

# TECHNICAL EXHIBIT A CONTRACT DATA REQUIREMENT LIST (CDRL)

Number	Title of Contract Data Requirement List	Reference	Submission Date
CDRL 001	Proposals	Para C.1.12.	As Requested*
CDRL 002	Site Safety & Health Plan	Para C.5.2.2.1.2.	30 Days After Award
CDRL 003	Quality Control Plan	Para C.5.2.2.1.3.	30 Days After Award
CDRL 004	Pre-Work Conference	C.5.2.2.1	As Requested*
CDRL 005	Work Schedule	C.5.2.2.1.4.	As Requested*
CDRL 006	System/Equipment Testing	C.5.2.2.1.5.	As Requested*
CDRL 007	Operating & Maintenance Manuals	C.5.2.2.1.6.	15 Days After Acceptance
CDRL 008	Training Program	C.5.2.2.1.7.	As Requested*
CDRL 009	Equipment & Construction Warranties	C.5.2.2.1.8.	As Requested*
CDRL 010	As-Built Final Drawings	C.5.2.2.1.10.	30 Days After Acceptance
CDRL 011	Weekly Progress Reports	C.5.3.	As Requested*

\* As Requested by Task Order or KO

## TECHNICAL EXHIBIT B DEPARTMENT OF PUBLIC WORKS – ENGINEERING DESIGN BRANCH SUBMITTAL REGISTER

Form	Title of Form	Reference	Submission Date
DPW-EDB FORM 4288-R1	Submittal Register Form	Para C.25.4	As Requested*

\* As Requested by Task Order or KO

CONTRACT DATA REQUIREMENTS LIST  
(NEXT 18 PAGES)

**TITLE: PROPOSAL**

**IDENTIFICATION NUMBER: CDRL001**

**DESCRIPTION / PURPOSE:** To provide requirements for developing a cost proposal for each of the items of work to be accomplished by the Contractor.

**APPLICATION / INTERRELATIONSHIP:** This CDRL describes the details required in cost proposals for the various items of work in a task order.

**PREPARATION INSTRUCTIONS:** Proposals shall be submitted in accordance with this CDRL unless otherwise indicated or modified in the task order request for proposals or directed by the Contracting Officer (KO).

1. General. Prior to performing any task as defined by a task order, the Contractor shall submit proposals, budget and/or final, in accordance with the associated CDRL. The Contractor shall not initiate any work on a project until the KO approves or waives the associated cost proposal for each task.
2. Proposal. The contractor shall submit proposals with sufficient detailed narrative and backup for each task called for in the task order. Each cost proposal shall be formatted to meet the requirements of the attachment. The cost for preparing proposals to include site visit is an overhead expense and will not be separately reimbursed. Narrative shall be sufficient to communicate the method of accomplishing the work. Back up shall include all subcontractor proposals with sufficient description and narrative to communicate quantities, labor, materials, and equipment to demonstrate an understanding of the work effort. The proposal and back up documents shall demonstrate the general contractors attempt to obtain multiple / competitive bids in necessary disciplines of work (i.e., 3 mechanical bids, 3 electrical bids, etc.). Lump sum proposals will not be accepted.

PROPOSAL SUMMARY FORMAT

Total Project Cost	_____
Project Manager (\$_____)	_____
Superintendent (\$_____)	_____
Quality Control Manager (\$_____)	_____
Subtotal	_____
General and Administration (_____%)	_____
Subtotal	_____
Prime Contractor's Profit (_____%)	_____
Subtotal	_____
Bonds (_____%)	_____
Total Price	_____

**TITLE: SITE SAFETY AND HEALTH PLAN**

**IDENTIFICATION NUMBER: CDRL002**

**DESCRIPTION / PURPOSE:** This plan details the tasks and activities of site safety management required to identify, evaluate, and eliminate or control hazards at work.

**APPLICATION / INTERRELATIONSHIP:** None

**PREPARATION INSTRUCTIONS:** The site safety and health plan shall be prepared in accordance with this Contract Data Requirement List unless otherwise indicated or modified the task order or directed by the KO.

1. General. The Site Safety and Health Plan (SSHP) shall be prepared in accordance with the requirements specified in this section and shall comply with the U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1). The SSHP shall address those elements which are specific to this site and has potential for negative effects on the safety and health of workers and other personnel on site. Where a specific element is not applicable, the Contractor shall make negative declaration in the plan to establish that adequate consideration was given the topic, and a brief justification for its omission shall be given. This SSHP covers asbestos and/or lead-based paint removal. It does not cover hazardous material or environmental remediation. A generic SSHP shall be submitted within 30 days of contract award. A specific SSHP or Activity Hazard Analysis (AHA) will be required under individual task orders. Any changes to the SSHP shall be submitted *to the KO and COR within 5 working days when changes are made thereafter*. After acceptance of the SSHP plan the contractor shall receive the KO's acceptance in writing of any proposed change to the SSHP.

