

TECHNICAL EXHIBIT TE- 6 REQUIRED SUBMITTALS AND REPORTS

I. SUBMITTAL REQUIREMENTS

The Contractor shall submit the following data, reports, schedules, plans, and items to the COR for approval and/or action as applicable, no later than the timeframes specified. The contractor is not relieved from "delivery" of items not included in the schedule, but specified otherwise in the contract

A. With Proposal

- (1) Phase-in Transition Plan (3.9.1)
- (2) Position Description and Qualifications for Project Manager (3.5)
- (3) Position Description and Qualifications for all proposed initial Supervisory and Key Personnel (3.5)
- (4) Position descriptions and qualifications for all other proposed employees (3.5)
- (5) Proposed Water Treatment Program (3.2.)
- (6) List of subcontractors they intend to use to accomplish specialized equipment maintenance (3.5.7)
- (7) Contingency Plan (3.12)
- (8) Quality Control Plan (3.10)
- (9) Complete Service Call Program (3.3)
- (10) Complete Preventative Maintenance Program (3.4)
- (11) Preventive Maintenance Schedule (3.4.2)
- (12) Additional Services (Requests/Orders) Plan (4)
- (13) Staffing Plan (3.6)
- (14) List of all proposed Subcontracts for specialized equipment certification (3.5.7)

B. Phase-in Period:

- (1) Initial Water Systems Analysis Report (3.2.1)
- (2) Water Treatment Program based on the initial water analysis (3.2.1)
- (3) Building Operating Plan (3.1.1)
- (4) Critical Spares, Parts, & Supplies Inventory (3.3.5)
- (5) Resumes for the proposed Project Manager, Supervisory and Key Personnel, and all other personnel.(3.5)
- (6) Existing Deficiency Report Format (3.9.2)
- (7) Existing Deficiency Report (3.9.2)
- (8) Fingerprint Charts/Personal History Forms for all proposed Supervisory and Key Personnel- initial (Section H)
- (9) Contact Telephone Numbers for Project Manager (3.5.1) and emergency call back services employees (3.3.2.2 & 3.3.2.2.1)
- (10) Update all CMMS database records including the building equipment inventory and preventive maintenance schedule (3.4.2)
- (11) New Equipment Inventory and Annual Preventive Maintenance Schedule (3.4.2)
- (12) Certification(s) by the manufacture, on manufacturer's letterhead, signed by the appropriate company official, stating the specific employee name(s) that have been trained and certified by the manufacturer to maintain and/or service the specialized equipment they will work on (certifications must be current) (3.5.7)
- (13) Environmental Compliance and Safety Program/Plan (3.7.2)
- (14) Proof of EHS Training (3.7.2)
- (15) Waste Management Plan (3.7.2)
- (16) Lock-Out/Tag-out Program (3.7.14)

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- (17) Confined Space Program (3.7.17)
- (18) Refrigerant Management Plan (Paragraph 3.7.23.1)
- (19) Infrared Testing Schedule (as part of the Annual PM schedule) (3.4.8)
- (20) Employee Certificates of Training, Licenses, Permits, and Bonding where required (Paragraphs 3.5.)
- (21) Tour Checksheet Format (3.1.4)
- (22) Tour Logbook Format (3.1.4)
- (23) Equipment Operating Log Sheets Format (3.1.4)
- (24) Monthly Utility Usage Report Format (3.1.9)
- (25) Daily Equipment Condition Report Format (3.1.10)
- (26) Labeling system for equipment identification numbers (3.4.5)
- (27) Oil Analysis Program (3.4.10.1)
- (28) Contractor QCP personnel (3.10.2)
- (29) Contractor QC Inspection Sheet Format (3.10.4)
- (30) GFM Joint Inventory (5.2.1)
- (31) GFE Joint Inventory (5.3.3)
- (32) Kick-Off Meeting Minutes (3.14)
- (33) Fuel Oil Treatment (5.4.2.1)

C. Phase-Out

(1) One Hundred and Twenty (120) days prior to contract expiration/ termination:

- a) Any Revisions to the Phase-out Plan (3.9.7)

(2) Sixty (60) calendar days prior to contract expiration/ termination:

- a) Contract Close Out Inspection (3.9.7.1)

(3) Thirty (30) calendar days prior to contract expiration:

- a) List of deficiencies to be corrected prior to contract close out (3.9.7.3)
- b) Inventory and return all Government technical publications (5.1.3)
- c) Inventory all Government Furnished Materials (5.2.1)

(4) Fifteen (15) calendar prior to contract expiration:

- a) All original hard copy service calls work orders turned over to the government (3.3.9)
- b) All original hard copy PM work orders turned over to the government (3.4.4)
- c) Joint inventory of GFM (5.2.1)
- d) Reclamation of Refrigerants (3.7.23.2)
- e) Accountability for Refrigerants (3.7.23.3)

(5) Seven (7) calendar days prior to contract expiration:

- Provide all Asbestos Records to the Government (3.7.25.1)

(6) Upon Final Expiration of the contract, the Contractor shall return to the Government the following:

- a) Identification/Building Badges issued to Contractor and employees (3.8.2)
- b) All keys/key cards (5.1.1)
- c) All software and hardware and database information related to any Government Furnished or building systems (3.4.9)
- d) Government furnished materials and equipment (5.2 and 5.3)

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II. RECURRING REPORT/SUBMITTALS REQUIREMENTS.

