

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.2.1.2	N/A	Request to Work Outside Government's Regular Working Hours	At least seven calendar days prior to requested day.	KO and COR	2	As required
0200000/ 2.3.4	N/A	Permits and Licenses	Before work commences and as requested by the KO.	KO and COR	2	As specified
0200000/ 2.3.5	N/A	Certificate of Insurance	Within 15 calendar days after award.	KO and COR	2	As specified
0200000/ 2.6.6	J-0200000-11	Service Provider Information Report	At the end of each workday when updates are required	KO and COR	2	Daily
0200000/ 2.6.6	J-0200000-11	Asset Information Report	At the end of each workday when updates are required	KO and COR	2	Daily
0200000/ 2.6.6	N/A	Sample Delimited Flat-file	Within 15 calendar days after award.	KO and COR	2	As specified
0200000/ 2.6.6.1	N/A	List of personnel requiring access to Government's Maximo	Within 15 calendar days prior to contract start.	KO and COR	1	As specified
0200000/ 2.6.6.3	N/A	Workload Data	KO within 15 days after the end of each contract period of performance and within 15 days after request by the KO.	KO and COR	2	As specified
0200000/ 2.6.7.1	N/A	Quality Management Plan	Within 15 calendar days after award and within seven calendar days of changes.	KO and COR	2	As specified

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Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.6.7.2	N/A	QC Inspection File	Within five calendar days of completion/ termination of the contract.	KO and COR	2	As specified
0200000/ 2.6.7.3	N/A	Contractor Quality Inspection and Surveillance Report	First work day of each month.	KO and COR	2	Monthly
0200000/ 2.6.8	N/A	Property Management Plan	Within 45 calendar days after award.	KO and COR	2	As specified
0200000/ 2.7.1	N/A	List of Key Personnel and Qualifications	Within 15 calendar days after award.	KO and COR	2	As specified
0200000/ 2.7.1	N/A	Organizational Chart	Within 15 calendar days after award.	KO and COR	2	As specified
0200000/ 2.7.2.4	N/A	Proof of Legal Residency	Prior to be admitted to site of work.	KO and COR	2	As specified
0200000/ 2.7.3	N/A	Contractor Labor Hours (eCMRA) Report	No later than 31 October.	KO and COR	2	Annually for labor executed during the period of performance during each Government fiscal year (FY)
0200000/ 2.8.1	N/A	Employee List	Upon request.	KO and COR	2	As required
0200000/ 2.8.7	N/A	Personnel Security Investigation (PSI), Fingerprint Card (FD87), and OF-306 Declaration for Federal Employment	Prior to employee access to sensitive unclassified information.	KO Security Manager	2	As required
0200000/ 2.9.2	N/A	Accident Prevention Plan	Within 15 calendar days after award and within seven calendar days of changes.	KO and COR	2	As specified

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.9.2	N/A	Activity Hazard Analysis	Together with the Accident Prevention Plan and for changes.	KO/COR	2	As specified
0200000/ 2.9.2	N/A	Compliance Plans, Programs, and Procedures	Together with the Accident Prevention Plan and for changes.	KO/COR	2	As specified
0200000/ 2.9.4	J-0200000-04	NAVFAC Contractor Incident Reporting System (CIRS)	Within five calendar days of accident.	KO/COR	2	As required
0200000/ 2.9.4	J-0200000-04	Weight Handling Equipment Accident Report	Within 15 working days of accident.	KO/COR	2	As required
0200000/ 2.9.4	J-0200000-04	Crane and Rigging Gear Near Miss Report	Within 15 working days of accident.	KO/COR	2	As required
0200000/ 2.9.6	N/A	Monthly On-Site Labor Report	First work day of each month.	KO/COR	2	Monthly
0200000/ 2.9.7	N/A	OSHA Citations and Violations Corrective Action Report	Within 48 hours after receiving a citation.	KO/COR	2	As required
0200000/ 2.9.9	N/A	Safety Certifications	Within 15 calendar days after award and as old certifications expire.	KO/COR	2	As specified
0200000/ 2.10.1.1	N/A	Water Conservation Plan	Within 15 calendar days after award and for changes.	KO/COR	2	As specified
0200000/ 2.10.2.1	N/A	Air Quality Reports for Contractor's Controlled Equipment	Within 15 calendar days after the end of each calendar year and at termination of the contract.	KO/COR	2	Annually
0200000/ 2.10.2.1	J-0200000-04	Solvent Use Log	Within the first 10 working days of each month.	KO/COR/ Environ mental Division	3	Monthly
0200000/ 2.10.2.1	J-0200000-04	Gasoline Loading	Within the first 10 working days of each month.	KO/COR/ Environ mental Division	3	Monthly

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.10.2.5	N/A	Sampling Plan	As specified.	KO/COR/ Environ mental Division	3	As specified
0200000/ 2.10.2.7	J-0200000-04	Ozone Depleting Annual Report	15 January	KO/COR/ Environ mental Division	3	Annually
	N/A	Class I ODS Report	Within 24 hours following delivery of refrigerant to DLA	KO/COR/ Environ mental Division	3	As required
0200000/ 2.10.2.7	J-0200000-04	ODS Release/Recovery Report	Within 24 hours following of ODS release	KO/COR/ Environ mental Division	3	As required
0200000/ 2.10.2.8	J-1800000-08	Used Oil Disposal and Recycling Summary Report Form	Within 15 calendar days prior to contract start.	KO/COR/ Environ mental Division	3	As specified
0200000/ 2.10.2.8	J-1800000-12	Spill Prevention Control and Countermeasure Plan inspection form for Oil- containing drums	Within 10 working days of each quarter	KO/COR/ Environ mental Division	3	Quarterly
0200000/ 2.10.2.9	J-0200000-04	Solid Waste Management Report	Within three months after start of contract performance and by annually (by October 10th) thereafter.	KO/COR	2	Annually
0200000/ 2.10.2.10	N/A	Solid Waste Disposal Report	As specified.	KO/COR	2	Monthly
0200000/ 2.10.2.10	N/A	Waste Stream Determination Report	Within 30 calendar days prior to start of contract performance and within 14 days of identification of any new waste stream.	KO/COR	2	As required.
0200000/ 2.10.2.15	N/A	Infectious Waste disposal Service Reports	Within five calendar days of disposal.	KO/COR	2	As required.

