

**PART I – THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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**SECTION G**

**CONTRACT ADMINISTRATION DATA**

**G.1 TECHNICAL AND ADMINISTRATIVE CORRESPONDENCE MATTERS**

To promote timely and effective administration, correspondence submitted by the contractor under this contract shall be subject to the following procedures:

- (a) Technical and Administrative Correspondence/Matters. Technical and administrative correspondence (as used herein, excludes other correspondence described in Paragraph (b)) concerning performance of this contract shall be addressed to the DOE Contracting Officer's Representative (COR)/Head of Contracting Activity (HCA) with an information copy of the correspondence to the DOE Contracting Officer and the DOE Contract Specialist.
- (b) Other Correspondence. All other correspondence, including patent or technical data issues, waivers, deviations, or modifications to the requirements, terms, or conditions of this contract, shall be addressed to the Contracting Officer (CO), with information copies of the correspondence to the DOE Contract Specialist or DOE Patent Counsel (where patent or technical data issues are involved).
- (c) Contracting Officer's address:  
Sally Leingang  
Contracting Officer  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 504-734-4362  
Email address: [Sally.Leingang@spr.doe.gov](mailto:Sally.Leingang@spr.doe.gov)
- (d) COR/HCA addresses:  
  
William C. Gibson, Jr.  
Contracting Officer's Representative/Head of Contracting Activity  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 734-4201  
Email address: [Hoot.Gibson@spr.doe.gov](mailto:Hoot.Gibson@spr.doe.gov)

Site Level COR addresses:

TBD  
Contracting Officer's Representative  
U.S. Department of Energy  
Bayou Choctaw Storage Facility  
Strategic Petroleum Reserve  
60825 Highway 1148  
Plaquemine, LA 70764  
Telephone No. \_\_\_\_\_  
Email address: \_\_\_\_\_@[spr.doe.gov](mailto:spr.doe.gov)

Suresh Sevak  
Contracting Officer's Representative  
U.S. Department of Energy  
Big Hill Storage Facility  
Strategic Petroleum Reserve  
24784 Big Hill Road  
Winnie, TX 77665  
Telephone No. 479-981-8201  
Email address: [Suresh.Sevak@spr.doe.gov](mailto:Suresh.Sevak@spr.doe.gov)

Jorge Aguinaga  
Contracting Officer's Representative  
U.S. Department of Energy  
Bryan Mound Storage Facility  
Strategic Petroleum Reserve  
242 County Road  
Freeport, TX 77541  
Telephone No. 979-230-2201  
Email address: [Jorge.Aguinaga@spr.doe.gov](mailto:Jorge.Aguinaga@spr.doe.gov)

Levi Gabre  
Contracting Officer's Representative  
U.S. Department of Energy  
West Hackberry Storage Facility  
Strategic Petroleum Reserve  
1450 Black Lake Road  
Hackberry, LA 70645  
Telephone No. 337-558-3201  
Email address: [Levi.Gabre@spr.doe.gov](mailto:Levi.Gabre@spr.doe.gov)

- (e) Contract Specialist's address:  
Anne Quern  
Contract Specialist  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 504-734-4228  
Email address: [Anne.Quern@spr.doe.gov](mailto:Anne.Quern@spr.doe.gov)
- (f) Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to:
- Mark D. Dvorscak  
U.S. Department of Energy  
Chicago Office  
9800 S. Cass Avenue  
Argonne, IL 60439  
Telephone No. 630-252-2393  
Email Address: [Mark.Dvorscak@ch.doe.gov](mailto:Mark.Dvorscak@ch.doe.gov)

## **G.2 DOE PROPERTY ADMINISTRATOR**

The Contractor may use the DOE Property Administrator as a point of contact for guidance and assistance involving property requirements. The CO shall be contacted for any matter which involves a change in any of the expressed terms and conditions of the contract. Correspondence being sent regarding the Property Administrator should be addressed to:

Michele Greco  
Property Administrator  
U.S. Department of Energy  
Strategic Petroleum Reserve Project Management Office  
900 Commerce Road East  
New Orleans, LA 70123  
Telephone No. 504-734-4235  
Email address: [Michele.Greco@spr.doe.gov](mailto:Michele.Greco@spr.doe.gov)

### **G.3 CONTRACTOR CONTACT**

The Contractor shall identify to the CO the Contractor contact who has the authority and is responsible for managing, administering, and negotiating changes to the terms and conditions of this contract, as well as executing contract modifications on behalf of the Contractor.

Contractor Contact Address:

Paul Avery  
Senior Contracts Manager  
Fluor Federal Petroleum Operations  
850 S. Clearview Parkway  
New Orleans, LA 70123  
Telephone: 504-734-4794  
Email address: [Paul.Avery@spr.doe.gov](mailto:Paul.Avery@spr.doe.gov)