

**SECTION J**

**CONTRACT DATA REQUIREMENTS LIST (CDRL)**

NOTES: Unless otherwise specified, all formats shall be both electronic and written (paper). The CDRL Table only provides generalized information. CDRL forms take informational precedence over the table.

<b>CDRL Number</b>	<b>PWS Paragraph Number</b>	<b>CDRL Title</b>	<b>General Initial Requirement Date</b>	<b>Frequency</b>	<b>Quantity and Distribution</b>
C.1-1	C.1.7	Phase-In/Phase-Out Plan	1st Working Day of Phase-In Period.	Initial and as Required	1-MICC KO 1-CMO
C.1-2	C.1.9.1	Contractor Personnel	5 Working Days prior to Contract Start Date	Monthly	1-MICC KO 1-CMO 1-CORs
C.1-3	C.1.11.1	Purchasing Plan	20 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually.	1-MICC KO 1-CMO 1-Directorate CORs
C.1-4	C.1.11.2 and C.7.1.1.1	Life Cycle Management Plan	30 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually.	1-MICC KO 1-CMO 1-DPW COR 1-MICC QA Specialist 1-MICC PA
C.1-5	C.1.11.3, C.1.13.2, C.1.13.3	Quality Control Plan	30 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually.	1-MICC KO 1-CMO 1-MICC QA Specialist
C.1-6	C.1.11.4	Property Management Plan (PMP)	20 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually.	1-MICC KO 1-CMO 1-MICC PA
C.1-7	C.1.11.5	Maintenance Program Plan (Equipment and Vehicles)	20 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually.	1-MICC KO 1-CMO 1- MICC PA
C.1-8	C.1.11.6	Continuity of Operations (COOP) Plan	20 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually.	1-MICC KO 1-CMO

					1-All Directorate CORs
C.1-9	C.1.11.6.d	Reserve Components Roster	5 Working Days prior to Contract Start Date	Quarterly	1-MICC KO 1-Directorate CORs
C.1-10	C.1.11.7	Physical Security Plan	20 Working Days prior to Contract Start Date	Initial and as Required	1-MICC KO 1-CMO 1-Directorate CORs
C.1-11	C.1.11.8	Risk Management Plan	20 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually	1-MICC KO 1- CMO
C.1-12	C.1.11.9	Annual Report	30 Working Days after the end of the Contract Year	Initial and Annually.	1-MICC KO 1-CMO 1-Directorate CORs
C.1-13	C.1.11.10	Contractor Internal Control Plan against Fraud, Waste, and Abuse	20 Working Days prior to Contract Start Date	Initial and as Required. Minimum of Annually.	1-MICC KO 1-CMO 1-Directorate CORs
C.1-14	C.1.12, C.1.16.1.d	Standard Operating Procedures	30 Working Days after Contract Start Date	Changes to SOP are accumulated monthly and submitted on the 15 <sup>th</sup> of the month for review and approval.	1-MICC KO 1-CMO 1-Directorate CORs
C.1-15	C.1.13.2.e	Summary of Customer Comments	20 Working Days after Contract Start Date	Monthly (15 <sup>th</sup> Day of the Month)	1-MICC KO 1-CMO 1-CORs 1-MICC QA Specialist
C.1-16	C.1.13.4	Quality Control Program Reports	30 Working Days after Contract Start Date	Monthly (15 <sup>th</sup> Day of the Month)	1-MICC KO 1-MICC QA Specialist
C.1-17	C.1.14.e	Injury and Illness Prevention Program Plan	20 Working Days prior to Contract Start Date	Initial and as Required	1-MICC KO 1-CMO 1-Directorate CORs
C.1-18	C.1.23.1.b	Actual Overtime Worked Report	15 <sup>th</sup> Working Day of each month following the month in which overtime was worked.	Monthly (15 <sup>th</sup> Day of the Month)	1-MICC KO 1-CMO 1-Appropriate CORs 1-DRM

C.3-1	C.3.2.c	Report of Government Furnished Property Records, Adjusted Credits	5 <sup>th</sup> Workday of each month	Monthly	1-MICC PA
C.3-2	C.3.2.c	Report of Government Furnished Property Records, Adjusted Debits	5 <sup>th</sup> Workday of each month	Monthly	1-MICC PA
C.3-3	C.3.5.6.k	Consolidated Maintenance Schedule	20 Working Days after Contract Start Date	Annually, and 2 workdays after schedule changes	1-Appropriate Directorate COR(s)
C.3-4	C.3.5.6.k	Monthly Service Report	5 <sup>th</sup> Working Day of each month	Monthly	1-Appropriate Directorate COR(s)
C.3-5	C.3.5.6.k	Material Condition Status Report	5 <sup>th</sup> Working day of each month	Monthly	1-Appropriate Directorate COR(s)
C.3-6	C.3.2.c	Report of Government Furnished Training Aids/ Training Devices	5 <sup>th</sup> Working Day of each month	Monthly	1-MICC KO 1-MICC PA
C.3-7	C.3.2.d	Report of Government Furnished Agency Peculiar Property	5 <sup>th</sup> Working Day of each month	Monthly	1-MICC KO 1-MICC PA
C.3-8	C.3.2.c	Report of Material/Repair Parts	5 <sup>th</sup> Working Day of each month	Monthly	1-MICC KO 1-MICC PA
C.3-9	C.3.5.8.e	GFP Status Report	5 <sup>th</sup> Working Day of each month	Monthly	1-MICC KO 1-MICC PA
C.5-1	C.5.1.1.e	GOC Daily Activity Summary	By 0800 each Working Day	Daily	1-DPTMS COR
C.5-2	C.5.1.1.e	GOC Daily Personnel Status Report	By 0800 each Working Day	Daily	1-DPTMS COR
C.6-1	C.6.1.1.a, C.6.1.1.g.(1)	Mailbox and Distribution Quick List	5 <sup>th</sup> Working Day after the first quarter	Quarterly	1-DHR COR 1-Each Account Holder
C.6-2	C.6.1.1.g.(2)	Mail Statistics Report	5 <sup>th</sup> Working Day after the first month	Monthly	1-DHR COR 1-Each Account Holder
C.6-3	C.6.1.1.g.(3)	Monthly Account Expenditures Report	5 <sup>th</sup> Working Day after the first month	Monthly	1-DHR COR 1-Each Account Holder
C.6-4	C.6.1.1.g.(4)	Consolidated Quarterly Postage and Account Expenditures	5 <sup>th</sup> Working Day after the first quarter	Quarterly	1-DHR COR 1-Each Account Holder

		Report			
C.6-5	C.6.1.1.g.(5)	Record of Meter Readings Report	5 <sup>th</sup> Working Day after the first month	Monthly	1-DHR COR 1-Each Account Holder
C.7-1	C.7.1.1.1	Life Cycle Management Report	5 <sup>th</sup> Working Day after the first month	Monthly	1-MICC KO 1-DPW COR 1-CMO 1-MICC QA Specialist 1-MICC PA
C.7-2	C.7.1.1.4.1.e	Davis Bacon Cost Estimates	Within 15 Working Days of receipt of request or within 7 Working Days of receipt of a priority project request	As required for each project	1-DPW COR
C.7-3	C.7.1.1.4.1.i	Davis Bacon Project Report	Last day of first week for ongoing Davis Bacon Projects	Weekly	1-DPW COR
C.7-4	C.7.1.1.4.1.k	Worksheet 1354 – Real Property	30 Days after completion of each Davis Bacon project	Per occurrence	1-DPW COR
C.7-5	C.7.1.1.5.d	Pollution Incident Report	5 <sup>th</sup> Working day after the incident	As needed.	1-DPW COR
C.7-6	C.7.1.1.6.c	Hazardous Waste Management Plan	10 Working Days prior to Notice to Proceed	As needed	1-MICC KO 1-DPW Env COR 1-HWMC
C.7-7	C.7.1.1.6.e	Hazardous Waste Inspection Report	5 <sup>th</sup> Working day of each month	Monthly	1-DPW Env COR 1-HWMC
C.7-8	C.7.1.1.6.i, C.7.1.5.1.d	Refrigerant Accountability Report	5 <sup>th</sup> Working day of each month	Monthly	1-DPW COR
C.7-9	C.7.2.1.1.c	DPW Operation & Maintenance (O&M) Preventive Maintenance and Service Plan	60 Working Days after Contract Start Date	Annually	1-MICC KO 1-DPW COR 1-CMO 1-MICC QA

C.7-10	C.7.2.1.1.d	Pavement, Roof, and Utility Conservation Analysis	30 Working Days after Contract Start Date	Quarterly	1-DPW COR
C.7-11	C.7.2.5.1.3	Wash Rack Water Analysis	20 Working Days after Contract Start Date	Quarterly	1-DPW COR 1-DPW Env COR
C.7-12	C.7.2.5.1.f	Wash Rack Operating Log	40 Working Days after Contract Start Date	Monthly	1-DPW COR
C.7-13	C.7.2.6.1.c, C.7.2.6.1.i	Pool Operating Log	5 <sup>th</sup> Working Day after Contract Start Date	Monthly	1-DPW COR
C.7-14	C.7.2.6.1.i, C.7.3.9.1.g	Pump Efficiency Report	50 Working Days after Contract Start Date	Annually – 30 Days after start of each option year	2-DPW COR
C.7-15	C.7.3.1.1.a.(5), C.7.3.1.1. b.(3).(a)	UPH Waiting List	First Working Day after Contract Start Date	Weekly	1-DPW COR 1-DPW UH Manager
C.7-16	C.7.3.1.1.b.(3).(b)	Roster of Personnel Occupying Unaccompanied Personnel Housing (UPH)	First Working Day after Contract Start Date	Weekly	1-DPW COR 1-DPW UPH Manager
C.7-17	C.7.3.1.1.b.(3).(c)	Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data	5 <sup>th</sup> Working Day of the 2 <sup>nd</sup> quarter after Contract Start Date	Quarterly	1-DPW COR 1-DPW UPH Manager
C.7-18	C.7.3.1.1.b.(3).(d)	Total Occupant Days Summary Report	5 <sup>th</sup> Working Day of the 2 <sup>nd</sup> Month after Contract Start Date	Monthly	1-DPW COR 1-UPH Manager
C.7-19	C.7.3.1.1.c.(4)	FMO Furnishings Inventory	30 Working Days after contract start.	Annually	1-DPW COR 1-UPH Manager
C.7-20	C.7.3.5.1.a	Custodial Plan and Schedule	10 Working Days prior to Contract Start Date	As needed.	1-DPW COR 1-DPW Env COR 1-Each User
C.7-21	C.7.3.6.1.a	Surfaced and Unsurfaced Area Work Plan	30 Working days after Contract Start Date	Annually	1-DPW COR
C.7-22	C.7.3.7.1.a	LPG Operations Plan	30 Working days after Contract Start Date	As needed.	1-DPW COR
C.7-23	C.7.3.7.1.a.(6)	LPG Deliveries Report	The 1 <sup>st</sup> Work Day of the 2nd Month after	Monthly	1-DPW COR