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.10.2.16	N/A	Emergency Planning and Community Right- To-Know Act (EPCRA) Report	Within 15 calendar days after contract award and not less than 10 working days prior to planned use of hazardous material.	KO/COR	2	As specified
0200000/ 2.10.2.16	J-0200000-04	Contractor Hazardous Material Inventory Log	Within 15 calendar days after the end of each calendar year and at termination of the contract.	KO/COR/ Environ mental Division	3	Annually
0200000/ 2.10.2.16	J-0200000-04	Report of Hazardous Materials Inventory	10 April	KO/COR/ Environ mental Division	3	Annually
2.10.2.20	N/A	Asbestos Containing Material (ACM)	Verbally notify the KO and COR within one hour and follow-up with written Notification within 24 hours	KO/COR	2	As specified
2.10.2.23	N/A	Fuel Storage Tank Records	As specified.	KO/COR	2	As specified
2.10.2.24	N/A	Hazardous Air Pollutant Data	First business day of each month.	KO/COR	2	Monthly
2.10.2.25	N/A	Dewatering Plan	As specified.	KO/COR	2	As required
0200000/ 2.10.3	N/A	Sustainable Procurement and Practices Plan	Within 15 calendar days after award and within 15 calendar days after exercised option periods.	KO/COR	2	Annually
0200000/ 2.10.3	N/A	Sustainable Delivery of Services Report	Within five calendar days after each contract period.	KO/COR	2	Annually

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
0200000/ 2.10.3.2	N/A	Recovered Material Certification	.As specified	KO/COR	2	When a product containing recovered materials is equal to or better than the original and could be used.
0200000/ 2.11	N/A	Mission Critical/Essential Personnel List	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO/COR	2	As specified
0200000/ 2.12	N/A	Technical Library Table of Contents	Within 15 calendar days after contract start and within seven calendar days of changes.	KO/COR	2	As specified
2.14.1	N/A	Notification to the Government for Work Above the Recurring Work Limitations and Rough Order of Magnitude Estimate	Within two hours of identification.	KO and COR	2	As required
2.14.1	N/A	Detailed Scope of Work and Detailed Estimate	Within two work days.	KO and COR	2	As required
2.15.2.1	N/A	Non-Recurring Work Proposals	Within two working days following receipt of request.	KO	1	As required

Deliverables Form Preparation Instructions

Deliverable Title: Request to Work Outside Government's Regular Working Hours

Form Attachment No.: N/A

Government Approval Required: ___ Yes No

Media: ___ Hard Copy Electronic ___ Direct System Input

Instructions:

The report shall be prepared using Microsoft Office Word® software.

Submit a copy via email to recipients on the distribution list for Government review and comment.

1. If the KO accepts the request, the Government shall notify the Contractor of Government acceptance.

2. If the KO responds to the request with review comments, then incorporate the Government's comments and resubmit the request via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions

Deliverable Title: GFE Inventory

Form Attachment No.: N/A

Government Approval Required: ___ Yes No

Media: ___ Hard Copy Electronic ___ Direct System Input

Instructions:

The report shall be prepared using Microsoft Office Word® software.

Inventory shall include no less than the following information;

- a. Description
- b. Quantity
- c. Manufacturer
- d. Acquisition Cost
- e. Model Number
- f. Location
- g. Serial Number
- h. GFE Number

Submit a copy via email to recipients on the distribution list for Government review and comment.

Deliverables Form Preparation Instructions	
Deliverable Title: Emergency Planning and Community Right-To-Know Act (EPCRA) Report	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p>Instructions:</p> <ol style="list-style-type: none"> 1. The report shall be prepared using Microsoft Office® software. 2. Include the following: <ol style="list-style-type: none"> a. EPCRA Plans and Procedures: <ol style="list-style-type: none"> 1) Hazardous Materials Planned for Use: Include an inventory of hazardous materials planned for use, including estimated quantities, and a copy of the corresponding material safety data sheets (MSDS) for hazardous materials expected to be used for this contract during each calendar year. The inventory shall include all information required to complete the Contractor Hazardous Material Inventory Log shown in the Form Attachment. This report shall be submitted to the KO and Environmental Compliance Office via the KO. 2) Plan for protecting personnel and property during the transport, storage, and use of the materials. 3) Emergency procedures for spill response and disposal, including a site map with approximate quantities on site at any given time. The site map, showing where the hazardous substances are stored, shall be attached to the inventory. 4) Approved labeling system to identify contents of all containers on-site. b. Hazardous Materials Actually Used: Include an inventory of the actual hazardous materials used, including include quantities, to the KO and Environmental Compliance Office via the KO. The inventory shall include all information required to complete the Contractor Hazardous Material Inventory Log shown in the Form Attachment. 3. Submit additional information to the Government as requested to support EPCRA reporting requirements. 	

Deliverables Form Preparation Instructions	
Deliverable Title: Solvent Use Log	
Form Attachment No.: J-0200000-04	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p>Instructions:</p> <ol style="list-style-type: none"> 1. The report shall be prepared using Microsoft Office® software. 2. Include the following: <ol style="list-style-type: none"> a. This report will be used to comply with the base Air permit. b. Report will contain solvent usage for parts washers c. Follow the instructions on the form J-0200000-04 Solvent Use Log. 3. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) within the first 10 working days of each month. 	

Deliverables Form Preparation Instructions	
Deliverable Title: Gasoline Loading	
Form Attachment No.: J-0200000-04	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p>Instructions:</p> <ol style="list-style-type: none"> 1. The report shall be prepared using Microsoft Office® software. 2. Include the following: <ol style="list-style-type: none"> a. This report will be used to comply with the base Air permit. b. Report will contain fuel loading data for tanks. c. Follow the instructions on the form J-0200000-04 Gasoline Loading. 3. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) within the first 10 working days of each month. 	

Deliverables Form Preparation Instructions	
Deliverable Title: Ozone Depleting Annual Report	
Form Attachment No.: J-0200000-04	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
Instructions: <ol style="list-style-type: none">1. The report shall be prepared using Microsoft Office® software.2. Include the following:<ol style="list-style-type: none">a. The annual report shall contain type of ODS/refrigerant and quantities (pounds)b. The report must display the information by type of ODS.3. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) by 15 January annually.	

Deliverables Form Preparation Instructions	
Deliverable Title: ODS Release/Recovery Report	
Form Attachment No.: J-0200000-04	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
Instructions: <ol style="list-style-type: none">1. The report shall be prepared using Microsoft Office® software.2. Include the following:<ol style="list-style-type: none">a. This report will be used to comply with base air permit and ODS regulatory requirements.b. Complete form in accordance with instructions provided on the form.3. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) within 24 hours of an ODS release.	

Deliverables Form Preparation Instructions	
Deliverable Title: Spill Prevention Control and Countermeasure Plan inspection form for Oil-containing drums	
Form Attachment No.: J-1800000-12	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p>Instructions:</p> <ol style="list-style-type: none"> 1. The report shall be prepared using Microsoft Office® software. 2. Include the following: <ol style="list-style-type: none"> a. Report will contain inspection check-list for Oil-containing Drums that contain 55 gallons or larger, to comply with the Base SPCC. b. This report will be used to comply with the base Spill Prevention, Control, and Countermeasure (SPCC) Plan and 40 CFR-112. c. Follow the instructions on the form. 3. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) the first 10 working days of each quarter. 	

Deliverables Form Preparation Instructions	
Deliverable Title: Report of Hazardous Materials Inventory	
Form Attachment No.: J-0200000-04	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p>Instructions:</p> <ol style="list-style-type: none"> 4. The report shall be prepared using Microsoft Office® software. 5. Include the following: <ol style="list-style-type: none"> a. Identifies hazardous materials issued to each activity supported. b. Fill out figure J-0200000-04 Report of Hazardous Materials Inventory in accordance with NAVSUPACTMIDSOUTHINST 5100.6. 6. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) annually by 10 April. 	

