

F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District’s requirements and submit one (1) hard copy and one (1) soft copy of each deliverable to the Contract Administrator (CA) identified in Section G.9 in accordance with the following:

No.	Solicitation Reference	Deliverable Name	Due Date
C.3.1 Electrical Services			
1	C.3.1.1.1	Test Report of Inspection and Testing	Within 10 working days of the inspection/testing
2	C.3.1.1.1.1	Deviations from NETA Maintenance Testing Specifications	As required; Minimum of 2 days before test
3	C.3.1.1.1.2.1.1	Thermographic Reporting	Within 10 working days of the inspection/testing
4	C.3.1.1.3.2	Preventative Maintenance Annual Schedule/ Annual Testing of Electrical Distribution Systems	Within 10 days of Contract Award; Annually thereafter
5	C.3.1.1.4.1	Replace or Upgrade Report	Within 24 hours of assessment or inspection
6	C.3.1.2.2.1.1	Weekly Testing Emergency Generator Report	Weekly
7	C.3.1.2.2.1.2	Monthly Testing Emergency Generator Report	10 th day of each month
8	C.3.1.2.2.2	Annual Testing Emergency Generator Report	Annual
9	C.3.1.2.4 b	Repair Proposal	As Required
10	C.3.1.2.4	Parts and Materials Delivery Schedule	As Required
11	C.3.1.1.2.4.1	Report of Compliance	Within twenty-four (24) hour of completing the required repair
C.3.2 Mechanical Services			
12	C.3.2.1.3.1	Boiler Inspection Reports Defect Notices	Within twenty-four (24) hours of receipt of Report issued by DCRA
13	C.3.2.1.3.1.1	Report of Compliance	Within twenty-four (24) hours of completing the repair work
14	C.3.2.2.4.1	Letter Report – Pump Alignments	Within five (5) working days of completion of the pump alignment work

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15	C.3.2.3.2	Terminal Boxes Protocol	Within 10 days of Contract Award
16	C.3.2.1.2	Annual Conditions Report/ Annual Report on Oil & Gas Systems	Between June - August
C.3.3 Plumbing Services			
17	C.3.3.2	Water Treatment Program	Within 30 days of Contract Award
18	C.3.3.2.1	Comprehensive Initial Water Treatment analysis	Within 15 days of Contract Award
19	C.3.3.2.3	Water Conditions Report	Within 45 days of Contract Award
20	C.3.3.2.3.1	Water Conditions Report - Updates	As required
21	C.3.3.2.4.1	Water Sample Reports	As required
22	C.3.3.2.4.2	Duplicate Water Samples	As required
23	C.3.3.2.8.1	Monthly Water Testing Report	10 th day of each month
24	C.3.3.2.9 b	Material Safety Data Sheet MSDS	Within 10 days of Contract Award
25	C.3.3.2.9 c	MSDS - Updates	As Necessary
26	C.3.3.3.1.1	Backflow Preventers and Pressure Vessel Results Report	Within 24 hours of inspection/test
C.3.4 Elevator, Lifts, and Escalators Services			
27	C.3.4.1.1.1	Bi-weekly and Monthly Inspections	Bi-weekly; Monthly
28	C.3.4.1.1.2	Safety Tests	As required
29	C.3.4.1.1.2.1d	Complete Report of Deficiencies	Within 24 hours of inspection/test
30	C.3.4.1.1.1.3.2.3	Elevator Inspection Report	Within 24 hours of inspection/test and correction of deficiencies
31	C.3.4.1.2.2.1 b	Report Status of Elevators Equipment not working	Close of each day
32	C.3.4.1.2.2.1 c	Report any elevator equipment that is not operational	thirty (30) minutes prior to Normal Occupant Working Hours
33	C.3.4.1.2.2.1 d	Informational signs and barricades – Elevator Outages	As Necessary
C.3.5 Energy Management Control System Services			
34		Reserved	
C.3.6 Fire Protection Services			
35	C.3.6.2.5	Fire System Tests	Within 24 hours of test or inspection
C.3.7 Architectural and Structural Services			