			Contract Start Date		
C.7-24	C.7.3.7.1.a.(6)	LPG Storage Report	Contract Start Date	Daily	1-DPW COR
C.7-25	C.7.3.8.1.c	LPG Leaks Report	5 <sup>th</sup> Working Day after the end of each Contract Year (Base + Option)	Annually	1-DPW COR
C.7-26	C.7.3.10.1.c	Chilled Water Compressor Test Report	5 <sup>th</sup> Working Day after the first 6 Month period after Contract Start Date	Semi-Annually	1-DPW COR
C.7-27	C.7.3.10.1.p.(1)	Utilities Operating Log-Boilers	5 <sup>th</sup> Working Day of the 2 <sup>nd</sup> Month after Contract Start Date	Monthly	1-DPW COR
C.7-28	C.7.2.11.1.b.(2)	SCE Contact Log	45 Working Days after Contract Start Date	Twice Monthly	1-MICC KO 1-DPW COR
C.7-29	C.7.2.11.1.c	Outdoor Lights Survey	5 <sup>th</sup> Working Day of the 2 <sup>nd</sup> Month after Contract Start Date	Monthly	1-DPW COR
C.7-30	C.7.4.1.2.1.k	Installation Solid Waste Management Plan	20 Working Days prior to Contract Start Date	Annually and as needed	1-DPW Env COR
C.7-31	C.7.1.1.2, C.7.4.1.2.1.d,	DPW Monthly Activity Report	5 <sup>th</sup> of the month starting the 2 <sup>nd</sup> Month after Contract Start Date	Monthly	1-DPW COR 1-DPW Env COR 1-DPW Pest Control Manager
C.7-32	C.7.4.1.2.1.d.(2)	Permit Report to the CIWMD/LEA	5 <sup>th</sup> of the month starting the 2 <sup>nd</sup> quarter after Contract Start Date	Quarterly	1-DPW Env COR
C.7-33	C.7.4.2.a.1.a	Integrated Pest Management Plan (IPMP)	20 Working Days prior to Contract Start Date	Annually and as needed	1-DPW Env COR
C.7-34	C.7.4.2.a.1.b	Pest Management Records	25 Working Days after Contract Start Date	Monthly	1-DPW Env COR
C.7-35	C.7.4.2.a.1.c	Contractor Work Plan (Pest Control)	10 Working Days after Contract Start Date	Changes to Pesticide Work Plans are accumulated monthly	1-DPW Env COR 1-DPW Pest Control Manager

				and submitted on the 15 <sup>th</sup> of the month for review and approval.	
C.7-36	C.7.4.2.a.1.g.(3)	Pesticide Use Proposal	5 Working Days prior Contract Start Date	No later than 30 September each subsequent year	1-DPW Env COR 1-DPW Pest Control Manager
C.7-37	C.7.1.3.1.g	DPW Daily Report	2 <sup>nd</sup> Working Day after Contract Start Date	Each Working Day	1-DPW-COR 1-DPW Env-COR
C.7-38	C.7.3.10.1.a	Gas-Fired Heating Unit Status Report	No later than 15 September	Annually and as needed	1-DPW COR
C.7-39	C.7.3.10.1.m	HVAC Status Log	No later than 25 Working Days after Contract Start Date	Monday's for Cooling Season, 5 <sup>th</sup> day during Heating season	1-DPW COR 1-DPW 1-MICC KO
C.8-1	C.8.3.1.a.(17)	Fort Irwin Fire Department Monthly Activity Report (MAR)	5 <sup>th</sup> day of the month	Monthly	1-MICC KO 2-DES COR

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## CDRL C.1-1

### Phase-In/Phase-Out Plan

1. Sequence Number: C.1-1
2. Title or Description of Data: Phase-In / Phase Out Plan
3. Authority: PWS
4. Contract Reference: C.1.7
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: First (1<sup>st</sup>) Working Day of Phase-In Period
9. Date of Subsequent Submissions: As required based on changes and updates
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0

CMO: 0/1

11. Remarks:

a. Application: The Contractor shall submit a Phase-In/Phase-Out Plan and identify costs associated with the Plan. The Plan shall address how the Contractor assumes full responsibility for all areas of operation in accordance with the terms and conditions of this contract.

b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-2

### Contractor Personnel Listing

1. Sequence Number: C.1-2
2. Title or Description of Data: Contractor Personnel Listing
3. Authority: PWS
4. Contract Reference: C.1.9.1
5. Technical Office: Mission and Installation Contracting Command (MICC) – Fort Irwin
6. Frequency: Monthly
7. As of Date: End of the previous month
8. Date of First Submission: Five (5) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: 15<sup>th</sup> day of each month
10. Distribution, Addresses & Number of Originals/Copies: MICC KO: 1/0
11. Remarks:
  - a. Application: To provide verification of the appropriate Contractor personnel wage rates for job classification, and staffing information.
  - b. Preparation Instructions: Report shall provide the following information for each Contractor employee, in branch number sequence:
    - **Department Number and Title**
    - **Branch Number and Title**
    - **Last Name, First Name**
    - **Labor Category Indicate:** “E” = Exempt, Non-union employees  
“S” = Service Contract Act Employees  
“U” = Union Employees  
“P” = Part Time Employees
    - **Actual Hourly Rate of Pay**
    - **Job Classification**
    - **Clock Number**

**NOTE:** In addition, the Report shall provide: Total number of employees in each branch and department.

**CDRL C.1-3**  
**Purchasing Plan**

1. Sequence Number: C.1-3
2. Title or Description of Data: Purchasing Plan
3. Authority: PWS
4. Contract Reference: C.1.11.1
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Ten (10) Working Days prior to Contract Start Date (for approval by KO within thirty (30) days).
9. Date of Subsequent Submissions: As required based on changes/updates – Minimum Annually.
10. Distribution, Addresses and Number of Originals/Copies: MICC KO: 1/0
11. Remarks:
  - a. The Contractor's Purchasing Plan shall include (at a minimum) the following:
    - (1) Required approval levels for purchases.
    - (2) Process and procedures for obtaining competitive bids for required parts, supplies, materials, equipment and sub-contracted services.
    - (3) Procedures to ensure that supplies, materials and equipment purchased are of equal or better quality than supplies, materials and equipment being replaced.
    - (4) Method(s) of purchase and procedures for invoicing government.
  - b. Purchasing Plan will be submitted as required for KO/COR approval.
  - c. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-4

### Life Cycle Management Plan

1. Sequence Number: C.1-4
2. Title or Description of Data: Life Cycle Management Plan (LCMP)
3. Authority: PWS
4. Contract Reference: C.1.11.2, C.7.1.1.1
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Thirty (30) Working Days Prior to Contract Start Date
9. Date of Subsequent Submissions: As required based on changes/updates – minimum annually.
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/0
  - CMO: 0/1
  - DPW COR: 0/1
  - MICC QA Specialist: 0/1
  - MICC PA: 0/1
11. Remarks:

a. Application: The Contractor's Life Cycle Management (LCM) Plan shall:

(1) Address the Contractor's Life Cycle Management (LCM) Plan to inspect maintain, repair, and/or replace the following that are currently part of or being used to perform this contract:

- (a) Facilities
- (b) Equipment
- (c) Vehicles
- (d) Non-privatized utilities such as Liquid Propane Gas (LPG)

#### **CDRL C.1-4**

##### **Life Cycle Management Plan (Continued)**

Using ISR inputs, include a Life Cycle Cost (LCC) analysis using a Microsoft EXCEL® spreadsheet with relevant attached manufacturer's information for all repair-by-replacement decisions exceeding one thousand dollars (\$1,000). Items below this amount are at the discretion of the Contractor to include in this analysis.

- b. Preparation Instructions: Format to be determined by Contractor.

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**CDRL C.1-5**  
**Quality Control Plan**

1. Sequence Number: C.1-5
2. Title or Description of Data: Quality Control Plan (QCP)
3. Authority: PWS
4. Contract Reference: C.1.11.3, C.1.13.2, C.1.13.3
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Thirty (30) Working Days prior to Contract Start Date.
9. Date of Subsequent Submissions: As required based on changes/updates – minimum annually.
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0  
CMO: 0/1  
MICC QA Specialist: 0/1

11. Remarks:

a. Application: The QCP shall provide a description of the Quality Control System covering all services provided under this contract, and at a minimum shall:

(1) Define the organizational structure and describe relationships between the QC element and other elements within the Contractor's organization, as well as between the QC element and the Government counterpart. The QCP should describe the QC position(s) and qualifications for personnel performing the Quality Control functions.

(2) Describe the means by which the Contractor will ensure quality performance standards described in the PWS are met. Incorporate the Common Levels of Support (CLS) performance Output and Outcome measures and targets, as well as the Installation Status Report (ISR) formulas for measuring performance.

## CDRL C.1-5

### Quality Control Plan (Continued)

(3) Identify all key processes and the critical process indicators. The Contractor shall identify the method to be used to monitor each key processes and the inspection frequency.