1502000 – Facility Investment

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1502000/ 2.2.1	N/A	Certification and Licenses	Within 15 days after award or as requested by the KO	KO/COR	2	Once for initial submittal, then as requested
1502000/ 3.1	N/A	Service Order Summary Report	First work day of each month	KO/COR	2	Monthly
1502000/ 3.1	N/A	Service Order Status Report	First work day of each week	COR/ Maint. Reps	As required	Weekly
1502000/ 3.1	N/A	Roofing Repair Report	Fifth work day of each month	COR/ Require ments Branch Hd.	2	Monthly
1502000/ 3.2	N/A	Preventive Maintenance Program Plan	30 calendar days after contract award	KO/COR	2	Annually
1502000/ 3.2	N/A	Monthly PM Work Schedule	10 work days prior to the beginning of each month	COR/ Require ments Branch Hd.	2	Monthly
1502000/ 3.2.1	N/A	HVAC Oil Sample Analysis Report	5 working days after test results received	COR/ Require ments/ Env. Branch Hd.	2	Annually
1502000/ 3.2.5	J-1502000-33	Generator Service Log	Within the first 10 working days of each month.	COR/ Require ments/ Env. Branch Hd.	2	Monthly
1502000/ 3.2.6	N/A	Monthly Cathodic Protection Inspection/Test Schedule	Within 30 days following award	COR/ Require ments Branch Head	2	Annually and as changes occur
1502000/ 3.2.6	N/A	Annual Cathodic	Within 30 days	COR/	2	Annually

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DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
3.2.6		Protection Calibration Schedule	following award	Require ments Branch Head		
1502000/ 3.2.6	N/A	Cathodic Protection Test Results	Within five working days of the test	COR/ Require ments Branch Head	2	Monthly
1502000/ 3.2.6	N/A	Cathodic Protection System Report	Upon completion of annual calibration	COR/ Require ments Branch Head	2	Annually
1502000/ 3.2.8	N/A	Exterior Lighting Systems Program	30 calendar days after contract award	KO/COR	2	As specified
1502000/ 3.2.13	N/A	PTAC Summary Replacement Report	Fifth work day of each month	COR/ Require ments Branch Hd.	2	Monthly
1502000/ 3.3	N/A	Integrated Maintenance Program Plan	30 calendar days after contract award	KO/COR	2	Annually
1502000/ 3.3	N/A	Monthly IMP Schedule and IMP Maintenance and Repair Status	10 work days prior to the beginning of each month	KO/COR	2	Monthly
1502000/ 3.4	N/A	Inspection, Testing, and Certification Program Summary Report	First work day of each month	KO/COR	2	Monthly
1502000/ 3.4	N/A	Inspection, Testing and Certification Schedule and Equipment Certifications	First work day of each month	KO/COR	2	Monthly
1502000/ 3.4.1	J-1502000-33	Backflow Device Test Report	Five working days after test	COR/ Require ments Branch Hd.	2	As required
1502000/ 3.4.2	N/A	Ground Point Inspection and Testing Results	First working day of each month	KO/COR	2	Monthly
1502000/	N/A	Inspection and Test	By the fifth work	COR/	2	Monthly

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
3.4.3		Report for Vertical Transportation Equipment	day of each month	Require ments Branch Hd.		
1502000/ 3.4.3	J-1502000-33	Report of Elevator/Dumbwaite r Inspections and Tests	Within 5 working days after inspection completion.	COR/ Require ments Branch Hd.	2	As required
1502000/ 3.5	N/A	Other Recurring Services Program Summary Report	First work day of each month	COR/ Require ments Branch Hd.	2	Monthly
1502000/ 3.5.1	N/A	Oil/Water Separator Service Log	After award, no later than October 5 th of each calendar year.	COR/ Environ mental Branch Hd.	2	Annually
1502000/ 3.5.6	J-1502000-33	HVAC Water Chemical Analysis Report	Within five days after tests completed	COR/ Require ments Branch Hd.	2	Monthly
1502000/ 3.5.9	N/A	Traffic Control Device Program	30 calendar days after contract award	KO/COR	2	As specified
1502000/4	N/A	Non-recurring Work Status Report	Fifth work day of each month	KO/COR	As specified	As specified

Deliverables Form Preparation Instructions	
Deliverable Title: Service Order Summary Report	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p><u>Instructions:</u></p> <p>The report shall be prepared using Microsoft Office Word® software.</p> <p>The Service Order Summary Report shall be a compilation of the previous months service order reports with the following information:</p> <ol style="list-style-type: none"> a. Detailed description of work actually completed, problems encountered and recommended follow-up actions required. b. Brief description of material and parts used, including quantities and cost. c. Date and time work began. d. Date and time work was completed. e. Total hours of labor (by craft) expended, including travel time. f. Name of person accepting the work and any comments written on the service order ticket. g. Last name and first initial of the Contractor employee(s) performing the work. <p>Submit a copy of the summary report via email to KO and COR for Government review and comment.</p>	

Deliverables Form Preparation Instructions

Deliverable Title: Service Order Status Report

Form Attachment No.: N/A

Government Approval Required: Yes No

Media: Hard Copy Electronic Direct System Input

Instructions:

The report shall be prepared using Microsoft Office Word® software.

At a minimum, the report shall include the following by service call (sort report by date completed then by Service Call Number):

	Completed	Open
a. Service call number.	Y	Y
b. Job order number.	Y	N
c. Date/time call received.	Y	Y
d. Name of Maintenance Representative and phone number	Y	Y
e. Short description of required work.	Y	Y
f. Classification/ Priority Assigned.	Y	Y
g. Location of work.	Y	Y
h. Description of work performed	Y	N
i. Date/time completed	Y	N
j. For Emergency Service Calls: Date/Time work began.	Y	N

Submit a copy of the status report via email to the COR and Customer Maintenance Reps (as needed) for Government review.