2. Staff organization, Qualifications, and Responsibilities. A fully trained and experienced site safety and health officer (SSHO) responsible to the Contractor may be delegated to implement the on-site elements of the SSHP. The SSHP shall be in a form usable by authorized U.S. government representatives and other authorized visitors to the site during site operations. The occupational and health and safety responsibilities of each key person shall be discussed. The organizational structure, with lines of authority for safety and health and overall responsibilities of the Contractor and all subcontractors shall be provided. An organizational chart showing the line of authority for safety shall be provided. Each person assigned specific safety and health responsibilities shall be identified and his/her qualifications and experience documented by resume.

3. Accident Prevention. The SSHP may serve as the Accident Prevention Plan provided it addresses all content requirements of EM 385-1-1. All Accident Prevention Plan elements required by EM 385-1-1, but not specifically by these elements shall be addressed in this section of the SSHP. Daily safety and health inspections shall be conducted to determine if site operations are conducted in accordance with the approved SSHP and contract requirements and reports submitted to COR.

4. Personal Protective Equipment. A written Personal Protective Equipment (PPE) Program shall be included within the SSHP. Minimum levels of protection necessary for each task/operation to be performed shall be based on the hazard assessment/risk analysis.

5. Medical Surveillance. All personnel requiring respiratory protection shall have an annual medical examination to ensure they are physically qualified to wear respiratory protection. Those requiring respiratory protection shall be fit-tested in accordance with appropriate regulations. Any other medical surveillance requirements shall be determined by onsite conditions and exposures.

6. Noise Control. The Contractor shall monitor for hazardous noise conditions. If warranted, a hearing conservation program and noise abatement program shall be implemented.

7. Standing Operating Procedures, Engineering Controls and Work Practices. The Contractor shall develop Standing Operating Procedures for minimizing hazards and taking action to correct hazards where necessary. Site rules and safe work practices shall be discussed and shall include such topics as use of the buddy system, smoking restrictions, material handling procedures, confined space entry, excavation safety, physiological and meteorological assessment for heat/cold stress, illumination, sanitation, and daily safety inspections, etc. This list of topics is not intended to be all inclusive.

8. Logs, Reports and Record keeping. Record keeping procedures for training logs, safety inspection logs, employee/visitor registers, medical surveillance records and certifications, air monitoring results and personal exposure records shall be described. All personnel exposure and medical monitoring records shall be maintained in accordance with applicable OSHA standards, CFR 1910 and 1926. All recordable accidents/injuries/illnesses shall be reported to the Contraction Officer, COR, or authorized representative, immediately. A completed ENG 3394, Accident Investigation Report, shall be submitted within two (2) working days in accordance with AR 385-40.

9. Contractor shall submit the safety and health plan within 30 days of contract award which will serve as the standard operating procedure (SOP) to promote a safe work environment. Contractor is responsible to maintain, modify, and incorporate site specific safety requirements into the SOP for any delivery orders awarded. Any changes to the SSHP shall be submitted to the KO and COR within 5 working days when changes are made thereafter. After acceptance of the SSHP plan the contractor shall receive the KO's acceptance in writing of any proposed change to the SSHP.

**TITLE:** QUALITY CONTROL PROGRAM

**IDENTIFICATION NUMBER:** CDRL003

**DESCRIPTION / PURPOSE:** Implementation and documentation of a comprehensive contract quality control program for the project.

**APPLICATION / INTERRELATIONSHIP:** This CDRL identifies the contract requirements for the quality control program.

**PREPARATION INSTRUCTIONS:** The quality control program shall be in accordance with this Contract Data Requirement List unless otherwise indicated or modified in the task order or directed by the KO.

1. General. The Contractor shall provide and maintain an effective quality control program or Contractor inspection system which will assure that all supplies and services required under the contract conform to contract requirements whether constructed or processed by the Contractor, or procured from subcontractors or vendors. The Contractor shall perform or have performed the inspections and tests required to substantiate that all supplies and services conform to drawings, specifications, and contract requirements and shall also perform or have performed all inspection and tests otherwise required by the contract unless the required inspection and/or test is specifically designated to be performed by the Government. A Quality Control Plan (QCP) shall be submitted within 30 days of contract award.