(4) Contain process control and process performance measurement procedures to include how the Contractor will conduct thorough root cause analysis and effect preventative actions and corrective actions, as opposed to reliance on Government or customer identification of deficiencies prior to solving the problem.

(5) Include a Customer Comment program utilizing the Interactive Customer Evaluation (ICE) system as the primary means of input and comment processing.

(6) Contain a plan for developing monthly Quality Control inspection reports and performance indicator trends, data collection and other documentation, including document flow and control of associated files.

(7) Describe provisions for recording the results of all activities affecting product/service quality and a description of the records to be kept.

(8) Contain methods for direct and indirect communication with the Government regarding performance of the contract.

b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-6

### Property Management Plan (PMP)

1. Sequence Number: C.1-5
2. Title or Description of Data: Property Management Plan (PMP)
3. Authority: PWS
4. Contract Reference: C.1.11.4
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start Date.
9. Date of Subsequent Submissions: As required based on changes/updates – minimum annually.
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0  
CMO: 0/1  
MICC PA: 0/1

11. Remarks:

a. Application: The Property Management Plan shall:

(1) Describe how the Contractor plans to fulfill the requirements of Federal Acquisition Regulation (FAR), Sub-Part 45.5, Management of Government Property in the Possession of Contractors.

(2) Explain the administration, security, accountability, maintenance, and repair of all Government Furnished Property (GFP).

(3) Address how the Contractor shall take actions necessary to preclude wastefulness of supplies and materials under their operational control.

b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-7

### Maintenance Program Plan (Equipment and Vehicles)

1. Sequence Number: C.1-7
2. Title or Description of Data: Maintenance Program Plan (Equipment and Vehicles)
3. Authority: PWS
4. Contract Reference: C.1.11.5
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: As required based on changes/updates – minimum annually
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0

CMO: 0/1

MICC PA: 0/1

11. Remarks:

a. Application: The Maintenance Program Plan shall:

(1) Describe how each of the Maintenance Program requirements of Federal Acquisition Regulation (FAR), Sub-Part 45.509 shall be accomplished.

(2) Be submitted separately from the Contractor Property Management Plan (PMP).

b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-8

### Continuity of Operations (COOP) Plan

1. Sequence Number: C.1-8
2. Title or Description of Data: Continuity of Operations (COOP) Plan
3. Authority: PWS
4. Contract Reference: C.1.11.6
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: As required based on changes/updates – minimum annually
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/0
  - CMO: 0/1
  - Directorate CORs: 0/1

11. Remarks:

a. Application: The Continuity of Operations Plan shall:

(1) Outline in detail the method or methods the Contractor shall use in meeting contract requirements under the following circumstances:

- (a) Natural Disasters (earthquakes, major storms, flash floods, etc.).
- (b) Labor Disputes and Strikes.
- (c) Mobilization, Deployment, or Sudden Buildup of Forces.
- (d) Counter-Terrorism.

(2) Address procedures, personnel and the means of accomplishing all functions in the contract under mobilization and/or contingency conditions.

## **CDRL C.1-8**

### **Continuity of Operations (COOP) Plan (Continued)**

(3) Assume the Government will not supplement its work force.

(4) Contain a copy of the roster (CDRL C.1-9) to the Contracting Officer of all employees who are members of the Reserve Components of the Armed Forces and are eligible for activation/recall to Active Duty upon declaration of national emergency. The employees listed shall include active and inactive reserve component personnel and military retirees.

b. Preparation Instructions: Format to be determined by Contractor.

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## CDRL C.1-9

### Reserve Components Roster

1. Sequence Number: C.1-9
2. Title or Description of Data: Reserve Components Roster
3. Authority: PWS
4. Contract Reference: C.1.11.6
5. Technical Office: Mission & Installation Contracting Command (MICC) - Fort Irwin
6. Frequency: Quarterly
7. As of Date: End of the previous quarter
8. Date of 1<sup>st</sup> Submission: Five (5) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: As changes occur or quarterly whichever occurs first.
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0

Directorate CORs: 0/1

11. Remarks:

a. Application: The Reserve Components Roster shall list all employees who are members of the Reserve Components of the Armed Forces and are eligible for activation/recall to Active Duty upon declaration of national emergency. The employees listed shall include active and inactive reserve component personnel and military retirees.

b. Preparation Instructions: Format to be determined by the Contractor.

## CDRL C.1-10

### Physical Security Plan

1. Sequence Number: C.1-10
2. Title or Description of Data: Physical Security Plan
3. Authority: PWS
4. Contract Reference: C.1.11.7
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start
9. Date of Subsequent Submissions: As required based on changes and updates
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0

CMO: 0/1

Directorate CORs: 0/1

11. Remarks:

a. Application: The Security Plan shall:

(1) Describe how the Contractor plans to protect Government Furnished Facilities occupied by the Contractor.

(2) Describe how the Contractor shall prevent unauthorized access, vandalism, pilferage, larceny, sabotage, and arson.

(3) Describe the internal safeguards for the security of Government Furnished Property (GFP).

(4) Be developed in accordance with the guidance and requirements of the following:

- (a) AR 190-11, Physical Security of Arms, Ammunition, and Explosives
- (b) AR 190-13, The Army Physical Security Program

**CDRL C.1-10**

**Physical Security Plan (Continued)**

- (c) AR 190-51, Security of Unclassified Army Property (Sensitive and Non-Sensitive)
- (d) AR 25-2, Information Assurance
- (e) DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
- (f) DOD 5220.22-M., National Industrial Security Program

b. Preparation Instructions: Unless otherwise specified in guidance and requirements, format to be determined by Contractor.

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## CDRL C.1-11

### Risk Management Plan

1. Sequence Number: C.1-11
2. Title or Description of Data: Risk Management Plan
3. Authority: PWS
4. Contract Reference: C.1.11.8
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: As required based on changes/updates – minimum annually
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/0
  - CMO: 0/1
11. Remarks: None
  - a. Application: The Risk Management Plan shall:
  - b. Describe how the Contractor shall establish, implement, and maintain a Safety Program and procedures to reduce or eliminate on-the-job injuries, illnesses, and property loss due to mishaps and accidents.
  - c. Be developed in accordance with SB 198 (Injury & Illness Prevention Program) as outlined in Title 8, Chapter Subchapter 7, Section 3203 of the California Code and incorporate the seven basic elements of the program outlined in the Code; AR 385-10 – Army Safety Program; and DA PAM 385-10 – Army Safety Program.
  - d. Preparation Instructions: Unless otherwise specified in guidance and requirements, format to be determined by Contractor.

**CDRL C.1-12**  
**Annual Report**

1. Sequence Number: C.1-12
2. Title or Description of Data: Annual Report of Major Accomplishments
3. Authority: PWS
4. Contract Reference: C.1.11.9
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: End of the previous contract year.
8. Date of 1<sup>st</sup> Submission: Thirty (30) Working Days after the end of the first Contract Year (Base Year)
9. Date of Subsequent Submissions: Thirty (30) Working Days after each subsequent Contract Year (Option Year)
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0  
CMO: 0/1  
Directorate CORs: 0/1

11. Remarks:
  - a. Application: The Annual Report shall include, but not be limited to:
    - (1) Major accomplishments for the previous year
    - (2) Issues and recommendations for the coming year
    - (3) Workload data totals for all functional task areas (e.g., hours/year, task occurrences/year, customers served/year, service orders/year, etc.) to the maximum extent possible.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-13

### Internal Control Plan against Fraud, Waste, and Abuse

1. Sequence Number: C.1-13
2. Title or Description of Data: Internal Control Plan against Fraud, Waste, and Abuse
3. Authority: PWS
4. Contract Reference: C.1.11.10
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: As required based on changes/updates – minimum annually
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0

CMO: 0/1

Directorate CORs: 0/1

11. Remarks:

a. Application: The Internal Control Plan shall:

(1) Describe how Government property, funds and assets shall be safeguarded against fraud, waste, abuse or misappropriation.

(2) Describe how financial and statistical records shall be verified and maintained to provide reliable information for the Government's operational accounts and reports.

b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-14

### Internal Standing Operating Procedures (SOPs)

1. Sequence Number: C.1-14
2. Title or Description of Data: Internal Standing Operating Procedures (SOPs)
3. Authority: PWS
4. Contract Reference: C.1.12, C.16.1.d
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly (for Changed SOPs only)
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Thirty (30) Working Days after Contract Start Date
9. Date of Subsequent Submissions: Changes to SOPs are submitted monthly following 1<sup>st</sup> submission on the 15<sup>th</sup> of each month for review and approval. Effective date of change for the subject SOPs shall be the 1<sup>st</sup> day of the month following submission.

10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0  
CMO: 0/1  
Applicable Directorate COR(s): 0/1

11. Remarks:

a. Application: The SOPs shall:

- (1) Describe procedures and work instructions for each management and functional area covered under this contract. Repeatable processes shall be designed to yield reproducible results.
- (2) Clearly identify each functional area SOP and plan to the applicable PWS paragraph.
- (3) Describe in detail the procedures and tasks performed for each work area and cover such items as control of quality, work assignments, approval authorities, work flow, functional relationships, and any other information needed to assure efficient and uniform performance.

## CDRL C.1-14

### Internal Standing Operating Procedures (SOPs) (Continued)

(4) Develop and implement written procedures covering each area of service provided under this contract documenting repeatable processes designed to yield reproducible results.

(5) In subsequent submissions of internal SOPs, identify changed procedures in a manner clearly distinguishable from procedures unchanged from earlier submissions.

(6) Clearly identify how customers interact with the Contractor's work processes and how the Contractor shall provide feedback and updates to the customer (external SOP).

(7) SOPs shall not duplicate Pesticide Work Plans (CDRL C.7-36) which are submitted separately.

b. Preparation Instructions: Format to be determined by Contractor with the following inclusions:

(1) The Internal SOPs shall include a RACI (Responsible, Accountable, Consulted, Informed) table that looks similar to the following:

Step	Action/Task	Responsible	Accountable	Consulted	Informed

- **Responsible** – The person(s) who performs the action/task (the doer)
- **Accountable** – The person(s) who is held accountable that the action/task is completed
- **Consulted** – The person(s) who is consulted before performing the action/task
- **Informed** – The person(s) who is informed after performing the action/task.