Deliverables Form Preparation Instructions	
Deliverable Title: Roofing Repair Report	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p><u>Instructions:</u></p> <p>The report shall be prepared using Microsoft Office Word® software.</p> <p>The Roofing Repair Report summarizes temporary and permanent roof repairs Format is optional. At a minimum, the report shall contain the following information:</p> <ul style="list-style-type: none"> a. Service call number b. Building number c. Description of temporary/permanent repair d. Date of temporary repair e. Date of permanent repair or date permanent repair is scheduled <p>Submit a copy of the summary report via email to COR and PRMS11 for Government review.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Preventive Maintenance Program Plan	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p><u>Instructions:</u></p> <p>The report shall be prepared using Microsoft Office Word® software.</p> <p>The Service Order Summary Report shall be a compilation of the previous months service order reports with the following information:</p> <ul style="list-style-type: none"> a. Name of inspector/mechanic b. Date c. Checks made d. Services performed e. Corrective action performed f. Materials used g. Material cost <p>Submit a copy of the plan via email to KO and COR for Government review.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Monthly PM Work Schedule	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p>The report shall be prepared using Microsoft Office Word® software.</p> <p>The schedule shall be sent electronically and shall list all PM's to be performed by the week. PM's shall be listed by craft, i.e. HVAC, plumbing, etc., and building number. The schedule shall also show the day and week of performance and the PM Guide number.</p> <p>Submit a copy of the report via email to the COR and Requirements Branch Head (PRMS11) for Government review.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: HVAC Oil Sample Analysis Report	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p>The report shall be prepared using Microsoft Office Word® software.</p> <p>An approved laboratory test report format shall be used annually for oil samples on all HVAC systems 70 tons or greater.</p> <p>Submit a copy of the report via email to the COR, Environmental and Requirements Branch Heads for Government review within five working days after tests results are received.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Backflow Device Test Report	
Form Attachment No.: J-1502000-33	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p>The report shall be prepared using Microsoft Office Word® software.</p> <p>Complete Backflow Device Test Report Form attached which is self-explanatory, or a similar contractor developed form (approved by ACO) each time a backflow device is tested.</p> <p>Submit a copy of the report via email to the COR and Requirements Branch Head (PRMS11) for Government review within five working days after test.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Inspection and Test Report for Vertical Transportation Equipment	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p>The report shall be prepared using Microsoft Office Word® software.</p> <p>Provides a log/tabular list of all inspections, tests, maintenance and repair performed on each elevator and dumbwaiter, broken down by elevator/dumbwaiter. Exact format shall be developed by the contractor but as a minimum this record shall indicate the items shown on figure 3-2A and the following:</p> <ol style="list-style-type: none"> a. Elevator/Dumbwaiter identification b. Date and time notified (if other than routine service) c. Date and time service/repair d. Name of mechanic e. Nature of problem (if other than routine service) f. Description of service performed g. Item of equipment/component involved h. What parts were replaced <p>Submit a copy of the report via email to the COR and Requirements Branch Head (PRMS11) for Government review by the fifth working day of each month</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Report of Elevator/Dumbwaiter Inspections and Tests	
Form Attachment No.: J-1502000-33	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p>The report shall be prepared using Microsoft Office Word® software.</p> <p>Upon completion of inspections and/or tests the form (J-1502000-33 Report of Periodic Inspections and Tests), or similar approved contractor developed form, shall be prepared by filling in the appropriate blanks. Inspection checklists as shown in ANSI 17.1 shall also be filled out and attached.</p> <p>Submit a copy of the report via email to the COR and Requirements Branch Head (PRMS11) for Government review within 5 working days of inspection/test completion.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Other Recurring Services Program Summary Report	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p><u>Instructions:</u></p> <p>The report shall be prepared using Microsoft Office Word® software.</p> <p>Format is optional and records may be kept in logs, record cards, or other format, and maintained either at the equipment or in a central location. Equipment that has no logbook shall have a record card. As a minimum the records shall indicate the following:</p> <ul style="list-style-type: none"> a. Name of inspector/mechanic b. Checks Made c. Date d. Services performed e. Corrective action performed f. Materials used g. Material cost <p>Submit a copy of the report via email to the COR and Requirements Branch Head (PRMS11) for Government review within 5 working days of inspection/test completion.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Water Chemical Analysis Report	
Form Attachment No.: J-1502000-33	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p style="padding-left: 40px;">The report shall be prepared using Microsoft Office Word® software.</p> <p style="padding-left: 40px;">Report format similar to J-1502000-33 Water Chemical Analysis Report or an equivalent approved laboratory report format shall be used to report results of monthly HVAC cooling water quality.</p> <p style="padding-left: 40px;">Submit a copy of the report via email to the COR and Requirements Branch Head (PRMS11) for Government review within 5 working days of inspection/test completion.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Non-recurring Work Status Report	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p><u>Instructions:</u></p> <p>The report shall be prepared using Microsoft Office Excel® software.</p> <p>Format is optional and Serves as a comprehensive listing of all non-recurring work requested by the Government and provides a ready reference of the status of all indefinite quantity work from inception to completion. Report format is to be electronic spreadsheet; report will include the following information:</p> <ul style="list-style-type: none"> a. Work Request Number b. Date Received c. Job Title/Description d. Priority e. Whether Maint. Services or Davis-Bacon Work f. Price g. Delivery Order Number h. Job Order Number i. Estimated/Actual Start Date j. Estimated/Actual Completion Date <p>Include with each report a listing of delivery orders completed the previous month.</p> <p>Submit a copy of the report via email to the COR, Requirements Branch (PRMS 1), PWO (PRMS/PWO), FMFS Branch PRMS 23), HSG Department, and Financial Management Branch (PRMS/FM), and Environmental Branch (PRMS EV).</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Generator Service Log	
Form Attachment No.: J-1502000-33	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p>The report shall be prepared using Microsoft Office Word® software.</p> <p>Report will contain data for all generators.to include O&M run times and the emergency run times and cause. This report will be used to comply with the base Air permit. Follow the instructions on the form J-1502000-33 Generator Service Log.</p> <p>Submit a copy of the report via email to the COR and Environmental Branch (PRA4) for Government review within the first 10 working days of each month..</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Cathodic Protection - Quarterly Structure-to-Electrode Potential Report	
Form Attachment No.: N/A	
Government Approval Required: __ Yes <u>X</u> No	
Media: __ Hard Copy <u>X</u> Electronic __ Direct System Input	
<u>Instructions:</u> <p style="margin-left: 40px;">The report shall be prepared using Microsoft Office Word® software.</p> <p style="margin-left: 40px;">Test in accordance with MO-307 and forward results to ACO. Complete SOUTHNAVFACENGCOM Form 9-11014/15 (Figure 4-9A) per MO-307.</p> <p style="margin-left: 40px;">Submit a copy of the summary report via email quarterly to COR and Requirements Branch (PRA11) for Government review and comment five working days after tests completed.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Cathodic Protection - Monthly Rectifier Report	
Form Attachment No.: N/A	
Government Approval Required: __Yes <u>X</u> No	
Media: __ Hard Copy <u>X</u> Electronic __ Direct System Input	
<u>Instructions:</u> <p style="margin-left: 40px;">The report shall be prepared using Microsoft Office Word® software.</p> <p style="margin-left: 40px;">Test in accordance with MO-307 and forward results to ACO. Complete SOUTHNAVFACENGCOM Form 9-11014 (Figure 4-8A) per MO-307.</p> <p style="margin-left: 40px;">Submit a copy of the summary report via email monthly to COR and Requirements Branch (PRA11) for Government review and comment five working days after tests completed.</p>	

1503010 – Custodial Services

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1503010/ 2.2.1	N/A	Pathogen Training Certificates	Upon request	KO/CO R	2	Upon request
1503010/ 3.1	N/A	Annual Work Schedule	1 each year	KO/CO R	2	Within 15 days after award and annually thereafter
1503010/ 3.1	N/A	Monthly Work Plan	First work day of each month	KO/CO R	2	Monthly
1503010/ 3.2	N/A	Unscheduled Services Report	First work day of each month	KO/CO R	2	Monthly

Deliverables Form Preparation Instructions	
Deliverable Title:	Unscheduled Services Report
Form Attachment No.:	N/A
Government Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Media:	<input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Direct System Input

Instructions:

The report shall be prepared using Microsoft Office Word® software.