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36	C.3.7.1.2	Review Design and Construction Documents	As Required
37	C.3.7.1.3.2	Scaffold Erection Plan	As required; Minimum of 2 days before Erection of Scaffolding
C.3.8 Operation Maintenance Repair and Improvement Services			
38	C.3.8.1.4	Standard Operating Procedures	Within 10 days of Contract Award
39	C.3.8.1.4.1	Standard Operating Procedures - Updates	As Required
40	C.3.8.1.5	Building Operating Plan	Within 10 days of Contract Award
41	C.3.8.1.5.1	Building Operating Plan - Updates	As Required
42	C.3.8.1.5.2	Contingency Plan	Within 10 days of Contract Award
43	C.3.8.1.5.3	Vandalism Remediation Plan	Within 10 days of Contract Award
44	C.3.8.1.8	Preventive Maintenance Program/PM Guides and complete facility equipment list.	Within 10 days from Contract Award
45	C.3.8.1.8.6	Preventive Maintenance Schedule and Updates	Within 10 days of Contract Award; Updates as necessary
46	C.3.8.1.8.7	Consolidated Preventive Maintenance Report	Monthly
47	C.3.8.1.8.8	Preventive Maintenance Log	Maintain On-Site
48	C.3.8.1.8.9	PM Cycles Greater than Twelve (12) Months	Within 10 days of Contract Award and 90 days prior to the expiration of each option year
49	C.3.8.1.8.12	Notification of maintenance or repair work is to be done which requires opening or dismantling of equipment.	72 hours before opening or dismantling of equipment
50	C.3.8.1.10.1	List of "on the shelf" replacement and expendable parts and materials	Within 15 days of Contract Award
51	C.3.8.2.1.1	Initial Deficiency List (IDL)	Within 15 days of Contract Award
52	C.3.8.2.1.2.2	Root cause Analysis	Within 60 days of Contract Award
53	C.3.8.2.1.2.2	System Assessment and Inventory Report.	Within forty-five (45) days of the contract starts date
54	C.3.8.2.1.5	Existing Deficiencies Estimate	As Required
55	C.3.8.2.1.7.1	Notification Completion of Labeling	Within 60 days of Contract Award
56	C.3.8.2.2.1	Certified Report of Tests, Inspections	Within 30 days from completion of work
57	C.3.8.2.2.6	Establish Log Sheets	Within 10 days of Contract Award
58	C.3.8.2.2.8	HVAC and Domestic Water Report	Daily

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59	C.3.8.2.2.8.3	Sample Tour Work Assignment Sheet	Within 10 days of Contract Award
60	C.3.8.2.2.8.4	Operating Logs and Tour Sheets	Maintain On-Site
61	C.3.8.2.4	Operational Maintenance and Repair Log	Maintain On-Site
62	C.3.8.2.6	Operations Instructions	Within 10 days of Contract Award
63	C.3.8.2.7	Semiannual Roof Inspections	Semi-annually
64	C.3.8.2.8	Building Equipment Inventory	Within 45 days of Contract Award
65	C.3.8.2.9.3	Inventory verification	Within 60 days of Contract Award
66	C.3.8.2.9.5.4	Samples of Tags	Within 30 days of Contract Award
67	C.3.8.2.10	Property Records Samples	Within 60 days of Contract Award
68	C.3.8.2.11.1	Manufacturer Warranty Issues	As Required
C.3.9 Snow Removal			
69	C.3.9.1.3	Excess Snow Removal Plan	Within 10 days of Contract Award
C.3.10 Custodial and Janitorial Services/ Waste Management and Recycling Services			
70	C.3.10.1.1.b	Waste Removal Activity	Monthly
71	C.3.10.1.1.g. 9. iii	Weekly Recyclable Weight	Weekly
72	C.3.10.1.1.g.12 .i.2	Waste Management Incident Report	As Required
C.3.11 Landscaping Services			
73	C.3.11.1.1	Flowering Seasonal Replacement	Quarterly
74	C.3.11.9.1	Vegetation Maintenance Plan	Within 10 days of Contract Award
75	C.3.11.10.2 b	Irrigation Systems Inventory List	Within 10 days of Contract Award
76	C.3.11.10.2 h	Irrigation Systems Inspections	Monthly
77	C.3.11.10.3	Irrigation Systems Repair and Maintenance Schedule Request	As Required
78	C.3.11.10.4	Irrigation Systems Winterization Services	Within 24 hours of Winterization
79	C.3.11.10.5	Irrigation Systems Start up Certification	Within 24 hours of start up
C.3.12 Utility Companies Services			
80		Reserved	
C.3.13 Security, Telecommunication, and Tenant Building Systems Support			
81		Reserved	
C.3.114 Pest Control Services			
82	C.3.14.1.2.4 a	IPM Service Report	Within 10 days of Contract Award
83	C.3.14.1.5	IPM Plan	Within 10 days of Contract Award
C.3.15 Locksmith Services			