(2) The Internal SOPs shall include a Process Map with standard system flowchart/algorithm-type symbols.

## CDRL C.1-15

### Summary of Customer Comments

1. Sequence Number: C.1-15
2. Title or Description of Data: Summary of Customer Comments
3. Authority: PWS
4. Contract Reference: C.1.13.2.e
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly
7. As of Date: End of the previous month
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days after Contract Start Date
9. Date of Subsequent Submissions: Fifteenth (15<sup>th</sup>) of each month
10. Distribution, Addresses and Number of Originals/Copies:

MICC KO: 1/0

CMO: 0/1

MICC QA Specialist: 0/1

Appropriate Directorate COR(s): 0/1

11. Remarks:

a. Application: This Summary contain a comment tracking mechanism for trend identification and analysis. It shall include a summary of all comments received and resulting actions.

b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-16

### Quality Control Program Reports

1. Sequence Number: C.1-16
2. Title or Description of Data: Quality Control Program Reports
3. Authority: PWS
4. Contract Reference: C.1.13.4
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly
7. As of Date: End of the previous month
8. Date of 1<sup>st</sup> Submission: Thirty (30) Working Days after Contract Start
9. Date of Subsequent Submissions: Fifteenth (15<sup>th</sup>) of each month
10. Distribution, Addresses and Number of Originals/Copies:  
MICC KO: 1/0  
MICC QA Specialist: 0/1
11. Remarks: None
  - a. Application: Copy of Quality Control Program audit and inspection schedules and reports.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-17

### Injury and Illness Prevention Program

1. Sequence Number: C.1-17
2. Title or Description of Data: Injury and Illness Prevention Program
3. Authority: PWS
4. Contract Reference: C.1.14.e
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Initial and as required
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start
9. Date of Subsequent Submissions: As required based on changes and updates
10. Distribution, Addresses and Number of Originals/Copies:  
MICC KO: 1/0  
CMO: 0/1  
Directorate CORs: 0/1
11. Remarks:
  - a. Application: Identify the person or persons with authority or responsibility for implementing the program
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.1-18

### Actual Overtime Worked Report

1. Sequence Number: C.18
2. Title or Description of Data: Actual Overtime Worked Report
3. Authority: PWS
4. Contract Reference: C.1.23.1.b
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly
7. As of Date: End of the previous month.
8. Date of First Submission: Fifteenth (15<sup>th</sup>) Working Day of each month following the month in which Overtime was worked
9. Date of Subsequent Submissions: Fifteenth (15<sup>th</sup>) Working Day of each month following the month in which Overtime was worked
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/0
  - CMO: 0/1
  - Appropriate Directorate COR(s): 0/1
  - DRM 0/1
11. Remarks:
  - a. Application: Summarize overtime worked for the previous month.
  - b. Preparation Instructions: The Contractor shall submit the following information/costs for each functional area:

- |                       |                     |
|-----------------------|---------------------|
| - Functional Area     | - Loaded Labor Cost |
| - APC Code            | - Approved Hours    |
| - G&A Rate            | - Staff Management  |
| - Actual Hours        | - Line Management   |
| - Difference of Hours | - Applicable Fees   |

## CDRL C.3-1

### Report of Government Furnished Property Records, Adjusted Credits

1. Sequence Number: C.3-1
2. Title or Description of Data: Report of Government Furnished Property Records, Adjusted Credits
3. Authority: DOD Manual for the Performance of Contract Property Administration; DOD 4161.2M, Federal Acquisition Regulation (FAR) 45.505, Defense Federal Acquisition Regulation Supplement (DFARS) 245.505
4. Contract Reference: C.3.2.c
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly.
7. As of Date: End of the previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the second month after Contract Start Date
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each month
10. Distribution, Addresses and Number of Originals/Copies:  
MICC, Property Administrator 1/0
11. Remarks: Report of all Lateral Transfers, Hand Receipts, and delivered Contractor Acquired Property
  - a. Application: To comply with the DOD and FAR reporting requirements. To also be reconciled with the Property Administration modification for Technical Exhibit (TE) C.3-GFP of the Contract.
  - b. Preparation Instructions: Report will provide Line Number; Item Number; Stock Number/Part Number; Serial Number; Description; Issue Document Number (Purchase Order Number); Asset Number; On-Hand Quantify; Location and Issue Date.

## CDRL C.3-2

### Report of Government Furnished Property Records, Adjusted Debits

1. Sequence Number: C.3-2
2. Title or Description of Data: Report of Government Furnished Property Records, Adjusted Debits
3. Authority: DOD Manual for the Performance of Contract Property Administration, DOD 4161.2M, Federal Acquisition Regulation (FAR) 45.505, Defense Federal Acquisition Regulation Supplement (DFARS) 245.505
4. Contract Reference: C.3.2.c
5. Technical Office: Mission and Installation Contracting Command-Fort Irwin
6. Frequency: Monthly.
7. As of Date: End of the previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the second month after Contract Start Date
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each month
10. Distribution, Addresses and Number of Originals/Copies:  
  
MICC Property Administrator 1/0
11. Remarks: Report of all Lateral Transfers, Hand Receipts, and delivered Contractor Acquired Property
  - a. Application: To comply with the DOD and FAR reporting requirements. To also be reconciled with the Property Administration modification for Technical Exhibit (TE) C.3-GFP of the Contract.
  - b. Preparation Instructions: Report will provide Line Number; Item Number; Stock Number/Part Number; Serial Number; Description; Issue Document Number (Purchase Order Number); Asset Number; On-Hand Quantify; Location and Issue Date.

### CDRL C.3-3

#### CONSOLIDATED MAINTENANCE SCHEDULE

1. Sequence Number: C.3-3
2. Title or Description of Data: Annual Maintenance Schedule
3. Authority: PWS, DA PAM 738-750
4. Contract reference: PWS C.3.5.6.k
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Annually, or when schedule is changed.
7. As of Date: n/a
8. Date of 1st Submission: Twenty (20) Working Days after Contract Start Date
9. Date of Subsequent Submission: Twenty (20) Working Days after the start of each option year, and within two (2) Working Days of any schedule change.
10. Distribution, Addresses and Number of Originals/Copies:  
Appropriate Directorate COR: 0/1
11. Remarks:
  - a. Application: Report required for scheduling technical inspections and verifying service plan
  - b. Preparation Instructions: This is a two-part report. Part One is compilation of all equipment by model number showing all required services.
    - (1) Part One: Using the applicable TM, and the DA Form 314 (Preventive Maintenance Schedule and Record), list all required services for each item of GFE in LIN/Model number order.
    - (2) Part Two: A compilation of all required services for all GFE by month and day.

**CDRL C.3-4**  
**MONTHLY SERVICE REPORT**

1. Sequence Number: C.3-4
2. Title or Description of Data: Monthly Service Report
3. Authority: PWS
4. Contract reference: PWS C.3.5.6.k
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly.
7. As of Date: End of the previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the second month after Contract Start Date
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each Month
10. Distribution, Addresses and Number of Originals/Copies: Appropriate Directorate COR: 0/1
11. Remarks: Report required for verification of PWS compliance.
  - a. Application: This is an ongoing status report of services performed on GFE.
  - b. Preparation Instructions: This report is a compilation of scheduled services. This report includes a listing of the services scheduled for the reporting period. Data shall be compiled to show:
    - (1) Services scheduled for the reporting period by equipment administration number for the reporting period.
    - (2) Services scheduled during the reporting period by equipment administration number and the date completed.
    - (3) All scheduled services which have not been completed as of the 14th of the month, by administration number, and the reason that each service has not been performed. The Contractor will continue to list the equipment in each subsequent report until the service is completed.
    - (4) Total number of services performed for the fiscal year.

## CDRL C.3-5

### MATERIAL CONDITION STATUS REPORT

1. Sequence Number: C.3-5
2. Title or Description of Data: Material Condition Status Report
3. Authority: PWS, AR 700-138
4. Contract reference: PWS C.3.5.6.k
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly.
7. As of Date: End of the previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) workday of the second month after Contract Start Date
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) workday of each Month
10. Distribution, Addresses and Number of Originals/Copies:  
Appropriate Directorate COR: 0/1
11. Remarks: Report required for verification of PWS compliance.
  - a. Application: This is an ongoing status report of equipment readiness.
  - b. Preparation Instruction: This report is a compilation of available (operable) equipment days versus possible equipment days by type of equipment. Instruction for preparation of DA Form 2406, Material Condition Status Report, are contained in AR 700-138.