The Trouble Call Summary Report shall be a compilation of the previous months trouble call reports with the following information:

- h. Detailed description of work actually completed, problems encountered and recommended follow-up actions required.
- i. Brief description of labor to be performed.
- j. Date and time work began.
- k. Date and time work was completed.
- l. Total hours of labor (by craft) expended, including travel time.
- m. Name of person accepting the work and any comments written on the trouble ticket.
- n. Last name and first initial of the Contractor employee(s) performing the work.

Submit a copy of the summary report via email to KO/COR for Government review and comment.

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/Spec Item	Form Attachment Number	Deliverable Title	Date(s) of Submission	Distribution		Frequency
				Original/Copies	Number of Copies (including original)	
1503020/2.2.1	N/A	Copy of State Certification for Contractor Personnel	15 calendar days prior to start of work. Copies of renewed certifications shall also be submitted.	KO/COR	2	As required
1503020/2.3.1	N/A	Copy of Local/State Business License	Prior to contract award. Copies of renewed licenses shall also be submitted.	KO/COR	2	1 per state
1503020/2.3.2	N/A	Permits	5 days prior to the start of work requiring permits.	KO/COR	2	As required
1503020/2.3.4	N/A	Ultra-Low Volume (ULV) Equipment Calibration and Droplet Analysis Report	15 days prior to the start of work and thereafter every 50 hours of ULV equipment use.	KO/COR	2	As required
1503020/2.3.5	N/A	Planned Pesticide Use Sheets including Pesticide Labels and Material Safety Data Sheets (MSDS)	15 days prior to the start of work. Note: Any proposed changes in pesticide usage shall be submitted for KO approval at least 5 business days in advance of pesticide use.	KO/COR	2	1 for each pesticide per pest as required

DELIVERABLES						
Annex/Spec Item	Form Attachment Number	Deliverable Title	Date(s) of Submission	Distribution		Frequency
				Original/Copies	Number of Copies (including original)	
1503020/2.3.13	J-1503020-03	Pest Management Operations Report	Electronically within 1 day of each pest management operation.	KO/COR	2	As specified
1503020/2.3.13	J-1503020-03	Report of Pest Management Operations	Electronically once per month by the 15th of the following month (Example: July data must be submitted by August 15).	KO/COR	2	Monthly
1503020/3	N/A	Contractor's Work Plan	15 days prior to the start of work.	KO/COR	2	1 per proposal
1503020/3	N/A	Report of Conditions Conducive to Pest Infestation	1 working day after citing conditions.	KO/COR	2	As required
1503020/3, 4	N/A	Five-year Termite Treatment Warranties	10 days following the treatment.	KO/COR	2	As required
1503020/3, 4	J-1503020-18	Termite and Wood Decay Inspection (DD Form 1070) (per the appropriate Pest Group Sheet)	10 working days after inspection completed.	COR/Requirements Branch Head	2	As required
1503020/3, 4	J-1503020-18	Adult Mosquito Catch (per the appropriate Pest Group Sheet)	The same day as collected in a labeled, re-sealable plastic bag.	KO/COR	2	As required
1503020/3, 4	N/A	Larval Mosquito Survey Report (per the appropriate Pest Group Sheet)	Within 1 day of the survey.	KO/COR	2	As required
1503020/3, 4	N/A	Stored Product Pest Survey (per the appropriate Pest Group Sheet)	Within 1 day of the survey.	KO/COR	2	As required

DELIVERABLES						
Annex/Spec Item	Form Attachment Number	Deliverable Title	Date(s) of Submission	Distribution		Frequency
				Original/Copies	Number of Copies (including original)	
1503020/3, 4	N/A	Pharaoh Ant Treatment: Floor Plan Diagram (per the appropriate Pest Group Sheet)	2 calendar days prior to beginning the treatment.	KO/COR	2	As required
1503020/3, 4	N/A	Tick Survey Report (per the appropriate Pest Group Sheet)	Within 1 day of the survey.	KO/COR	2	As required
1503020/3, 4	N/A	Mole Cricket Survey Report (per the appropriate Pest Group Sheet)	Within 1 day of the survey.	KO/COR	2	As required
1503020/3, 4	N/A	Aerial Spray Operations - FAA Approval (per the appropriate Pest Group Sheet)	24 hours prior to performing aerial operations.	KO/COR	2	As required

Instructions for Contractor's Work Plan

The CWP shall adhere to applicable publications and directives contained in J-1503020-XX (Applicable Publications and Directives). The CWP will require approval by the Contracting Officer (KO). The CWP shall establish the strategy and methods for conducting a safe, effective, and environmentally sound pest management program in compliance with these specifications. Prospective contractors may review the installation's historical records of pest activity and abatement actions, survey facilities and grounds, and consult with the Installation PMC in development of a plan. The CWP shall address continuous monitoring, pest response and removal procedures, record keeping, warranties, education and communication to installation personnel to prevent pests and disease vectors, bird control on applicable airfields and in hangars, etc. The IPM approach should use targeted (i.e., effective, environmentally sound) methods including habitat/facility modification, biological/genetic/cultural control, mechanical/physical control, and where necessary, the judicious use of least hazardous pesticides. The CWP shall include labels, MSDS sheets, and planned pesticide use sheets and comply with all applicable local, state, and Federal regulations, and the IPMP.

Termite and Wood Decay Inspection (DD Form 1070) (per the appropriate Pest Group Sheet)

DESCRIPTION/PURPOSE: To report results of structural pest inspection.

APPLICATION/INTERRELATIONSHIP: Used to monitor condition of structures and effectiveness of structural pest control program.

PREPARATION INSTRUCTIONS: Computer generated format similar to the form in J-1503020-18 1) Report of Structural Pest Inspection

FREQUENCY: Every other year for each structure/facility except family housing units.

DUE DATE: Within 10 working days of inspection. Inspection reports for individual structures/facilities may be accumulated and submitted monthly. Conditions of critical or urgent nature shall be reported immediately.

DISTRIBUTION: Electronically to FMFS (PRMS 23) and Requirements Branch Head (PRMS 1).

Adult Mosquito Catch (per the appropriate Pest Group Sheet)

DESCRIPTION/PURPOSE: Provides a tally of female mosquitoes caught for each light trap.

APPLICATION/INTERRELATIONSHIP: Used to determine the need for mosquito control.

PREPARATION INSTRUCTIONS: Fill out Light Trap Survey form found in J-1503020-18 2) Mosquito Light Trap Report

FREQUENCY: Four consecutive days per week 15 April through 30 September.

DUE DATE: The first work day of the following week.

DISTRIBUTION: Submit the collected mosquitoes and one copy of Light Trap Survey form to NAVHOSP Preventive Medicine. Retain original on file for Navy inspections.