84		Reserved	
C.3.16 Service Call and Tenant Environment			
85	C.3.16.1.8.1	Service Maintenance Report	Within 10 days of Contract Award
86	C.3.16.1.8.2.1	Sample Service Call Log	Within 10 days of Contract Award
C.3.17 Special Services			
87	C.3.17.1.1.2.1 a	LEED New Construction Gold Plan	Within 10 days of Contract Award
88	C.3.17.1.1.2.1 b	LEED New Construction Building Features	Within 10 days of Contract Award
89	C.3.17.1.1.2.1 c	Green Cleaning Plan	Within 10 days of Contract Award
90	C.3.17.2.1.1	Boiler Inspections and Certification	Beginning August 15 of each year and weekly thereafter until certification is achieved
91	C.3.17.3	Hazardous Material Inventory	Within 10 days of Contract Award
C.3.18 Compliance with Federal and District Regulation			
92	C.3.19.2.3	Mandatory Drug and Alcohol Testing of Employees	Within 10 days of Contract Award; Annually thereafter
C.3.19 Consolidated Maintenance Related Services			
93	C.3.19.1.5	Employee Documentation <ul style="list-style-type: none"> - Evidence that minimum qualifications described in C.3.19.1.2.4.1 are satisfied; - Resume; - References; - Training certifications; - License, certification, permits and evidence of bond, as required by the DC DCRA (Section J.6 Applicable Document #16) or any other applicable law; and - Security Clearance Requirements as described in C.3.19.1.5.4. 	Within 10 days of Contract Award; Within 10 days of New Hires; Annually for existing staff
94	C.3.19.1.6	Organizational Chart	Within 10 days of Contract Award; Within 10 days of New Hires; Annually for existing staff
95	C.3.19.1.7	Staffing Plan	Within 10 days of Contract Award
96	C.3.19.1.8	Job Descriptions	Within 10 days of Contract Award
97	C.3.19.1.11	Security/Daily Attendance Record	Daily
98	C.3.19.5	Quality Control Plan	Within 10 days of Contract Award

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99	C.3.19.5.1.1	Inspection Reports	As Required
100	C.3.19.5.2.2	Self-Evaluation	Quarterly
101	C.3.19.8.1	Accident Report	As Required
102	C.3.19.8.2	Transition Plans	Within 10 days of Contract Award
103	C.3.19.8.2.1	Phase-In Plan	Within 10 days of Contract Award
104	C.3.19.8.3	Receipt of Performance Evaluation Meetings Minutes	Within two (2) working days of meeting
105	C.3.19.8.4	Safety Meetings	
106	C.3.19.10	Monthly Summary Report	15 th Day of each month