## CDRL C.3-6

### REPORT OF GOVERNMENT FURNISHED TRAINING AIDS/TRAINING DEVICES

1. Sequence Number: C.3-6
2. Title or Description of Data: Report of Government Furnished Training Aids/Devices
3. Authority: DOD Manual for the Performance of Contract Property Administration DOD 4161.2M, Federal Acquisition Regulation (FAR) 45.505, Defense Federal Acquisition Regulation Supplement (DFARS) 245.505
4. Contract Reference: C.3.2.c
5. Technical Office: Mission and Installation Contracting Command-Fort Irwin
6. Frequency: Monthly
7. As of Date: End of the previous Month
8. Date of First Submission: Fifth (5<sup>th</sup>) Working Day of the second month after contract start
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each month
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/1 paper and electronic copies (original) Excel<sup>TM</sup>/Access<sup>TM</sup> Compatible
  - MICC PA: 1/1 paper and electronic copies (photocopy)
11. Remarks: Report of all Lateral Transfers, Hand Receipts, and delivered Training Aids/Devices
  - a. Application: To comply with the DOD and FAR reporting requirements. To also be reconciled with the Property administration modification for Technical Exhibit (TE) C.3-GFP of the Contract.
  - b. Preparation Instructions: Provide the following information listed separately by Functional/Directorate Area:
    - (1) Column Number (example 1, 2 , 3, etc.)
    - (2) Paragraph Number
    - (3) Line/Sub-Line Number
    - (4) National Stock Number or Local Assigned Stock Number

**CDRL C.3-6**

**REPORT OF GOVERNMENT FURNISHED TRAINING AIDS/TRAINING  
DEVICES (Continued)**

- (5) Description Make & Model
- (6) Quantity received
- (7) Functional/Directorate (DPW, DES, etc.)
- (8) Asset Numbers
- (9) Aid/Device Number
- (10) Purchase order number and date
- (11) New or Replacement Item
- (12) Issue Document Number
- (13) Purchase, lateral transfer, issue or found on Installation
- (14) Unit/Functional Identification Code
- (15) Total Cost Each

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## CDRL C.3-7

### REPORT OF GOVERNMENT FUNISHED AGENCY PECULIAR PROPERTY

1. Sequence Number: C.3-7
2. Title or Description of Data: Report of Government Furnished Agency Peculiar Property
3. Authority: DOD Manual for the Performance of Contract Property Administration DOD 4161.2M, Federal Acquisition Regulation (FAR) 45.505, Defense Federal Acquisition Regulation Supplement (DFARS) 245.505
4. Contract Reference: C.3.2.d
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly
7. As of Date: As of the previous month
8. Date of First Submission: Fifth (5<sup>th</sup>) Working Day of the second month after Contract Start Date
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each subsequent month
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/1 paper and electronic copies (original) Excel™/Access™ Compatible
  - MICC PA: 1/1 paper and electronic copies (photocopy)
11. Remarks: Report of all Lateral Transfers, Hand Receipts, and delivered Training Aids/Devices
  - a. Application: To comply with the DOD and FAR reporting requirements. To also be reconciled with the Property administration modification for Technical Exhibit (TE) C.3-GFP of the Contract.
  - b. Preparation Instructions: Provide the following information listed separately by Functional/Directorate Area:
    - (1) Column Number (example 1, 2 , 3, etc.)
    - (2) Paragraph Number
    - (3) Line/Sub-Line Number
    - (4) National Stock Number or Local Assigned Stock Number

**CDRL C.3-7**

**REPORT OF GOVERNMENT FINISHED AGENCY PECULIAR PROPERTY**  
(Continued)

- (5) Description Make & Model
- (6) Quantity received
- (7) Functional/Directorate (DPW, DES, etc.)
- (8) Asset Numbers
- (9) Vehicle Identification Number
- (10) Equipment Identification Number
- (11) New or Replacement Item
- (12) Issue Document Number
- (13) Purchase, lateral transfer, issue or found on Installation
- (14) Unit/Functional Identification Code
- (15) Total Cost Each

**DRAFT**

## CDRL C.3-8

### REPORT OF MATERIAL/REPAIR PARTS

1. Sequence Number: C.3-8
2. Title or Description of Data: Report of Material/Repair Parts
3. Authority: DOD Manual for the Performance of Contract Property Administration DOD 4161.2M, Federal Acquisition Regulation (FAR) 45.505, Defense Federal Acquisition Regulation Supplement (DFARS) 245.505
4. Contract Reference: C.3.2.c
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin, Contract Support Division/Property Administration
6. Frequency: Monthly
7. As of Date: End of the previous month.
8. Date of First Submission: Fifth (5<sup>th</sup>) Working Day of the second month after Contract Start Date
9. Date of Subsequent Submission: 5<sup>th</sup> workday of each subsequent month
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/1 paper and electronic copies (original) Excel™/Access™ Compatible
  - MICC PA: 1/1 paper and electronic copies (photocopy)
11. Remarks: Report of all Lateral Transfers, Hand Receipts, and delivered Training Aids/Devices
  - a. Application: To comply with the DOD and FAR reporting requirements. To also be reconciled with the Property administration modification for Technical Exhibit (TE) C.3-GFP of the Contract.
  - b. Preparation Instructions: Provide the following information listed separately by Functional/Directorate Area:
    - (1) Column Number (example 1, 2 , 3, etc.)
    - (2) Paragraph Number
    - (3) Line/Sub-Line Number
    - (4) National Stock Number or Local Assigned Stock Number

**CDRL C.3-8**  
**REPORT OF MATERIAL/REPAIR PARTS (Continued)**

- (5) Description Make & Model
- (6) Quantity received
- (7) Functional/Directorate (DPW, DES, etc.)
- (8) Asset Numbers
- (9) Vehicle Identification Number
- (10) Equipment Identification Number
- (11) New or Replacement Item
- (12) Issue Document Number
- (13) Purchase, lateral transfer, issue or found on Installation
- (14) Unit/Functional Identification Code
- (15) Total Cost Each

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**CDRL C.3-9**  
**GFP STATUS REPORT**

1. Sequence Number: C.3-9
2. Title or Description of Data: GFP Status Report
3. Authority: PWS
4. Contract reference: PWS C.3.5.8.e
5. Technical Office: Mission and Installation Contracting Command – Fort Irwin
6. Frequency: Monthly.
7. As of Date: End of the previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the second month after Contract Start Date
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each Month
10. Distribution, Addresses and Number of Originals/Copies:  
MICC KO: 1/0  
MICC PA: 0/1
11. Remarks: Report required for verification of PWS compliance.
  - a. Application: This is an ongoing status report of GFP.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.5-1

### GOC DAILY ACTIVITY SUMMARY

1. Sequence Number: C.5-1
2. Title or Description of Data: GOC Daily Activity Summary
3. Authority: PWS
4. Contract Reference: C.5.1.1.e
5. Technical Office: DPTMS
6. Frequency: Daily
7. As of Date: End of previous twenty-four (24) hours.
8. Date of 1<sup>st</sup> Submission: 0800 hours on the second (2<sup>nd</sup>) Working Day after Contract Start Date
9. Date of Subsequent Submissions: By 0800 of each subsequent day, excluding weekends and Federal Holidays. Daily reports from weekends and holidays shall be submitted by 0800 of the following Working Day.
10. Distribution, Addresses and Number of Originals/Copies:  
  
DPTMS COR: 1/0
11. Remarks:
  - a. Application: These reports summarize significant activities concluded during the previous twenty-four (24) hours, actions started, actions completed and other current status information within the Garrison.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.5-2

### GOC DAILY PERSONNEL STATUS REPORT

1. Sequence Number: C.5-2
2. Title or Description of Data: GOC Daily Personnel Status Report
3. Authority: PWS
4. Contract Reference: C.5.1.1.e
5. Technical Office: DPTMS
6. Frequency: Daily
7. As of Date: End of previous twenty-four (24) hours.
8. Date of 1<sup>st</sup> Submission: 0800 hours on the second (2nd) Working Day after Contract Start Date
9. Date of Subsequent Submissions: By 0800 of each subsequent day, excluding weekends and Federal Holidays. Daily reports from weekends and holidays shall be submitted by 0800 of the following Working Day.
10. Distribution, Addresses and Number of Originals/Copies:  
  
DPTMS COR: 1/0
11. Remarks:
  - a. Application: These reports summarize significant personnel status information during the previous twenty-four (24) hours.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.6-1

### MAILBOX AND DISTRIBUTION QUICK LIST

1. Sequence Number: C.6-1
2. Title or Description: Mailbox and Distribution Quick List
3. Authority: PWS
4. Contract Reference: C.6.1.1.a, C.6.1.1.g.(1)
5. Technical Office: DHR
6. Frequency: Quarterly
7. As of Date: End of previous quarter.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the month after the first quarter after Contract Start Date.
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) Working Day of the month after each subsequent quarter.
10. Distribution, Addresses and Number of Original/Copies:  
  
DHR COR 1/0  
Each Account Holder 0/1
11. Remarks: A mailbox and distribution listing will be provided to each postal account holder on the National Training Center (NTC) and Fort Irwin. The Contractor shall prepare a listing that will identify each mailbox, office user, and approved office symbol. The listing will be disseminated to the Official Mail Manager for approval prior to release to the postal account holder. The mailbox and distribution listing will be disseminated to the postal account holders bi-annually.
  - a. Application: This information will be provided to each account holder to aid them in the distribution of mail.
  - b. Preparation Instructions: The report will be generated listing each mailbox, office user, and approved office symbol in a format designed by the contractor and approved by the COR.

## CDRL C.6-2

### MAIL STATISTICS REPORT

1. Sequence Number: C.6-2
2. Title or Description: Mail Statistics Report
3. Authority: PWS
4. Contract Reference: C.6.1.1.g.(2)
5. Technical Office: Human Resources (DHR)
6. Frequency: Monthly
7. As of Date: End of previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) working day of the first month after Contract Start Date.
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) working day of each subsequent month.
10. Distribution, Addresses and Number of Original/Copies:  
  
DHR COR 1/0  
Each Account Holder 0/0
11. Remarks: The Contractor shall prepare a memorandum in accordance with the guidelines published in AR 25-50 that will identify mail statistics. This memorandum will be disseminated to the Official Mail Manager for approval and signature prior to release to the postal account holder. This memorandum and mail statistic data will be disseminated only to the Official Mail Manager.
  - a. Application: This information will be provided to aid in the identification and control of official mail .
  - b. Preparation Instructions: The report will be generated listing the total number of incoming and outgoing mail by type of mail (i.e. certified, registered, insured, express, etc...), total number of Post Locator services provided by type of service, and total number of redirected mail pieces by type. A format designed by the contractor and approved by the COR will be utilized.

### CDRL C.6-3

#### MONTHLY ACCOUNT EXPENDITURES REPORT

1. Sequence Number: C.6-3
2. Title or Description: Monthly Account Expenditures Report
3. Authority: PWS
4. Contract Reference: C.6.1.1.g.(3)
5. Technical Office: Human Resources (DHR)
6. Frequency: Monthly
7. As of Date: End of previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) working day of the first month after Contract Start Date.
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) working day of each month.
10. Distribution, Addresses and Number of Original/Copies:
  - DHR COR 1/0
  - Each Account Holder 0/1
11. Remarks: Postal accounts will be established for each activity on the National Training Center (NTC) and Fort Irwin. The Contractor shall prepare a memorandum in accordance with the guidelines published in AR 25-50 that will identify to each postal account user the postal costs for each account. This memorandum will be disseminated to the Official Mail Manager for approval and signature prior to release to the postal account holder. This memorandum and postal account data will be disseminated to the postal account holders monthly.
  - a. Application: This information will be provided to each account holder to aid in the preparation and control of their postal budgets.
  - b. Preparation Instructions: The report will be generated listing each account holder and their expenses in a format designed by the contractor and approved by the COR.