1503030 – Integrated Solid Waste Management

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submissio n	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1503030 / 2.3.1	N/A	Revenue Receipts	As specified	KO/COR	12	With invoice/Monthly
1503030 / 2.3.2	N/A	Weight Tickets	As specified	KO/COR	12	With invoice/Monthly
1503030 / 2.3.3	N/A	Disposal Permits	Within 15 calendar days after Contract award	KO/COR	2	As required
1503030 / 3.1	N/A	Solid Waste Collection Schedule	As specified	KO/COR	2	15 days after award/Annually

1503040 – Other (Training Pools)

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (includin g original)	
1503040/ 2.1.1	N/A	Certifications and Training	Within 15 days after award or as requested by the KO	KO/COR	2	Once for initial submittal, then as requested
1503040/ 2.2	N/A	Splash Park Operating Record (NAVDOCKS 2563)	By the fifth calendar day of each month.	COR/Requirements Branch Head/Environmenta l Branch Head	3	Monthly
1503040/ 3.1.1	N/A	Water Analysis Report	First work day of each month	KO/COR	2	Monthly

Deliverables Form Preparation Instructions
Deliverable Title: Water Analysis Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes <u>X</u> No
Media: ___ Hard Copy <u>X</u> Electronic ___ Direct System Input
<p>Instructions:</p> <p style="padding-left: 40px;">The report shall be prepared using Microsoft Office Word® software.</p> <p style="padding-left: 40px;">Submit a copy via email to recipients on the distribution list for Government review and comment.</p> <ol style="list-style-type: none"> 1. If the KO accepts the request, the Government shall notify the Contractor of Government acceptance. 2. If the KO responds to the request with review comments, then incorporate the Government's comments and resubmit the request via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions	
Deliverable Title: Splash Park Operating Record (NAVDOCKS 2563)	
Form Attachment No.: N/A	
Government Approval Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Media: <input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Direct System Input	
<p>Instructions:</p> <p style="padding-left: 40px;">The report shall be prepared using Microsoft Office Word® software.</p> <p style="padding-left: 40px;">Provide a daily record of swimming pool operational controls and data. Detailed instructions are furnished on the reverse side of NAVDOCKS Form 2563 (Figure 4-5A). Complete form for the Splash Park only.</p> <p style="padding-left: 40px;">The record is due the 5th calendar day of the month. Electronically submit the record to the COR, Requirements Branch (PRMS 1), and Environmental Branch (PRMS/EV).</p>	

1503050 – Grounds Maintenance and Landscaping

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1503050 / 2.3.6.1	N/A	Water Conservation Plan	As specified	KO/COR	2	15 days after award/Annually
1503050 / 3, 3.3.3	N/A	SDS sheets and catalog cut sheets or samples for fertilizer, mulch, and herbicides	As specified	KO/COR	2	As required
1503050 / 3.1	N/A	Soil Analysis test results and proposed fertilizer	As specified	KO/COR	2	15 days after receipt of the test results by the Contractor
1503050 / 3.1.2, 3.2.3, 3.3.1	N/A	Vegetation Control Schedule	As specified	KO/COR	2	15 days after award/Annually
1503050 / 3.1.4	N/A	Debris Removal Schedule	As specified	KO/COR	2	15 days after award/Annually
1503050 / 3.1.9	N/A	Artificial Turf Maintenance	As specified	KO/COR	2	15 days after award/Annually
1503050 / 3.1.10	N/A	Maintenance of Xeriscape Areas	As specified	KO/COR	2	15 days after award/Annually

1503060 – Pavement Clearance

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1503060 / 3.1.1	N/A	Pavement Sweeping Schedule	15 working days after award and 15 working days after the start of each option year	KO/COR	4	Annually
1503060 / 3.2.1.1	N/A	Snow Removal Plan	15 working days after award and 15 working days after the start of each option year	KO/COR	4	Annually

Section F 1601000
Deliveries or Performance

DELIVERABLES						
Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
3.1	N/A	Utility Infrastructure Condition Assessment	First work day of the each month	KO/COR	2	Monthly
3.1.1	N/A	Notification of utility assets not included in the listing	As Specified	KO/COR	2	As Required
3.1.1	N/A	Asset description change report	As Required	KO/COR	2	As Required
3.2	N/A	Meter Readings	Within one calendar day of meter reading date	COR/ UEM Branch Head	2	Monthly
3.2	N/A	Re-read Meter	Within 1 day of request	COR/ UEM Branch Head	2	As Required
3.3	N/A	Utility Outage Request	Within 10 calendar days of request	COR/ UEM Branch Head	2	As Required

Deliverables Form Preparation Instructions	
Deliverable Title:	Meter Readings
Form Attachment No.:	N/A
Government Approval Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Media:	<input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Direct System Input
<p>Instructions:</p> <p style="padding-left: 40px;">The report shall be prepared using Microsoft Office Excel® software.</p> <p style="padding-left: 40px;">Read all meters on specified dates each month. Record required meter readings for gas, electricity, sewage, and water in an Excel spreadsheet and return completed spreadsheet.</p> <p style="padding-left: 40px;">Submit the completed spreadsheet via email to the COR and UEM Branch Head by the first work day of each month.</p>	

Deliverables Form Preparation Instructions
Deliverable Title: Utility Outage Request
Form Attachment No.: N/A
Government Approval Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Media: <input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Direct System Input
<p>Instructions:</p> <p style="padding-left: 40px;">The report shall be prepared using Microsoft Office Word® software.</p> <p style="padding-left: 40px;">Public Works approval must be obtained for planned outages. Public Works will obtain clearances from system users. Whenever possible, routine maintenance requiring shutdown of equipment shall be performed when winter heating or summer air conditioning is not required.</p> <p style="padding-left: 40px;">Submit a request via email to the COR and UEM Branch Head at least 10 days prior to requested outage date.</p>

Section F 1602000
Deliveries or Performance

DELIVERABLES						
Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
2.2.1	N/A	Certification and Training	Thirty calendar days before making splices or terminations	KO/COR	2	As required
3	N/A	List of Critical Spare Parts	Within thirty days after contract start and annually thereafter	KO/COR	2	As required
3	N/A	Monitoring Schedules	Within 30 days after contract start and monthly thereafter	KO/COR	2	Monthly
3.1	N/A	Condition Report	1st working day each week	KO/COR	2	Weekly
3.1	N/A	Unscheduled Electrical Outage	Within 24 hours of outage	COR/ UEM Branch Head	2	As Required
3.1	N/A	Outage Report	Within 3 days after the end of the month	KO/COR	2	Monthly
3.2	N/A	Generator Run Time Report	1st working day each month	COR/ Environ mental Branch Head	2	Monthly
3.3	N/A	Service Order Summary Report	First work day of each month	KO/COR	2	Monthly
3.3	N/A	Service Order Status Report	First work day of each week	COR/ UEM	As required	Weekly
3.4	N/A	Maintenance Program (MP)	15 days after contract start	KO/COR	4	Annually and any time a change is made to the schedule
3.4	N/A	Monthly PM schedule	By the 25 th day of each month	KO/COR	4	Monthly
3.4	N/A	Unaccomplished Maintenance Report	By the 25 th day of each month	KO/COR	2	As Required
3.4	N/A	Maintenance Repair Summary (Previous Month)	By the 25 th day of each month	KO/COR	2	As Required

Section F 1602000
Deliveries or Performance

DELIVERABLES						
Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
3.4	N/A	Repair Status Report	By the 25 th day of each month	KO/COR	2	As Required

Deliverables Form Preparation Instructions
Deliverable Title: Unscheduled Electrical Outage
Form Attachment No.: N/A
Government Approval Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Media: <input type="checkbox"/> Hard Copy <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Direct System Input
Instructions: The report shall be prepared using Microsoft Office Word® software. Provide information similar equivalent to NASMFS Form 11310/1 to document electrical outages. Submit form via email to the COR and UEM Branch Head within 24 hours of the unscheduled outage.