2.1 Organization. The system shall be implemented by the designation of a quality control person from the Contractor's production or supervisory staff who shall report directly to the Contractor's top management. This person shall make periodic site visits while work is in progress, and provide periodic inspection of the work to insure compliance with the contract plans and specifications.

2.2 Records. The Contractor shall maintain current records on an appropriate approved format of all inspections and tests performed. These records should provide factual evidence that the required inspections or tests have been performed, including type and number of inspections or tests involved; results of inspections or tests; nature of defects, causes for rejection, etc.; proposed remedial action; and corrective actions taken. The Contractor shall not build upon or conceal any feature of the work containing uncorrected defects, and payment on deficient items will be withheld until satisfactorily corrected. These records must cover both conforming and defective items and must include a statement that all supplies and materials, incorporated in the work, are in full compliance with the terms of the contract. These records shall be turned over to the KO, or authorized representative, at the completion of the task order. Daily Construction Quality Control Reports will be accomplished by the Project Manager or Construction Supervisor.

Reports will be reviewed by the Quality Control Supervisor during periodic visits. Where required by the KO, the Contractor shall have a Quality Control Inspector at the site on a full-time basis.

3 Schedules. The Contractor shall establish controls necessary to assure scheduled completion dates established by the contract are not impacted by delinquent submittal data and/or operational tests. Sixty days (Earlier for critical or long lead items) in advance of the contract completion date and prior to scheduling a prefinal inspection of the work, or any phase of work, under the contract, the Contractor shall submit to the KO, or authorized representative, a complete and factual report of all remaining submittals, inspections, and test required prior to acceptance of the work. The report shall include the following:

- a. A list of outstanding shop drawings, submittals or resubmittals requiring approval by the Government.
- b. A list of manuals, test reports, spare parts, keys, etc., to be furnished to the Government, and Scheduled submittal dates.
- c. Schedule of required operational tests and/or instruction periods.

- d. Scheduled delivery dates for materials or equipment impacting contract completion.
- e. Plan of action by the Contractor for correcting any known contract deficiencies including delay in scheduled progress.

4 Pre-Installation Conference. After the contract is awarded and before construction operation are started the Contractor shall meet with the KO or his/her representative, and discuss the inspection system requirements. The meeting shall develop mutual understanding relative to details of the system, including the forms to be used for recording the inspections, administration of the system, and interrelationship of Contractor and Government inspection. The mutual understanding meeting shall be documented by the preparation of minutes of the meeting for signature by both the Contractor and the KO or Contracting Officer's Representative (COR). The Contractor shall furnish to the Government an inspection system plan which shall include the personnel procedures, instructions, and reports to be used. This document will include as a minimum:

- a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the Contractor's Quality Control (CQC) staff shall implement the three-phase control system for all aspects of the work specified and shall report to the Project Manager or someone higher in the Contractor's organization.
- b. The name, qualifications, duties, responsibilities, and authorities of each person assigned a Quality Control (QC) function.
- c. Procedures for scheduling and managing submittals, including those of subcontractors, off-site fabricators, suppliers and purchasing agents.
- d. Control testing procedures for each specific test required.



(Sample of typical Contractor Quality Control Report)

CONTRACTOR'S NAME

(Address)

DAILY CONSTRUCTION QUALITY CONTROL REPORT

Date: \_\_\_\_\_ Report No.:

Contract No.:

Description and Location of Work:

\_\_\_\_\_

Weather: (Clear) (P. Cloudy) (Cloudy); Temperature: \_\_\_\_\_ Min. \_\_\_\_\_ Max.; Rainfall: \_\_\_\_\_ inches \_\_\_\_\_ Time

CDRL Weather conditions significantly impact the contractor's critical path? Yes \_\_\_\_\_ No \_\_\_\_\_

Contractor/subcontractors & Area of Responsibility w/Labor count for Each:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

Equipment Data: (Include items of construction equipment, other than hand tools, at the job site, and whether or not used.)

1. Work Performed Today: (Indicate location and description of work performed. Refer to work performed by prime and/or subcontractors by letter in Table above. If no work is performed, report the reason.)

\_\_\_\_\_

\_\_\_\_\_

2. Results of Surveillance: (Include satisfactory work completed, or deficiencies with action to be taken.)

a. Preliminary Inspection: \_\_\_\_\_

Final Inspection:

\_\_\_\_\_

Test Required by Plans and/or Specifications Performed and Results of Tests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verbal Instructions Received: (List any instructions given by Government personnel on construction deficiencies, retesting required, etc., with no action to be taken.) \_\_\_\_\_

---

---

5. Remarks: (Cover any conflicts in plans, specifications, or instructions or any delay to the job.)

---

---

6. Results of Safety Inspection: (Include safety violations and corrective actions taken.)

---

Contractor's Inspector

CONTRACTOR'S VERIFICATION: The above report is complete and correct and all material and equipment used and work performed during this reporting period are in compliance with the contract plans and specifications except as noted above.