## CDRL C.6-4

### CONSOLIDATED QUARTERLY POSTAGE AND ACCOUNT EXPENDITURES REPORT

1. Sequence Number: C.6-4
2. Title or Description: Consolidated Quarterly Postage and Account Expenditures Report
3. Authority: PWS
4. Contract Reference: C.6.1.1.g.(4)
5. Technical Office: Human Resources (DHR)
6. Frequency: Quarterly
7. As of Date: End of previous quarter.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the first quarter after Contract Start Date.
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) Working Day at the end of each subsequent quarter.
10. Distribution, Addresses and Number of Original/Copies:  
DHR COR 1/0  
Each Account Holder 0/1
11. Remarks: Postal accounts will be established for each activity on the National Training Center (NTC) and Fort Irwin. The Contractor shall prepare a memorandum in accordance with the guidelines published in AR 25-50, that will identify to each postal account user the postal costs for each individual account. The memorandum will be disseminated to the Official Mail Manager for approval and signature prior to release to the postal account holder. The memorandum and postal account data will be disseminated to the postal account holders quarterly.
  - a. Application: This information will be provided to each account holder to aid them in the preparation and control of their postal budgets.
  - b. Preparation Instructions: The report will be generated listing each account holder and their expenses in a format designed by the contractor and approved by the COR.

## CDRL C.6-5

### RECORD OF METER READINGS REPORT

1. Sequence Number: C.6-5
2. Title or Description: Record of Meter Readings Report
3. Authority: PWS
4. Contract Reference: C.6.1.1.g.(5)
5. Technical Office: Human Resources (DHR)
6. Frequency: Monthly
7. As of Date: End of previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the first month after Contract Start Date
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) Working Day of each month.
10. Distribution, Addresses and Number of Original/Copies:  
  
DHR COR 1/0  
Each Account Holder 0/0
11. Remarks: The Contractor shall prepare a report that will record postage meter usage on a daily basis from ascending to descending order. This report will be disseminated to the Official Mail Manager on a monthly basis.
  - a. Application: This information will be utilized to aid in the usage and control of postage meter funds.
  - b. Preparation Instructions: The report will provide a daily register of postal meter funds used in a format designed by the contractor and approved by the COR.

## CDRL C.7-1

### LIFE CYCLE MANAGEMENT REPORT

1. Sequence Number: C.7-1
2. Title or Description of Data: Life Cycle Management Report
3. Authority: PWS
4. Contract Reference: C.7.1.1.1
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of previous month.
8. Date of 1<sup>st</sup> Submission: Fifth (5<sup>th</sup>) Working Day of the first month after Contract Start Date.
9. Date of Subsequent Submissions: By the fifth (5<sup>th</sup>) Working Day of each subsequent month
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/0
  - CMO: 0/1
  - DPW COR: 0/1
  - MICC QA Specialist: 0/1
  - MICC PA: 0/1
11. Remarks: None
  - a. Application: Details the progress of meeting the Life Cycle Management Plan (CDRL C.1-4)
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.7-2

### DAVIS BACON COST ESTIMATES

1. Sequence Number: C.7-2
2. Title or Description of Data: Davis Bacon Cost Estimates
3. Authority: FAR 15.405, FAR 15.800
4. Contract Reference: C.7.1.1.4.1.e
5. Technical Office: DPW
6. Frequency: As required for each project.
7. As of Date: N/A
8. Date of 1st Submission: Within fifteen (15) working days of receipt of request or within seven (7) working days of receipt of a priority project request.
9. Date of Subsequent Submission: As required by negotiation or project change order.
10. Distribution, Addresses & Number of Originals/copies:  
DPW COR – 1/0
11. Remarks:
  - a. Application: Provide the Government with cost estimates for Davis Bacon projects.
  - b. Preparation Instructions: Each phase of work will include:
    - (1) Materials list by item, quantity, unit price & extended price
    - (2) Labor hours by trade, including hourly rate and labor price
    - (3) Equipment type by hours and price
    - (4) Total cost of each phase of work
  - c. Grand total cost for project by total materials, total labor and total equipment.

**CDRL C.7-3**  
**DAVIS BACON PROJECT REPORT**

1. Sequence Number. C.7-3
2. Title or Description of Data: Davis Bacon Project Report
3. Authority: PAM 25-30
4. Contract Reference: C.7.1.1.4.1.i
5. Technical Office: DPW
6. Frequency: Weekly
7. As of Date: Last day of week
8. Date of 1st Submission: Last day of first week for ongoing Davis Bacon Projects.
9. Date of Subsequent Submission: Last day of each week for all Davis Bacon Projects.
10. Distribution, Address & Number of Originals/copies: See 13 (1) below
11. Remarks:
  - a. Application: A schedule of projects by start and completion dates. Functional Manager monitors contract activities.
  - b. Preparation Instructions:
    - (1) Report shall be prepared and provided to the COR on a CD or by e-mail in a program that is executable using Microsoft Office®.
    - (2) Schedule shall list Davis Bacon Projects. Each entry shall include the following information in the sequence indicated:
      - (a) Work Identification number
      - (b) The overall project start and completion date
      - (c) The start dates and completion dates for any segment of the work specified in the Government's request.

**CDRL C.7-3**

**DAVIS BACON PROJECT REPORT (Continued)**

(d) The start date and completion dates of as many intermediate phases of the work as necessary to show the contractor construction approach and to allow for coordination to minimize changes and inconvenience to residents or facility users.

(e) Remarks to include any parts delay, by item name, quantity and anticipated date of delivery.

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**CDRL C.7-4**

**1354 WORK SHEET, REAL PROPERTY**

1. Sequence Number: C.7-4
2. Title or Description of Data: 1354 Work Sheet, Real Property
3. Authority: AR 405-70, AR 405-45, AR 420-1
4. Contract Reference: C.7.1.1.4.1.k
5. Technical Office: DPW
6. Frequency: Per occurrence
7. As of Date: Completion of each Davis Bacon Project
8. Date of 1st Submission: Same as item 6
9. Date of Subsequent Submissions: Thirty (30) days after completion of each Davis Bacon Project
10. Distribution, Addresses & Number of Originals/Copies: DPW COR – 0/1
11. Remarks:
  - a. Application: Final close-out of Davis Bacon projects
  - b. Preparation Instructions: Fill in all applicable information on each project on the following 1354 worksheet. The following check list has been developed to assist you and the DPW staff. All applicable blocks should be filled in upon completion of a project. Some facilities are not buildings and aren't readily identifiable; therefore, these are listed at the end of this check list. These facilities have a unit of measure associated with them and should be reported in that manner, with separate costs listed.

**1354 WORKSHEET FOR DAVIS BACON PROJECT**

1. Work Order Number:
2. Facility Number:
3. Total Area:
  - a. Square feet
  - b. Gallons
  - c. Gallons per minute
  - d. Thousand gallons per day
  - e. Kilovolt-Amperes (KVA)
  - f. Linear feet
  - g. Square yards
4. Drawing Number:
5. Air Conditioning or Evaporative Cooler:
  - a. Type
  - b. Capacity
  - c. Square feet air conditioning
  - d. Make
  - e. Model
6. Heating:
  - a. Type (Example: Heat pump, Furnace)
  - b. Fuel
  - c. Rating in BTU
  - d. Make

- e. Model
- f. Square feet heated space

7. Hot Water Facilities:

- a. Capacity (Gallons)
- b. Temperature rise
- c. Rating in BTU
- d. Make
- e. Model
- f. Pressure

8. Fire Protection:

- a. Number (Extinguishers, pull boxes, etc)
- b. Type

9. Materials:

- a. Foundation
- b. Floor
- c. Walls
- d. Roof

(1) Surface

(2) Base

10. Building Dimensions:

- a. Main Building
- b. Offsets
- c. Wings

d. Basement

e. Attic

11. Utility Connections:

a. Water-Domestic:

(1) Number lines

(2) Size

(3) Capacity

(4) Cost

b. Water-RO:

(1) Number lines

(2) Size

(3) Capacity

(4) Cost

c. Sewer:

(1) Number lines

(2) Size

(3) Capacity

(4) Cost

d. Electricity:

(1) Number lines

(2) Size

(3) Capacity

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(4) Number & KVA of transformers

(5) Cost

e. Gas:

(1) Number lines

(2) Size

(3) Capacity

(4) Cost

12. Total Cost of Project:

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**CDRL C.7-5**

**POLLUTION INCIDENT REPORT**

1. Sequence Number: C.7-5
2. Title or Description of Data: Pollution Incident Report
3. Authority: AR 200-1
4. Contract Reference: C.7.1.1.5.d
5. Technical Office: DPW Environmental
6. Frequency: As needed
7. As of Date: N/A
8. Date of 1st Submission: Fifth (5<sup>th</sup>) working day after the incident.
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) working day after the incident.
10. Distribution, Addresses & Number of Originals/Copies:

DPW – 1/0

11. Remarks:

a. Application: If any release to the environment occurs, action must be taken to notify the COR and the Chief, DPW Environmental Division.

b. Preparation Instructions: AR 200-1, Chapter 8, Paragraph 8-11a through 8-11c.

