

Responsibility

It is the responsibility of each subcontractor to effectively train its employees in all aspects of safety and all points outlined in this program.

Confined Spaces

The Airport District has a confined space policy. All contractors who must enter a permit only confined space shall comply with this policy or shall be denied access to these areas. The Airport must approve a confined space permit.

Fall Protection

All contractors must provide fall protection when working at heights of 6 feet or more.

Each contractor is responsible for protecting its own employees by using conventional means of fall protection such as standard guardrails or perimeter cables. The maintenance of this fall protections must also be included. If a contractor’s employee cannot be protected by conventional methods, then adequate preplanning must be conducted to provide for anchorage points capable of withstanding 5000 lbs. and safety harnesses and shock absorbing lanyards for these employees. Perimeter protection is not designated to withstand 5000 lbs. but is designated for 200 lbs. Perimeter protection should not be used as an anchorage point unless it has been designated to withstand 5000 lbs.

Each subcontractor employee exposed to fall hazards must be trained in the recognition of fall hazards, the avoidance of fall hazards, the purpose, use, and requirements of conventional fall protection methods, and the use, inspection, and care of safety harnesses and shock absorbing lanyards.
**Controlled Access**

The entire area shall be considered a controlled access zone. Identification badges as required by federal, state or local authorities should be issued to enter the zone to complete work. All efforts shall be made to the greatest extent possible to keep this zone separate from the public or other pedestrians by way of hard barriers or barricades.

**Excavation/Trenching**

The policy of the Greenville-Spartanburg Airport District is that all excavation work performed on airport property, whether by a contractor or airport employee, be performed in compliance with the guidelines and safeguards outlined in the OSHA Standards for construction industry 29CFR Part 1926.650-1926.652 and any other applicable Federal, State or local regulations.
**Electrical Lockout Procedure**

This procedure defines the steps necessary to prevent personal injury because of inadvertent operation of electrical machinery while inspection or repair work is in progress. This procedure applies to all personnel working at the Greenville-Spartanburg Airport District, whether they are maintenance technicians, operators or contractors.

All machinery shall be shutdown and locked in the OFF position prior to inspection or repair work. Each individual performing work upon the machinery must lock out the equipment. Symbolic lockouts will not be considered as adherence to this policy (i.e., car seals, tags, tape, etc.).

A. Before repairing or working on machinery, lock out the driving mechanism, clutch, motor, etc., as the case may be. A standard safety lock must be used and the lockout must be positive to prevent operation of the machinery. Should the case arise where normal lockout is not possible because of system or equipment design, the machinery shall be isolated by whatever means are necessary to positively prevent operation (electrical disconnect, belt removal, etc.) Lockout of control push button stations is not acceptable.

B. After locking out the machinery, engage the START button or otherwise attempt to energize the machinery to insure that inadvertent operation will not occur.

C. The individual performing repair work will personally retain the key to the lock until his job is complete or until the end of his work shift. No lock shall be removed except by the person installing it.

D. Whenever personnel complete repair work on machinery in a tenant area, they must notify the Tenant Supervisor that the work is complete. Operating personnel shall determine that everyone is in the clear before the machinery is put into operation.

E. All electrical technicians shall be provided with a key and a lock for the purpose of locking machinery out.

F. At times a lock will be inadvertently left on a piece of machinery after repair work is complete. If the person that installed the lock cannot be reached, his or her supervisor will be called to verify job completion and to authorize removal of the lock.

**ALL** persons performing inspection or repair work are responsible for verifying that all machinery is locked out prior to the equipment being repaired.
Job Safety Analysis

The Job Safety Analysis (JSA) will be designed by each subcontractor before beginning each definable feature of work on the project. Additional JSA’s shall be developed when a work activity presents hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform the work. The contractor performing the work shall develop the JSA.

As a minimum the JSA shall define the activity being performed, sequence of work, specific hazards anticipated, control measures to eliminate or reduce each hazard to acceptable levels, training requirements for all involved, and the competent person in charge of the phase of work.

The contractor will ensure the approved JSA is reviewed with each member of the crew involved with the work. All personnel involved in that phrase of work must have a meeting to review the JSA plan.

This pre-planning requirement will assist you and in identifying potential accident exposures by project phase and implementing proper controls before they develop into a problem.

Each JSA will be developed and submitted to the Project Safety Manager for review.
GREENVILLE-SPARTNBURG AIRPORT DISTRICT
CONTRACTOR CERTIFICATION
CONFINED SPACE ENTRY PROGRAM

PLEASE PRINT OR TYPE:

CONTRACTOR NAME:

_________________________________________________________

CONTRACTOR’S REPRESENTATIVE:

____________________________________________

CONFINED SPACE TO BE ENTERED: ____________________________________________

BY MY SIGNATURE BELOW, I CERTIFY THE FOLLOWING:

(1) We have been notified that our employees will be working in a confined space.