---

Contractor's Chief of Quality Control

NOTE

**DO NOT LEAVE REPORT ITEMS BLANK**

Items 1. Through 6. Must be reported every day as well as impacts to project schedule (critical path). If there is no other Report on an item, enter the word "none" in the reporting space. Reports With items left blank will be returned as incomplete.

Contractor shall reconcile weekly, the number of weather days with the COR in order to support requests for contract time extensions.

INSPECTION CHECKLIST

CONTRACT NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION AND LOCATION OF WORK INSPECTED: \_\_\_\_\_

SPECS. SECTION \_\_\_\_\_

REFERENCE CONTRACT DRAWINGS: \_\_\_\_\_

A. PERSONNEL PRESENT

<u>NAME</u>	<u>POSITION</u>	<u>COMPANY</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
_____	_____	_____

B. MATERIALS BEING USED ARE IN STRICT COMPLIANCE WITH THE CONTRACT PLANS AND SPECIFICATIONS. YES \_\_\_\_\_ NO \_\_\_\_\_ IF NOT, EXPLAIN: \_\_\_\_\_

C. PROCEDURES AND/OR WORK METHODS WITNESSED ARE IN STRICT COMPLIANCE WITH THE REQUIREMENTS OF THE CONTRACT SPECIFICATIONS. YES \_\_\_\_\_ NO \_\_\_\_\_ IF NOT, EXPLAIN: \_\_\_\_\_

D. WORKMANSHIP IS ACCEPTABLE. YES \_\_\_\_\_ NO \_\_\_\_\_

STATE AREAS WHERE IMPROVEMENT IS NEEDED: \_\_\_\_\_

E. SAFETY VIOLATIONS AND CORRECTION ACTION TAKEN: \_\_\_\_\_

**TITLE: PRE-WORK CONFERENCE**

**IDENTIFICATION NUMBER: CDRL004**

**DESCRIPTION / PURPOSE:** To assure familiarity with details of the Contract and the installation rules and regulations as well as to allow the KO, or authorized representative, to interface with the Contractor and his/her organization.

**APPLICATION / INTERRELATIONSHIP:** This CDRL provides a baseline for the pre-maintenance, repair, and rehabilitation (MRR) action.

**PREPARATION INSTRUCTIONS:** The pre-work conference shall be held in accordance with this CDRL Description unless otherwise indicated or modified in the task order or directed by the KO.

1. General

1.1 This conference will be held at the location specified by the KO, or authorized representative. The purpose of this pre-work conference is to enable the KO, or authorized representative, to outline the procedures that will be followed by the Government in its administration of the contract and to discuss the performance that will be expected from the Contractor. This conference will allow the Contractor an opportunity to ask questions about the Government's supervision and inspection of contract work, security requirements, regulations, etc. The KO, or authorized representative, may invite installation, using service, engineering, and/or security personnel as well as other involved Government personnel to attend this conference.

1.2 Discussion Items

The following is a list of items for discussion during this conference. This is not considered to be a complete listing.

- (a) Authority of the KO, or authorized representative, and procedures for administering the contract.
- (b) Contractor labor standards provisions.
- (c) Contract modification and administration procedures.
- (d) Payment estimate data and procedures.
- (e) Contractor insurance requirements.
- (f) Contractor performance evaluation.

1.3 Installation Rules and Regulations. Regardless of location of site, all rules and regulations issued by the Commanding Officer/Director covering general safety, security, sanitary requirements, pollution control, work hours, storage areas, utility availability and use, utility interruptions, site conditions, environmental compliance, clean up, conduct and dress, work in areas with others, excavation permits, access to work areas, traffic regulations, as well as any other pertinent information requested by the Contractor or provided by the authorized installation technical representative shall be observed by the Contractor. Information regarding these requirements may be obtained by contacting the authorized installation technical representative, who will provide such information or assist in obtaining same from appropriate authorities.