## CDRL C.7-6

### HAZARDOUS WASTE MANAGEMENT PLAN

1. Sequence Number: C.7-6
2. Title or Description of Data: Hazardous Waste Management Plan
3. Authority: PWS
4. Contract Reference: C.7.1.1.6.c
5. Technical Office: DPW Environmental
6. Frequency: As Needed
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Ten (10) Working Day prior to Notice to Proceed
9. Date of Subsequent Submissions: As needed.
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/0
  - DPW Env COR: 0/1
  - HWMC: 0/1
11. Remarks:
  - a. Application: Describes hazardous waste minimization.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.7-7

### HAZARDOUS WASTE INSPECTION REPORT

1. Sequence Number: C.7-7
2. Title or Description of Data: Hazardous Waste Inspection Report
3. Authority: PWS
4. Contract Reference: C.7.1.1.6.e
5. Technical Office: DPW Environmental
6. Frequency: Monthly
7. As of Date: End of previous month.
8. Date of 1<sup>st</sup> Submission: Fifth (5<sup>th</sup>) Working Day of the first month after Contract Start Date
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) Working Day of each subsequent month.
10. Distribution, Addresses and Number of Originals/Copies:  
  
DPW Env COR: 1/0  
HWMC: 0/1
11. Remarks:
  - a. Application: Describes the results of weekly hazardous waste inspections for the previous month.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.7-8

### REFRIGERANT ACCOUNTABILITY REPORT

1. Sequence Number: C.7-8
2. Title or Description of Data: Refrigerant Accountability Report
3. Authority: PWS
4. Contract Reference: C.7.1.1.6.i, C.7.1.5.1.d
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of previous month
8. Date of 1<sup>st</sup> Submission: Fifth (5<sup>th</sup>) Working Day of the first month after Contract Start Date
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) Working Day of each subsequent month
10. Distribution, Addresses and Number of Originals/Copies:

DPW COR: 1/0  
HWMC: 0/1

11. Remarks:
  - a. Application: Describes any removal and disposal of freon prior to the disposal of excess inventory.
  - b. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.7-9

### DPW OPERATION & MAINTENANCE (O&M) PREVENTIVE MAINTENANCE AND SERVICE PLAN

1. Sequence Number: C.7-1
2. Title or Description of Data: DPW Operation & Maintenance (O&M) Preventive Maintenance and Service Plan
3. Authority: PWS
4. Contract Reference: C.7.2.1.1.c
5. Technical Office: DPW
6. Frequency: Annually
7. As of Date: End of the previous year.
8. Date of 1<sup>st</sup> Submission: Sixty (60) Working Days after Contract Start Date
9. Date of Subsequent Submissions: Thirty (30) Working Days after the start of each option year.
10. Distribution, Addresses and Number of Originals/Copies:
  - MICC KO: 1/0
  - DPW COR: 0/1
  - CMO: 0/1
  - MICC QA: 0/1
11. Remarks:
  - a. Application: Details the forward-looking plans for meeting DPW O&M PMs and service levels.
  - b. Preparation Instructions (format to be determined by Contractor):
    - (1) Facilities. The PM & Service Plan shall describe the maintenance to be performed on a facility by separately listing each facility component and individual item of installed equipment to be maintained. Each listing shall show the maintenance to be performed and the interval between occurrences.

**CDRL C.7-9**

**DPW OPERATION & MAINTENANCE (O&M) PREVENTIVE MAINTENANCE  
AND SERVICE PLAN (Continued)**

(2) Landscape Maintenance – The PM & Service Plan shall address the Contractor’s plans for meeting the level of service. The Plan shall include the requirements specified in the Grounds Maintenance Maps and the NTC Grounds Maintenance Manual.

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## CDRL C.7-10

### PAVEMENT, ROOF, AND UTILITY CONSERVATION ANALYSIS

1. Sequence Number: C.7-10
2. Title or Description of Data: Pavement, Roof, and Utility Conservation Analysis
3. Authority: PWS
4. Contract Reference: C.7.2.1.1.d
5. Technical Office: DPW
6. Frequency: Quarterly
7. As of Date: End of previous quarter
8. Date of 1st Submission: Thirty (30) days after Contract Start Date
9. Date of Subsequent Submissions: Five (5) Working Days following the end of each subsequent quarter.
10. Distribution, Addresses & Number of Originals/Copies:
  - DPW – 1/0
  - DPW Env COR – 0/1
11. Remarks: As part of the Life Cycle Management program, the analysis shall analyze current conditions of pavement, roofs, and utility usage and proactively seek to eliminate waste, increase efficiency, and conserve resources related to facilities listed in the RPAF.
12. **SUMMARY:** Our Engineered Management System (EMS) will allow proactive management of facility systems and infrastructure based on sufficiently robust Life Cycle Costing (LCC) analysis. Thus, Directorate of Public Works (DPW) users will be better able to formulate, program, and justify requirements instead of waiting to react under costly crisis conditions as in the past. PAVER and other such Army-sanctioned software were developed by the Construction Engineering Research Laboratory (CERL) so organizations (DPWs) charged with sustaining facility systems and infrastructure may effectively optimize the use of often meager allocated Maintenance and Repair (M&R) funding. See <http://www.cecer.army.mil/> for further software details. EMS organizes applying Operation and Maintenance (O&M) standards and engineering technologies to help uniformly formulate and program M&R. Thus, much of the Life Cycle Costing (LCC) analysis performed by the Contractor will be utilized to improve and sustain utility and infrastructure savings which diverts otherwise wasted resources toward

## CDRL C.7-10

## **PAVEMENT, ROOF, AND UTILITY CONSERVATION ANALYSIS (Continued)**

better serving Soldier Quality of Life (QOL). Specifically, LCC within EMS helps DPW to better: prepare sufficiently detailed short-to-long-range work plans with water/energy sustaining options with estimates to plausibly pursue funding, explain funding priority impacts, and utilize available M&R funding. Sanctioned EMS software includes: PAVER (pavements and “hardstand”), ROOFER (roofs), RAILER (future railroad spur), PIPER (exterior pipes), and SCALER (interior building plumbing). To get to the point, the Contractor’s part is to implement this subset of EMS objectives based on Army-sanctioned software as it morphs.

### **REQUIREMENT:**

1. Ignore RAILER, PIPER, and SCALER requirement until returned to functionality from IMCOM.
2. Provide sufficient LCC and plan pavements and roofing M&R “routine” Work Orders (WOs) to satisfy COR effectively using Army-sanctioned PAVER and ROOFER before performing work.
3. During the heating season, especially focus on the cooling aspects of heating, ventilation, and air conditioning (HVAC) WOs that could reduce peak usage spikes during hot summer months.
4. Secondary focus should be reducing further strain on the utility infrastructure (especially items reducing risk of power outage during the hottest periods) like HVAC and lighting replacements.
5. Address xeroscaping (just rock), and plumbing fixture comprehensive planning and implementation strategy. Work with CH2M Hill through the relevant CORs to facilitate water conservation through prudent plant choices acceptable to military leadership for example and coordinating watering and fertilizing or mowing schedules.
6. Include break-even analysis especially for repair by replacement of components and systems showing payback year assuming 3% inflation, no salvage value for equipment to be removed, and realistic annual O&M costs based on historical data from somewhere for both existing and proposed equipment or fixtures. The latter may also include savings from preventative maintenance (PM) improvements beyond the equipment manufacturer’s guidance.
7. The root requirement is for the Contractor to effectively and proactively utilize PAVER and ROOFER software rather than simply reacting to avoidable M&R crises on the hottest days. Insufficient LCC cost effectiveness analysis (virtually non-existent) has unfortunately been the norm in the previous Installation Support Services Contract (ISSC) and caused this emphasis.

**CDRL C.7-10**

## **PAVEMENT, ROOF, AND UTILITY CONSERVATION ANALYSIS (Continued)**

8. In short, manage Fort Irwin Real Property pavements and roofs using the most updated Army-sanctioned PAVER and ROOFER software version. Management includes initiating, inputting (begin with baseline), running, and reporting subsequent LCC analyses on a quarterly basis to the COR beyond those required and self-initiated upon initially defining the baseline.

### **TASKS:**

1. Provide LCC per “routine” WO within 14 working days of COR accepting LCC-based proposal and PAVER, ROOFER, or other software outputs backing recommendations as prudent.
2. Provide LCC per “emergency” and “urgent” WO within 30 working days of receipt as prudent.
3. Provide less robust informal analyses not meeting the standard but addressing Service Orders (SOs) like replacing bulbs or washers with energy/water conserving variety as prudent.
4. Provide at least a monthly LCC-based proposal; proactive self-initiative is encouraged.

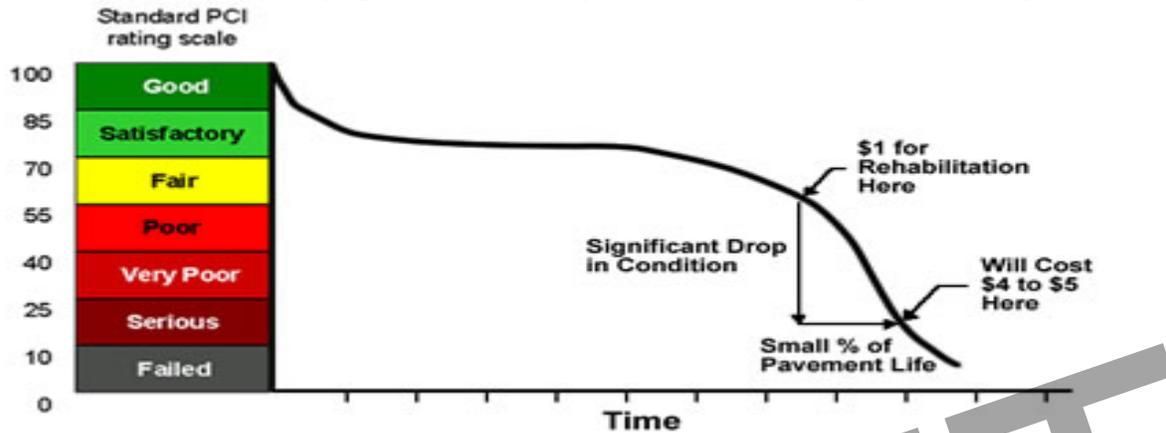
### **STANDARDS:**

1. Proposals resulting in savings (ECIP, ESPC, or otherwise) will result in financial compensation commensurate with the relevant contracting reward vehicle and attained water/energy savings.
2. Perform LLC per National Institute of Standards and Technology (NIST) Handbook 135 to include Life-Cycle Cost (BLCC) software defining the Army-sanctioned economic analysis.
3. Perform LLC per annually updated regional Army standards from the IMCOM website with the exception of actually sending submittals beyond the Contracting Officer Representative (COR).
4. Provide LLC deliverables on current COR-approved media and Microsoft software version.
5. Provide LLC ECIP submittals in EXCEL to include summary paragraph and DD1391.
6. Ensure that data outputs to be stored within the EMS comply with the latest AR 420-10, Management of Installation Directorates of Engineering and Housing, standard.
7. Provide LLC backup to at least include cooling, lighting, or plumbing equipment or fixture vender-based data in WORD documents with embedded EXCEL (e.g. economic analysis with

## **CDRL C.7-10**

## PAVEMENT, ROOF, AND UTILITY CONSERVATION ANALYSIS (Continued)

graphs and charts), PDF (e.g. catalog cuts), and POWERPOINT (e.g. system flowcharts) files. Include some version of the graph below showing investment results against a rating standard.