(2) We will comply with all applicable rules and regulations regarding permit required confined spaces.

(3) We will comply with all other rules and regulations associated with working in confined spaces including, but not limited to:

(a) Hazard Communication Standard
(b) Respiratory Protection Standard
(c) Emergency Planning and Rescue Standards
(d) Hearing Conservation Standard
(e) Personal Protective Equipment Standards
(f) Control of Hazardous Energy Sources (LO/TO)
(g) Access to Employee Monitoring Records
(h) Other Standards, if Applicable

_____________________________________     ____________________________
Signature      Date

COPIES OF THIS FORM SHOULD BE GIVEN TO:

__________  Contractor
__________  Department Head
__________  Fire Department
**GREENVILLE-SPARTANBURG AIRPORT DISTRICT**

**CONFINED SPACE ENTRY PERMIT**

**DATE:** ____________________  **TIME:** ____________________  **LOCATION:** ____________________

**PERMIT DURATION:**

**REASON FOR ENTRY:**

**PERSON TAKING READINGS:**

| Substance          | Accept. Ent. Cond |  |  |  |  |  |  |  |
|--------------------|-------------------|---|---|---|---|---|---|
| % of Oxygen        | 19.5% to 23.5%    |  |  |  |  |  |  |
| Flammable/Explosion| under 10% LFL    |  |  |  |  |  |  |
| Specify            |                   |  |  |  |  |  |  |
| Toxicity Under 10 PPM |               |  |  |  |  |  |  |
| Other atmospheric hazards: | | | | | | |

**PRE-ENTRY TEST**

**PERIODIC-CONTINUOUS (Circle one)**

| Substance          | Accept. Ent. Cond |  |  |  |  |  |  |  |
|--------------------|-------------------|---|---|---|---|---|---|
| % of Oxygen        | 19.5% to 23.5%    |  |  |  |  |  |  |
| Flammable/Explosion| under 10% LFL    |  |  |  |  |  |  |
| Specify            |                   |  |  |  |  |  |  |
| Toxicity Under 10 PPM |               |  |  |  |  |  |  |
| Other atmospheric hazards: | | | | | | |

**Possible Work Hazards**

| Energy Sources | Yes | No | We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and Safety Procedures have been received and are understood. |
|----------------|-----|----|VERIFIED BY ENTRANTS SIGNATURE BELOW|
| Corrosive Materials | | | |
| Toxic Materials | | | |
| Flammable Materials | | | |
| Slippery Surfaces | | | |
| Welding or Torches | | | |
| Other | | | |
| Safety Equipment | | | |
| Maintenance (or Two-Way) | | | |
| Radio | | | |
| Trained Attendant | | | |
| Two Harnesses and Lifelines | | | |
| Charged SCBA | | | |
| Eye Protection | | | |
| Head Protection | | | |
| Power Ventilator | | | |
| Barricades | | | |
| Other Protection-Explain | | | |

**ATTENDANT NAME**

**ATTENDANT SIGNATURE**

<table>
<thead>
<tr>
<th>Entrants Names</th>
<th>TIME-IN</th>
<th>TIME-OUT</th>
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**Qualified Person Authorizing Entry & Time**

**Signature of Qualified Person Canceling**
CONTRACTOR’S HAZARD COMMUNICATION ACKNOWLEDGEMENT

This will acknowledge that ______________________________________________________

(Contractor’s Official Name)

has contracted with the Greenville-Spartanburg Airport District to perform work or services
at the Airport beginning on or about ______________________ and concluding on or about

_________________. As required by the OSHA Hazard Communication Standard (1910-1200), the
name and location of hazardous chemicals that the Contractor’s employees may be exposed to

Have been provided to the Contractor by

_____________________________________________

(Airport Representative)

Copies of material safety data sheets, precautions, and control measure to reduce or eliminate
exposures to hazardous material have also been provided. It is understood that it is the
responsibility of the Contractor to communicate this information to all Contractor’s employees
who will be on this airport property, and to any sub-contractors to be used. The Contractor also
understands that he/she is obligated to furnish the same information to Airport Commission for
any hazardous materials that the Contractor, his/her employees, or any sub-contractor may use to
which airport employees may be exposed.