**TITLE:** WORK SCHEDULE

**IDENTIFICATION NUMBER:** CDRL005

**DESCRIPTION / PURPOSE:** To provide details of scheduling the work tasks.

**APPLICATION / INTERRELATIONSHIP:** This CDRL provides details for preparing a work schedule.

**PREPARATION INSTRUCTIONS:** The work schedule shall be prepared in accordance to this CDRL Description unless otherwise indicated or modified in the task order or directed by the KO. Work schedule charts shall be prepared and submitted using Microsoft Project or comparable software. The contract work shall be divided into definable contract features (Critical path). As a minimum, the Contractor shall address each specification section as a principal contract feature. The “weighted” column should indicate the percentage of the contract for which each principal contract feature accounts. The vertical lines shall be identified by specific time frames, (i.e., weekly, bi- weekly, monthly) with one space accounting for no more than one month. The Contractor shall identify the date of award of the remediation action on the chart. The Contractor shall also identify the contract completion date on the chart. The Contractor shall place bars on the chart to indicate scheduled progress for each feature of work. The Contractor shall note the anticipated percentage complete for each item at the end of each month and at the end of each scheduled block. Contractor shall provide an updated progress schedule with each pay request or as directed by the KO. When contractor’s actual work effort falls behind projections, contractor must provide a written plan to the KO which describes his efforts to remedy and avoid late delivery of the project.

**TITLE:** SYSTEM / EQUIPMENT TESTING

**IDENTIFICATION NUMBER:** CDRL006

**DESCRIPTION / PURPOSE:** To provide for systematic testing of the modified system/equipment and to document the tests performed as well as the results of these tests.

**APPLICATION / INTERRELATIONSHIP:** This CDRL states the requirements for system/equipment testing.

**PREPARATION INSTRUCTIONS:** System / equipment testing shall be done in accordance with this CDRL Description unless otherwise indicated or modified in the task order or directed by the KO.

1. Cost. Following approval of the system / equipment testing and final cost proposal prepared in accordance with CDRL 001, the Contractor shall prepare and submit a testing plan to the KO for review and approval.
2. General. The Contractor shall submit to the KO, or authorized representative, a copy of a proposed testing plan necessary to prove the system / equipment meets the operating standards promulgated by the work plan. As a minimum, this testing plan shall contain:
  - a. Project nomenclature.
  - b. System/Equipment description.
  - c. Specific requirements for system/equipment test.
  - d. Location and duration of testing.
  - e. Results of test:

After approval by the KO, or authorized representative, the Contractor shall schedule the implementation of testing plan at a time convenient for the KO, or authorized representative, to have installation representative observed.

**TITLE:** OPERATING AND MAINTENANCE (O&M) MANUALS

**IDENTIFICATION NUMBER:** CDRL007

**DESCRIPTION / PURPOSE:** Operating manuals will be used by Government personnel at the installation to operate the modified system/equipment, and maintenance manuals will be used by Government personnel at the installation to identify and perform required and preventive and breakdown maintenance on the installed/modified system after completion of the CDRL.

**APPLICATION / INTERRELATIONSHIP:** This CDRL details the requirements for operating and maintenance manuals.

**PREPARATION INSTRUCTIONS:** Operation and maintenance manuals shall be in accordance with this CDRL Description unless otherwise indicated or modified in the task order or directed by the KO.

1. The Contractor shall prepare and submit O&M manuals to the KO for review and approval.
2. General. The operating manuals shall be based on the requirements of Engineer Regulation (ER) 25-345-1, comprehensive, and cover the total operation of the CDRL. The operating manuals shall contain methods for operating each separate component and for operating the systems in a systematic manner. These manuals shall show the location of the item being described and provide a clear and cost narrative description of the item, its operating function, characteristics, and its interrelationship with other system components. The maintenance manual shall provide comprehensive details of components and parts with illustrations of how the components and system are systematically arranged and located. The maintenance instructions shall prescribe the manufacturers' recommended schedule preventive maintenance plans. The instructions shall clearly identify seasonal maintenance requirements and state the frequency for all maintenance and/or operations.
3. The manuals shall cover both preventive and breakdown maintenance and include the manufacturers' name, model number services manual, and parts list for each major system component and subcomponent and a list of supplies recommended for each recommended preventative maintenance cycle.
4. Framed instructions, encased in environmentally protective covering, shall be prepared in a manner consistent with the final configuration of the system/equipment at the end of the contract. They shall include system/equipment diagrams and condensed operating and maintenance instructions. A complete set shall be placed at strategic operating locations on the system/equipment. The operating and maintenance manuals shall be provided in a bound document which is clearly tabbed, indexed, and marked for easy use.
5. O&M's shall be provided in electronic searchable format. (3 copies) and one (1) hard copy in environmentally protected covering tabbed 3-ring rigid binders left in the mechanical rooms or other designated location. (To be verified by government Quality Assurance Evaluator)

**TITLE:** TRAINING PROGRAM

**IDENTIFICATION NUMBER:** CDRL008

**DESCRIPTION / PURPOSE:** To delineate Contractor required training requirements.

**APPLICATION / INTERRELATIONSHIP:** This CDRL provides the requirements to provide a training program.

**PREPARATION INSTRUCTIONS:** Training shall be in accordance with this CDRL Description unless otherwise indicated or modified in the task order or directed by the KO.