Section F 1604000
Deliveries or Performance

DELIVERABLES						
Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
2.5	N/A	Production and Consumption Report	Within 2 working days of monthly meter reading day	KO/COR	2	Monthly
3	N/A	Road Closure Request	Ten working days prior to service commencing	KO/COR	2	As Required
3	N/A	List of Critical Spare Parts	Within thirty days after contract start and annually thereafter	KO/COR	2	As required
3.1.1	N/A	Schedule of Operator Attendance	By the First working day of each month	KO/COR	2	Monthly
3.1.1	N/A	Operating Records, Logs, Reports	By the First working day of each month	KO/COR	2	Monthly
3.1.1	N/A	Condition Report	Weekly	KO/COR	2	Weekly
3.1.1	N/A	Monthly Outage Report	By the First working day of each month	KO/COR	2	Monthly
3.2	N/A	Service Order Summary Report	First work day of each month	KO/COR	2	Monthly
3.2	N/A	Service Order Status Report	First work day of each week	COR/ UEM	As required	Weekly
3.3	N/A	Preventive Maintenance (PM) Program	Within 30 days following contract award	KO/COR	2	As Required
3.3	N/A	Monthly PM schedule	By the 25 th day of each month	KO/COR	4	Monthly
34.1	N/A	Pipeline Cleaning Schedule	30 days after contract award	KO/COR	2	As Required
3.4.2	N/A	Wet Well Cleaning Report	30 days after contract award	KO/COR	2	As Required

Section F 1606000
Deliveries or Performance

DELIVERABLES						
Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
2.2.1	N/A	Proof of all Certification, Training, and Licensing Requirements	Within 30 days following award	KO/COR	2	Once. Update as changes occur.
3	N/A	List of Critical Spare Parts	Within thirty days after contract start and annually thereafter	KO/COR	2	As required
3.1	N/A	Standard Operating Procedures	15 days after award and 5 days after changes	KO/COR	2	As required
3.1	N/A	Notification of Unsafe Conditions Report	Within 24 hours of occurrence	KO/COR	2	As Specified
3.1.1	N/A	Laboratory Analysis	Within 4 hours of request	KO/COR	2	Upon Request
3.1.3	N/A	Operating Records, Logs, and Reports	3 days following the end of the month	KO/COR	2	Monthly
3.1.3	N/A	Monthly Outage Report	1 st work day of each month	KO/COR	2	Monthly
3.1.3	N/A	Condition Report	1 st working day of each weekly	KO/COR	2	Weekly
3.1.3	N/A	Production and Consumption Report	Within 2 working days of monthly meter reading date	KO/COR	2	Monthly
3.1.4	N/A	Scheduled Outage Plan/Service Disruption Plan	Within 30 calendar days following contract award	COR/ UEM	2	Once. Update as changes occur.
3.1.4	N/A	Specific Outage or Service Disruption Plan	At least ten working days in advance of the planned outage	COR/ UEM	2	As specified
3.2	N/A	Integrated Maintenance Program (IMP)	Within 30 calendar days following contract award	COR/ UEM	2	As specified

Section F 1606000
Deliveries or Performance

DELIVERABLES						
Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
3.2	N/A	Monthly IMP Schedule and IMP Maintenance and Repair Status Report	3 days following the end of the month	COR/ UEM	2	Monthly
3.2.2	N/A	Meter Calibration Schedule	30 days after contract award	COR/ UEM	2	Annually
3.3	N/A	Inspection, Testing, and Certification Program and Schedule	Within 30 calendar days following contract award	KO/COR	2	As specified
3.3	N/A	Inspection, Testing, and Certification Program Summary Report	3 days following the end of the month	KO/COR	2	Monthly

1700000 – Base Support Vehicles and Equipment

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Report Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
2.3.2	N/A	Permits and Licenses	Before work commences and within four hours of request	KO/COR	2	As specified
2.3.5.4	N/A	Temporary Suspension of Downtime Accumulation	Within two hours of notice to the Contractor that the material delays will cause the downtime standard to be missed	KO/COR	1	As Required
2.4	N/A	BSVE Availability Report	By the first working day of each week	KO/COR	1	Weekly
3.1.1	N/A	Shuttle Bus Routes	Annually	COR/ BSVE Branch Head	2	As required for changes
3.1.1	N/A	Shuttle Bus Transportation Log	Due the first week of each month	COR/ BSVE Branch Head/ NPC Rep	3	Monthly
3.1.2	N/A	Fuel Delivery Schedule	First working day of each month	COR/ BSVE Branch Head	4	Monthly
3.1.2	N/A	Fuel Delivery and Fuel Accountability Reports	First working day of each month	COR/ BSVE Branch Head	2	Monthly
3.2.2.1	N/A	GSA Mileage and Fuel Usage Report	As required by the rental agreement	COR/ BSVE Branch Head	2	Monthly
3.3	N/A	Maintenance Schedule	By the 25 th day of the preceding month	COR/ BSVE Branch Head	2	Monthly and Annually

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Report Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
3.3	N/A	Vehicle Equipment Maintenance and History File	N/A (to be kept in vehicle)	N/A	1	As required
3.3	N/A	Scheduled Maintenance Record (NAVFAC 11240/6)	As requested for Navy Inspection	COR/ BSVE Branch Head	2	(Updated) Monthly
3.3.1	N/A	Preventive Maintenance Schedule	14 calendar days prior to the start of work and annually.	COR/ BSVE Branch Head	4	Monthly and Annually
3.3.2	N/A	Schedule for Testing and Certification	As required	COR/ BSVE Branch Head	4	Annually and as required after repairs
3.3.2	N/A	Testing and Certification Qualifications	Prior to start of contract, annually and, prior to a new employee starting work.	COR/ BSVE Branch Head	4	As required
3.3.2	N/A	Vehicle Accident Reports	Within five calendar days of the start of the month	COR/ BSVE Branch Head	4	Monthly