The Contractor shall provide the Government with all reports, notifications, copies, and submittals included but not limited to those mentioned below. The reporting format shall be as approved by the IRS Contracting Officer and/or COR unless the report format is set in the CMMS.

DAILY	
Report Description	Due Date
1. Equipment Condition Report (3.1.10)	Daily, as required, by 9:00 A.M. to COR
2. Copy of completed service call work orders furnished to the Government (3.3.9)	Daily, within 24 hours of completion of Service Call work order by the technician
3. Copy of completed PM work orders furnished to the Government (Paragraph 3.4.4)	Daily, within 24 hours of completion of PM work order by the technician
4. Equipment Check Sheets (3.1.4)	Provided to the COR within 2 days of completion, maintained in an orderly filing system
5. QCP Inspection Documentation (3.10.4)	Copy of every QCP inspection to the COR within 1 calendar day of the inspection being performed.
WEEKLY	
Report Description	Due Date
1. Water Analysis Reports (3.2.3)	Weekly – within 2 calendar days
MONTHLY	
Report Description	Due Date
1. Service Call Accomplishment Report (3.3)	Monthly Progress Report
2. PM Accomplishments Report (3.4)	Monthly PM progress report. A complete summary of all PM accomplishments in Monthly Progress Report
3. Water Analysis Reports (3.2.2)	Monthly - within 5 calendar days
4. IDIQ Task Status Report (4.7)	Monthly Progress Report
5. Equipment Check Logs (Paragraph 3.1.4)	30 days maintained at logbook site, remaining kept in an orderly filing system
6. Utility Usage Report, electrical, fuel, etc. (3.1.9)	Monthly Progress Report
7. Completion of Certification Testing (3.4.7)	Monthly Progress Report
8. Monthly Infrared Testing Completed Report(3.4.8)	Monthly Progress Report
9. Monthly Inventory Update Report(3.4.3)	Monthly Progress Report

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Annually	
Report Description	Due Date
1. Infrared Testing Report (3.4.8)	Within 15 calendar days of the scans
2. Scheduled Outage Plan (3.18.2)	Provided to the COR at least 60 days in advance of the scheduled outage
3. Revised BOP (3.1.1)	Reviewed annually within the first 30 days of the option period
4. BOP Operating Instructions (3.1.2)	Copy to COR annually
5. Legionella Water Test (3.2.5)	Within 30 days of contract start date & each option period
6. Periodic Chiller Oil Analysis Results (3.4.10.1)	Within 21 days of sample being taken
7. Existing Deficiency Report (3.9.2)	Initial Report within 2 weeks of the completed inspection. Follow up reports monthly until all items closed out
8. Annual QCP Inspection Report (3.10.3)	Within 15 days of the completed inspection (to occur during the 6 th month of base period & each option year
9. Annual Partnership meeting minutes (3.4)	Given to COR with 5 calendar days of the meeting
10. Fuel Oil Treatment (5.4.2.1)	Lab test - annually
11. Non Destructive Chiller Tube Analysis Report* (3.4.10.2) * Every 3yrs	Within 10 working days of completion of the test
AS REQUIRED	
Report Description	Due Date
1. Update Building Equipment Inventory in CMMS (3.4.3)	Within 7 calendar days of written notice from the COR to add or delete equipment
2. COR notification of work requiring opening or dismantling of equipment (3.4.2 b)	As required, before work is started
3. Asbestos Program Managers notification of work involving disturbing asbestos (3.7.25.1)	Immediate notification (to the COR and APM) prior to commencement of work.

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AS REQUIRED	
Report Description	Due Date
4. . Employee documentation for new and replacement employees (3.5)	New - During the first 15 days of the phase-in period Replacement – as required
5. MFG PM guides for equipment not covered by current IRS guide (3.4.2 c)	As required, or as directed by the COR
6. Changes in key personnel (3.5.)	As required, when changes occur
7. Scheduling and Recordkeeping (3.7.3)	As required, within 5 business days of receiving the documentation
UPON REQUEST	
Report Description	Due Date
1. Chiller Operating Logs (3.1.4)	Upon COR request, 7 days at equipment, remaining in an orderly filing system
2. Boiler Operating Logs (3.1.4)	Upon COR request, 7 days at equipment, remaining in an orderly filing system
3. Refrigerant Records (3.7.23)	Upon request by the COR, maintained in the RCM database
PHASE-OUT	
Report Description	Due Date
1. Final Inspection Report (3.9.7.2)	Not less than 30 days before contract expiration
2. GFM Joint Inventory (5.2.1)	15 days prior to contract termination
3. GFE Joint Inventory (5.3.2)	15 days prior to contract termination

NOTE: All monthly report data shall be consolidated into a Monthly Progress Report that shall be submitted by the 7th work day of the month following performance (3.13).