1. Cost. Following approval of training program final cost proposal prepared in accordance with CDRL 001, contractor shall prepare and submit a training program to the KO for review and approval.
2. General. The Contractor shall provide a training program based on ER 25-345-1 for Government personnel as specified below:
  - 2.1 The program shall provide instruction on operation, troubleshooting, maintenance and repair of equipment and systems modified or installed under each task order. Instructions shall include both a classroom phase and a practical application phase. The course material shall include the operation and maintenance plans and manuals as instructional materials. The program shall be conducted in facilities as directed by the Government.
  - 2.2 In accordance with the approved work plan, the Contractor shall prepare a training outline and submit it to the Government for review. The training course outline shall identify for each block of instructions: the teaching objective, objectives, the time and length of instruction, the place of instruction, and the training aids required, the recommended audience, and a brief description of the contents. The training course outline shall be assembled in a notebook, tabbed for each block of instructions.
  - 2.3 The Contractor shall coordinate a time and location to train Government personnel to operate, maintain, and repair equipment and systems after the completion of system testing in accordance with each task order.



**TITLE:** EQUIPMENT AND CONSTRUCTION WARRANTIES

**IDENTIFICATION NUMBER:** CDRL009

**DESCRIPTION / PURPOSE:** To provide warranties on equipment and construction to installation personnel.

**APPLICATION / INTERRELATIONSHIP:** This CDRL describes the procedures for providing equipment and construction warranties.

**PREPARATION INSTRUCTIONS:** Equipment and construction warranties shall be in accordance with this CDRL Description unless otherwise indicated or modified in the task order or directed by the KO.

1. The Contractor shall obtain standard commercial warranties available on the major equipment such as chillers, boilers, air handling units and like items, and turn them over to the Government at the conclusion of the contract. The Contractor shall also prepare a list of the companies which honor the warranties, including names, addresses, and telephone numbers.

2. In addition to the commercial warranties described above, the contractor shall provide a one-year warranty period on all installation/modification work he/she does on the job or as described for individual task orders. During the warranty period, the contractor shall remedy at the Contractor's expense any failure to conform, or any defect, damage, or failure of the work. The Contractor shall furnish the name, address, and telephone number of the Contractor's single point of contact for full time (24 hours per day) answering and response capability.

#### 2.1. Contractor's Response to Construction Warranty Service Requirements

2.1.1. Following oral or written notification by the KO or an authorized representative of the installation designated in writing by the KO, the Contractor shall respond to warranty service requirements in accordance with the "Warranty Service Priority List" and the three (3) categories of priorities listed below. The Contractor shall submit a report on any warranty item that has been repaired during the warranty period. The report shall include the cause of the problem, date reported, corrective action taken, and when the repair was completed. If the Contractor does not perform the construction warranty within the timeframe specified, the Government will perform the work and back charge the construction warranty payment item established.

2.1.2. First Priority Code 1. (Emergency) Perform on-site inspection to evaluate situation, determine course of action, initiate work within 24 hours and work continuously to completion or relief.

2.1.3. Second Priority Code 2. (Urgent) Perform on-site inspection to evaluate situation, determine course of action, initiate work within 48 hours and work continuously to completion or relief.

2.1.4. Third Priority Code 3. (Routine) All other work to be initiated within (5) five work days and work continuously to completion or relief.

2.1.5. The "Warranty Service Priority List" is as follows:

Code 1 Air Traffic Control and Air Navigation Systems and Equipment.

Code 1 Air Conditioning System

a. Hospital.

b. Buildings with computer equipment.

c. Commissary, Clubs and Main PX.

d. Army Reserve Projects, Training Bldg. & OMS Administrative Areas of Bldg.

e. Air Force Reserve Projects, Training Bldg., OMS Administrative Areas of Bldg., and Indoor Ranges.

f. Barracks, mess halls, BOQ/BEQ (entire building down).

g. Troop medical and dental.

Code 2 Air Conditioning Systems

a. Recreational support.

b. Air conditioning leak in part of building, if causing damage.

c. Air conditioning system not cooling properly

d. Admin buildings with ADP equipment not on priority list.

Code 1 Doors

Overhead doors not operational.