SIGNED:_______________________________________________

(Contractor or Authorized Representative)

DATE:_________________________________________________

WITNESS:______________________________________________

(Airport District Representative)
WELDING – CUTTING - HOT WORK PERMIT

This form is to be filled out in its entirety by the responsible person actually performing the "HOT WORK". The Airport Fire Department will inspect work areas and approve permits prior to beginning the project.

<table>
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<tr>
<th>Date:</th>
<th>Company:</th>
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<tbody>
<tr>
<td>Responsible Person:</td>
<td>Start Time:</td>
</tr>
<tr>
<td>Print Name:</td>
<td></td>
</tr>
<tr>
<td>Work to be Performed:</td>
<td>Building:</td>
</tr>
<tr>
<td></td>
<td>Room Number, Area of Equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is it possible to perform this work in the shop?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Flame or spark-producing equipment to be used has been inspected and found in good repair.

Sprinklers where provided, are in commission and will not be taken out of service while this work is being done.

There are no combustible fibers, dusts, vapors, gases or liquids in the area. Tanks and equipment previously containing such materials have been purged. The absence of gases or vapors has been verified by a combustible gas detection instrument. If there is a possibility of a leak developing in nearby piping equipment, or tanks, this area is being continuously monitored. Call the GSP Fire Dept. at Ext. 6216 if assistance is needed to test area.

Fire Alarms will not be taken out of service while work is being performed. If alarm system must be inactivated during work, the Greenville-Spartanburg Airport Fire Department will be contact prior to taking alarm out of service so that a suitable “fire watch” can be coordinated. Under no circumstances will fire alarms be taken out of service without contacting the GSP Fire Dept at Ext. 6216.

The work will be confined to the area or equipment specified on this permit.

Surrounding floors have been swept clean and, if combustible, wet down.

Contractor has ample portable fire extinguishers available and trained personnel to use them.

All combustibles have been relocated 35 feet from the operation and the remainder protected with metal guards or flame-proofed curtains or covers (not ordinary tarpaulins).

All floor and wall openings within 35 feet of the operations have been tightly covered.

Responsible personnel have been assigned to provide a “Fire Watch” for dangerous sparks in the work area, as well as on floors above and below while work is being performed.

Arrangements have been made to provide a “Fire Watch” to patrol the area, including floors above and below, during any lunch or rest period and for a least one-half hour after the work has been completed.

Responsible Person: I have taken the above precautions, Signature: ____________________________

Hot Work
Approved by Supervisor, Signature ____________________________________________

GSP Fire Dept HOT WORK PERMIT Approved by: ____________________________
Date: __________/__________/__________
**A CHECKLIST FOR EXCAVATIONS**

______ Are all surface encumbrances that may create a hazard removed or supported? 1926.651 (a)

______ Have all underground installations been located? 1926.651 (b) (1) (2) and (3)

______ In excavations more than four feet deep, are stairways, ladders, or ramps located so that ravel to them is no more than twenty-five feet? 1926.651 (c) (2)

______ Are employees who are exposed to vehicular traffic wearing warning vests made of reflectorized or high visibility material? 1926.651 (d)

______ Is a warning system such as barricades, hand or mechanical signals, or stop logs used when mobile equipment approaches the edge of the excavation? 1926.651 (f)

______ Are testing and controls used to prevent exposure to hazardous atmospheres? 1926.651 (g)

______ Are excavated or other materials kept at least two feet from the edge of excavations? 1926.651 (j) (2)

______ Is the excavation inspected by the competent person daily and after any hazard increasing occurrences? 1926.651 (k) (1)

______ Is the competent person capable of the following:
   - Identifying existing & Predictable hazards?
   - Identifying working conditions, which are unsanitary, hazardous, or dangerous to employees. 1926.650 (b)

______ Does the competent person have:
   - Authorization to take corrective measures to eliminate hazards? 1926.650 (b)

______ Is the competent person specifically trained in, and knowledgeable about:
   - Soils analysis?
   - The use of protective systems?
   - The requirements of this standard? 1926.650 (b)

______ Are employees in an excavation five feet deep or more, or with the potential for cave-in protected by an adequate protective system? 1926.652 (a) (1)

______ If required, has the soil been classified by the competent person in accordance With Appendix A?
Appendix “A” requires that soil and rock deposits be classified as Stable Rock, Type A, Type B, or Type C based on the results of:

- At least one visual test
- At least one manual test

(Refer to 1926.652 – Appendix A for testing methods)
### Incident/Accident

<table>
<thead>
<tr>
<th>Date: / /</th>
<th>Time: am/pm</th>
</tr>
</thead>
</table>

Incident Location (Include Airport Identifier):
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

INCIDENT DESCRIPTION:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

ACTION TAKEN TO REMEDIATE:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________