Deliverables Form Preparation Instructions	
Deliverable Title: Shuttle Bus Transportation Log	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u> <p style="margin-left: 40px;">The report shall be prepared using Microsoft Office Excel® software.</p> <p style="margin-left: 40px;">The log shall reflect the dates, number or routes run, and number of shuttles in operation for each day of the calendar month.</p> <p style="margin-left: 40px;">Submit a copy of the summary report via email to COR, NPC-appointed Representative BSVE Branch Head for Government review and comment.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Fuel Delivery and Fuel Accountability Reports	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u>	
<p>The report shall be prepared using Microsoft Office Excel® software.</p> <p>Prepare a report, by USN registration number, for each unit of NSA Mid-South transportation equipment reporting the following data:</p> <ul style="list-style-type: none"> a. USN registration number and Alpha Code b. Equipment Cost Code c. Activity to which assigned d. Gallons of fuel used during period <p>Prepare report monthly with quarterly and annual total/summary of data. Contractor must obtain current hour/mileage readings on equipment not directly under his control (e.g., on "B" assignment to customer activities) from using activity for inclusion in this report.</p> <p>Submit a copy of the summary report via email to COR and BSVE Branch Head for Government review and comment.</p>	

Deliverables Form Preparation Instructions	
Deliverable Title: Vehicle Equipment Maintenance and History File	
Form Attachment No.: N/A	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<u>Instructions:</u> <p style="margin-left: 40px;">The report shall be prepared using Microsoft Office Excel® software.</p> <p style="margin-left: 40px;">Maintain a complete vehicle/equipment history file for each piece of equipment for which the Contractor is responsible. Maintain files in accordance with NAVFAC P-300.</p> <p style="margin-left: 40px;">Submit a copy of the summary report via email to COR and BSVE Branch Head for Government review and comment.</p>	

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1800000/2.2.1	N/A	Training Plan	15 days after award/ Annually	KO	1	Annually
1800000/2.2.1	N/A	Training Documentation	15 days after award/ Annually	KO	1	Once
1800000/2.3.7	N/A	Health and Safety Plan	15 days after award/ Annually	KO	1	Once
1800000/3.1	N/A	Sampling Plan	15 days after award/ Annually and within 7 days of any change	KO/ Installation Environmental Office	2	Annually and within 7 days of any change
1800000/3.1	N/A	Sampling Schedule	10 days prior to quarter	KO/ Installation Environmental Office	2	Quarterly
1800000/3.1.1	N/A	Sample Collection Logs	7 days after sampling	KO/ Installation Environmental Office	2	As Required
1800000/3.1.2	N/A	Laboratory Analysis Reports	16 days after collection of sample	KO/ Installation Environmental Office	2	As Required
1800000/3.2.2	J-1800000- 08	Used Oil Disposal and Recycling Summary Report	10 days after the end of the reporting period	KO/ Installation Environmental Office	2	Monthly and Annually
1800000/3.3	NA	Computerized Waste Tracking Summary Report	10 days after the end of the reporting period	KO/ Installation Environmental Office	2	Monthly
1800000/3.3	NA	Ad Hoc Report and Electronic Database	Within 7 days of request	KO/ Installation Environmental Office	2	As Required
1800000/3.3	NA	Waste Identification Document	Within 7 days of waste identificatio n	KO/ Installation Environmental Office	2	As Required

DELIVERABLES

Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1800000/3.3.1	N/A	SAA Inspection Reports	NLT 12:00 pm on the Monday or next business day following the week of inspection	KO/ Installation Environmental Office	2	Weekly
1800000/3.3.1	N/A	Less-than-90-Day Accumulation Area Inspection Reports	NLT 12:00 pm on the Monday or next business day following the week of inspection	KO/ Installation Environmental Office	2	Weekly
1800000/3.3.1	N/A	HWSF Inspection Reports	NLT 12:00 pm on the Monday or next business day following the week of inspection or within 24 hours of compliance deficiency	KO/ Installation Environmental Office	2	Weekly
1800000/3.3.1	NA	Weekly Logs of Less-than-90-Days Accumulation Areas	When Requested NLT 12:00 pm on the Monday or next business day following the week of inspection or within 24 hours of compliance deficiency	KO/ Installation Environmental Office	2	As Required
1800000/3.3.2	N/A	HM/HW/ORW Collection Schedule	15 days after award/7 days of any change	KO/ Installation Environmental Office	2	As Required

DELIVERABLES

Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original/ Copies	Number of Copies (including original)	
1800000/3.3.4	N/A	Command Waste Disposal Report	As Required	KO/ Installation Environmental Office	2	Monthly
1800000/3.3.4	N/A	Hazardous Waste Disposal Report	10 days after the end of the reporting period	KO/ Installation Environmental Office	2	Annually
1800000/3.3.4	N/A	Hazardous Waste Operations Summary Report	10 days after the end of the reporting period	KO/ Installation Environmental Office	2	Annually
1800000/3.3.4	N/A	HM/HW/ORM Shipment Manifest and Return Manifest	With shipment/ When returned	KO/ Installation Environmental Office	2	As Required
1800000/3.3.4	N/A	Waste Profile Record	With shipment	KO/ Installation Environmental Office	2	As Required
1800000/3.4.1	J-1800000- 10	Spill Prevention Control and Countermeasure Plan inspection form for Oil- Containing Drums	Within 10 working days of each quarter	KO/COR/Envi ron mental Division	3	Quarterly
1800000/3.4.1	J-1800000- 10	Spill Prevention Control and Countermeasure Plan inspection form for Transformers	Within 10 working days of each quarter	KO/COR/Envi ron mental Division	3	Quarterly
1800000/3.4.3	N/A	Spill Documentation	Within 5 days of completing spill response	KO/ Installation Environmental Office	2	As Required

Deliverables Form Preparation Instructions
Deliverable Title: Spill Prevention Control and Countermeasure Plan inspection form for Oil-containing Drums
Form Attachment No.: J-1800000-10
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input
<p>Instructions:</p> <ol style="list-style-type: none"> 1. The report shall be prepared using Microsoft Office® software. 2. Include the following: <ol style="list-style-type: none"> a. Report will contain inspection check-list for Oil-containing Drums that contain 55 gallons or larger, to comply with the Base SPCC. b. This report will be used to comply with the base Spill Prevention, Control, and Countermeasure (SPCC) Plan and 40 CFR-112. c. Follow the instructions on the form. 3. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) the first 10 working days of each quarter.

Deliverables Form Preparation Instructions	
Deliverable Title: Spill Prevention Control and Countermeasure Plan inspection form for Transformers	
Form Attachment No.: J-1800000-10	
Government Approval Required: <input checked="" type="checkbox"/> Yes ___ No	
Media: ___ Hard Copy <input checked="" type="checkbox"/> Electronic ___ Direct System Input	
<p>Instructions:</p> <ol style="list-style-type: none"> 1. The report shall be prepared using Microsoft Office® software. 2. Include the following: <ol style="list-style-type: none"> a. Report will contain inspection check-list for Transformer that are 55 gallons or larger, to comply with the Base SPCC. b. This report will be used to comply with the base Spill Prevention, Control, and Countermeasure (SPCC) Plan and 40 CFR-112. c. Follow the instructions on the form. 3. Submit to the Government electronically to KO, COR, and Environmental Division (PRA4) the first 10 working days of each quarter. 	