Code 1 Electrical

- a. Power failure (entire area or any building operational after 1600 hours).
- b. Traffic control devices.
- c. Security lights
- d. Smoke detectors and fire alarm systems

Code 2 Electrical

- a. Power failure (no power to a room or part of building).
- b. Receptacle and lights.

Code 3 Electrical

Street, parking area lights

Code 1 Gas

- a. Leaks and breaks.
- b. No gas to family housing unit or cantonment area.

Code 1 Heat

- a. Hospital/Medical facilities.
- b. Commissary, Clubs and Main PX.
- c. Army Reserve Projects, Training Bldg. & OMS Administrative Areas of Bldg.
- d. Area power failure affecting heat.

Code 2 Heat

- a. Medical storage.
- b. Barracks.
- c. Army Reserve Projects, Training Bldg. & OMS Administrative Areas of Bldg.

Code 3 Interior

- a. Floor damage
- b. Paint chipping or peeling

Code 1 Intrusion Detection Systems

Finance, PX and Commissary, and high security areas.

Code 2 Intrusion Detection Systems

Systems other than those listed under Code 1.

Code 1 Kitchen Equipment

- a. Dishwasher.
- b. All other equipment hampering preparation of a meal.

Code 2 Kitchen Equipment

All other equipment not listed under Code 1.

Code 2 Plumbing

- a. Flush valves not operating properly
- b. Fixture drain, supply line commode, or water pipe leaking.
- c. Commode leaking at base.

Code 3 Plumbing

Leaking faucets

Code 1 Refrigeration

- a. Commissary.
- b. Mess Hall, Army Reserve Projects.
- c. Cold Storage.
- d. Hospital.
- e. Medical storage.

Code 2 Refrigeration

Mess hall - other than walk-in refrigerators and freezers.

Code 1 Roof Leaks

Temporary repairs will be made where major damage to property is occurring.

Code 2 Roof Leaks

Where major damage to property is not occurring, check for location of leak during rain and complete repairs on a Code 2 basis.

Code 1 Sprinkler System

All sprinkler systems, valves, manholes, deluge systems, and air systems to sprinklers.

Code 1 Swimming Pools

Chlorine leaks or broken pumps.

Code 1 Tank Wash Racks (Bird Baths)

All systems which prevent tank wash.

Code 1 Water (Exterior)

Normal operation of water pump station.

Code 2 Water (Exterior)

No water to facility.

Code 1 Water, Hot (and Steam)

a. Hospitals and Mess Halls.

b. Army Reserve Projects, Training Bldg & OMS Bldg.

c. BOQ, BEQ, barracks (entire building).

d. Medical and dental.

Code 2 Water, Hot

No hot water in portion of building listed under Code 1 (items a through c)

2.1.6. Should parts be required to complete the work and the parts are not immediately available, the Contractor shall have a maximum of 12 hours after arrival at the job site to provide the KO or an authorized representative of the installation designated in writing by the KO, with firm written proposals for emergency alternatives and temporary repairs for Government participation with the Contractor to provide emergency relief until the required parts are available on site for the Contractor to perform permanent warranty repair. The Contractors proposals shall include a firm date and time that the required parts shall be available on site to complete the permanent warranty repair. The KO or an authorized representative of the installation designated in writing by the KO, will evaluate the proposed alternatives and negotiate the alternative considered to be in the best interest of the Government to reduce the impact of the emergency condition. Alternatives considered by the KO or an authorized representative of the installation designated in writing by the KO will include the alternative for the Contractor to "Do Nothing" while waiting until the required parts are available to perform permanent warranty repair. Negotiating a proposal which will require Government participation and the expenditure of Government funds shall constitute a separate procurement action by the using service.

3. If the Contractor fails to remedy any failure, defect, or damage within 72 hours of notification of the need for MRR action, the Government has the option of taking steps to remedy the failure and billing the Contractor for this remedy. During emergency situations with life, health, safety, or continued property damage the Government may affect temporary repairs to secure the condition. The contractor will be responsible to remove any temporary measures and perform appropriate repairs at no additional cost to the government.

#### 4.1 Equipment Warranty Identification Tags.

4.2 The Contractor shall provide warranty identification tags on all Contractor and Government furnished equipment which he/she has installed.

(a) The tags shall be similar in format and size to the exhibits provided by this specification, they shall be suitable for interior and exterior locations, resistant to solvents, abrasion, and to fading caused by sunlight, precipitation, etc. These tags shall have a permanent pressure-sensitive adhesive back, and they shall be installed in a position that is easily (or most easily) noticeable. Contractor furnished equipment that has differing warranties on its components will have each component tagged.

(b) Sample tags shall be submitted for Government review and approval. These tags shall be filled out representative of how the Contractor will complete all other tags.

(c) Tags for Warranted Equipment: The tag for this equipment shall be similar to the following. Exact format and size will be as approved.

---

#### EQUIPMENT WARRANTY

CONTRACTOR FURNISHED EQUIPMENT MANUFACTURE MODEL NO.

SERIAL NO. CONTRACT NO. CONTRACTOR NAME

CONTRACTOR WARRANTY EXPIRES MFG WARRANTY (IES) EXPIRES

---

**TITLE: AS-BUILT / FINAL DRAWINGS**

**IDENTIFICATION NUMBER: CDRL010**

**DESCRIPTION / PURPOSE:** To provide as-built drawings reflecting the final remediated configuration of the system/facilities/equipment.

**APPLICATION / INTERRELATIONSHIP:** This CDRL provides for final as-built drawings resulting from the effects of this contract.

**PREPARATION INSTRUCTIONS:** As-built drawings shall be in accordance with this CDRL Description unless otherwise indicated or modified in the task order or directed by the KO.

1. The Contractor shall prepare and submit a set of as-built/final drawings to the KO for review and approval.
2. General. Final submittal of certified as-built drawings may range from a simple marked up schematic to a submittal made in digital format using Computer Aided Design and Drafting (CADD) techniques compatible to the installation (standard Design (DGN) MicroStation drawing files. The contractor shall provide a skilled CADD technician to create as-built drawings. The Government will provide a title sheet and any other CADD drawings that may be available. The lack of CADD drawings does not relieve the contractor of creating and providing properly scaled drawings. These as-builts shall be stamped by either a Professional Engineer (PE) or a Registered Architect (RA) unless otherwise designated in the contract. As-Built drawings shall be drawn, in electronic format, MicroStation (V8i) compatible. The contractor shall furnish two (2) 24" x 36" hard copies of As-Built drawings and a two (2) CD's with electronic copy of the As- Built drawings in CADD (MicroStation (V8i), Auto Cad or compatible) and PDF copies to the KO's prior to receipt of final payment. One set of hard copies shall be encased in environmentally protective covering and be provided and left at equipment location. (Mechanical Room or as designated)
  - 2.2 CADD. Drawing scale units shall be in the English system. Regardless of the CADD program the A/E uses in-house, drawing submittals all drawings shall be in a Bentley MicroStation release V8, V8i, or a compatible, approved equal.
    - 2.2.1 Cardinal North shall be oriented either to the top, right or within the upper right quadrant of all drawings.
    - 2.2.2 The As-Built drawings shall show any deviations from the original drawings, including any modifications/change-orders which were issued by the Government during the Contract.
    - 2.2.3 Arrangement - Arrange Drawings in accordance with the National CAD standards.
    - 2.2.4 Revisions - Revision numbers on the drawings shall be updated as they are changed.
    - 2.2.5 Title Blocks shall reflect the content of the drawing.
    - 2.2.6 Contractor shall provide supporting files to re-create final plans. Include blocks, fonts, plot configuration files and all referenced files.
    - 2.2.7 The contractor (on behalf of their sub-contractors and designers) shall relinquish any and all copyrights on the plans and other documents, so that the Government may modify the plans and use any or all of it elsewhere.

**TITLE:** WEEKLY PROGRESS REPORT

**IDENTIFICATION NUMBER:** CDRL011

**DESCRIPTION / PURPOSE:** To provide progress reports that will be used as a measure of accomplished activity.

**APPLICATION / INTERRELATIONSHIP:** This CDRL details the requirements for a weekly progress report.

**PREPARATION INSTRUCTIONS:** The weekly progress reports on the individual task orders shall be prepared in accordance with this CDRL unless otherwise indicated or modified in the task order or directed by the KO. A narrative report in tabular form shall be provided by the contractor which details each activity shown on the schedule for the reporting period. This report shall be coordinated with the work schedule of CDRL 005. The Contractor shall submit proposed format to the KO, or authorized representative, for approval. Specific contents are:

- a. Summarize progress by estimated percent of completion for each CDRL project.
- b. Remarks section shall be provided for the Contractor to describe any problems in detail which caused lag in schedule as well as Contractor plans to get back on schedule. Include a recap of "approved" weather days or government caused delays that impact upon the project critical path. These delays are to be reconciled weekly with the COR.
- c. Section shall be provided for the Government's comments. A summary monthly progress report covering all individual task orders shall be provided. This summary report shall have the same general format as the individual reports, except the narrative content shall be abbreviated.