### WORKLOAD:

Maximize quality LCC-based analysis toward proactively resolving pavements, roofing, and other infrastructure and utility savings for the entirety of Real Property in DPW's care.

### PAVER:

Uses inspection data and an objective, repeatable, and observable Pavement Condition Index (PCI) per ASTM D6433 from 0 (failed) to 100 (excellent) to consistently describe pavement distress condition toward M&R needs based on predicted deterioration to failure. Failure is predicted based on many historical failures so pavements are grouped having similar characteristics into families to develop a predicted deterioration curve to failure per family.

### ROOFER:

Rates present roof conditions, prioritizes work, and optimally allocates resources toward selecting M&R strategies to formulate work requirements maximizing roof preservation using available funds. Benefits include developing roofing assets and defects inventory, detailed roof data, condition indexes, reports justifying funding requirements by priority, analysis evaluation, cost-effective M&R strategies, and WOs. It also provides a framework for collecting inventory and inspection information, evaluating roof condition, identifying repair by replacement strategies, prioritizing projects, and developing work plans. Roof condition is determined based on distress data collected during visual inspections. Inspection data provides the basis to generate condition indexes for major roof components and an overall roof condition index (RCI). Component indexes for membrane (MCI), flashing (FCI) and insulation (ICI) comprise the RCI for low-slope membrane roofs; shingle condition index (SCI) and FCI comprise RCI for asphalt

## CDRL C.7-10

## PAVEMENT, ROOF, AND UTILITY CONSERVATION ANALYSIS (Continued)

shingle roofs. Indices objectify roof condition, priorities, and waterproof integrity to optimally manage M&R investments.

**UTILITY CONSERVATION:**

Reduce water use, environmental impact, and peak energy use; reduce pumping during peak rate and add water harvesting with sufficient evaporation and other loss protection. Roof barrel collection systems are also worth exploring. Opportunities for water conservation exist in housing, irrigation systems, industrial water treatment and leak detection, and interior/exterior plumbing. CH2M Hill, the water and sewer provider, and SCE, the power provider, collect useful data histories and SCE is even willing to financially compensate for energy savings. Corrosion is a potential culprit to water losses as is a lack of sufficient past preventative maintenance (PM). Also, maximize cooling tower and other Mechanical equipment cycles of concentration through effective water treatment. Also, periodically conduct a leak detection survey on the water systems. Also, retrofit or replace antiquated plumbing fixtures and add high-pressure water saving washers. Also, consider distributing public education materials on water conservation to all public bathrooms.

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## CDRL C.7-11

### WASH RACK WATER ANALYSIS

1. Sequence Number: C.7-11
2. Title or Description of Data: Wash Rack Operating Log
3. Authority: C.7.2.5.1.g
4. Contract Reference: PWS
5. Technical Office: DPW
6. Frequency: Quarterly
7. As of Date: n/a
8. Date of 1st Submission: Thirty (30) days after Contract Start
9. Date of Subsequent Submission: 5<sup>th</sup> of each month
10. Distribution, Addressees & Number of Originals/Copies:
  - DPW COR – 0/1
  - DPW Env COR – 0/1
11. Remarks:
12. Application: Analysis of water taken from points on the influent and effluent streams of the sand filter and carbon filter
13. Preparation Instructions (format to be determined by Contractor):
  - a. The Contractor shall sample and obtain analysis on total petroleum hydrocarbon and metals specified by EPA TLCP test.
  - b. If utilized, outsourced laboratories shall be certified by appropriate agencies and approved by the COR.
  - c. A copy of test results shall be provided to the DPW Environmental Division in order to determine if unacceptable contaminant levels are present.

## CDRL C.7-12

### WASH RACK OPERATING LOG

1. Sequence Number: C.7-12
2. Title or Description of Data: Wash Rack Operating Log
3. Authority: C.7.2.5.1.f
4. Contract Reference: PWS
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of previous month
8. Date of 1st Submission: Forty (40) Working Days after Contract Start
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) of the month
10. Distribution, Addressees & Number of Originals/Copies:
  - MICC KO – 1/0
  - DPW COR – 0/1
  - DPW Env COR – 0/1
11. Remarks:
12. Application: Details significant activities and events related to the wash rack.
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD or by e-mail in a program that is executable using Microsoft Office® and shall provide (at a minimum) Building/Wash Rack Number; Occupants/Units; Operational Status (Pump and Filter status); Effluent Water Quality and Significant Events and Accomplishment for each wash rack.

**CDRL C.7-13**  
**POOL OPERATING LOG**

1. Sequence Number: C.7-13
2. Title or Description of Data: Pool Operating Log
3. Authority: TM 5-662
4. Contract Reference: C.7.2.6.1 c and i
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of previous month
8. Date of 1st Submission: 5<sup>th</sup> Working Day after Contract Start Date
9. Date of Subsequent Submission: 5<sup>th</sup> of the month
10. Distribution, Addresses & Number of Originals/Copies:  
DPW – 1/0
11. Remarks: DA Form 3164R
  - a. Application: Report pool usage to the Government.
  - b. Preparation Instructions: TM 5-662, Section VII, Paragraph 31-311

## CDRL C.7-14

### PUMP EFFICIENCY REPORT

1. Sequence Number: C.7-14
2. Title or Description of Data: Pump Efficiency Report
3. Authority: AR 420-17, AR 420-46
4. Contract Reference: C.7.2.6.1.i and C.7.3.9.1.g
5. Technical Office: DPW
6. Frequency: Annual
7. As of Date: n/a
8. Date of 1st Submission: Fifty (50) Working Days after Contract Start Date
9. Date of Subsequent Submission: Thirty (30) days after the start of each option year.
10. Distribution, Addresses & Number of Originals/copies:  
DPW – 1/1
11. Remarks:
12. Application: Provide the Government with pump performance data for scheduling pump upgrades or replacements.
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD-ROM or by e-mail in a program that is executable using Microsoft Office and shall include (as a minimum) Pump Number; Motor Number; Meter Number and Test results for three (3) tests on Discharge pressure, PSI; Standing water level, ft.; Drawdown, ft; Discharge head, ft; Pumping water level, ft; Total head, ft; Capacity, GPM; GPM per ft draw down; Acre ft pumped in 24 hr.; KW input to motor; HP input to motor; Motor load (%); Measured speed to pump, RPM; KWH per acre ft; Overall plant efficiency (%); and Customer's meter, GPM. (Test 1 at normal operation of pump at the time of test and Tests 2 and 3 are to be obtained by throttling the discharge).

**CDRL C.7-15**  
**WAITING LISTS - UPH**

1. Sequence Number: C.7-15
2. Title or Description of Data: Waiting Lists - UPH
3. Authority: AR 420-1
4. Contract Reference: C.7.3.1.1.e.(5) and C.7.3.1.1.b.(3).(a)
5. Technical Office: DPW
6. Frequency: Weekly
7. As of Date: The end of the previous week.
8. Date of 1st Submission: First Working Day after Contract Start Date
9. Date of Subsequent Submissions: The first Working Day of each week.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW UPH Manager – 1/0  
DPW COR – 0/1
11. Remarks:
12. Application: Report housing backlog.
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD-ROM or by e-mail in a program that is executable using Microsoft Office®. The report shall include a list for each of the BOQs and BEQs and will contain Name (Last, First and Middle Initial); Grade and Date of Rank; Date of Eligibility; and Number of Dependents (if applicable).

## CDRL C.7-16

### ROSTER OF PERSONNEL OCCUPYING UNACCOMPANIED HOUSING

1. Sequence Number: C.7-16
2. Title or Description of Data: Roster of Personnel Occupying Unaccompanied Housing
3. Authority: AR 420-1
4. Contract Reference: C.7.3.1.1.b.(3).(b)
5. Technical Office: DPW
6. Frequency: Weekly
7. As of Date: The end of the previous week.
8. Date of 1st Submission: First Working Day after contract start date.
9. Date of Subsequent Submissions: First Working Day of each subsequent week.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW UPH Manager – 1/0  
DPW COR – 0/1
11. Remarks:
12. Application: Report housing backlog.
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD-ROM or by e-mail in a program that is executable using Microsoft Office®. The report shall include a list for each of the BOQs and BEQs and will contain Name (Last, First and Middle Initial); Grade and Date of Rank; Date of Eligibility; and Number of Dependents (if applicable).

**CDRL C.7-17**

**UNACCOMPANIED HOUSING (UPH)  
INVENTORY AND UTILIZATION DATA**

1. Sequence Number: C.7-17
2. Title or Description of Data: Unaccompanied Housing (UH) Inventory and Utilization Data
3. Authority: AR 420-1
4. Contract Reference: C.7.3.1.1.b.(3).(c)
5. Technical Office: DPW
6. Frequency: Quarterly
7. As of Date: End of the previous quarter
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the 2<sup>nd</sup> quarter after Contract Start Date.
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) Working Day of each subsequent quarter
10. Distribution, Addresses & Number of Originals/Copies:  
DPW UPH Manager – 1/0  
DPW COR – 0/1
11. Remarks: Data generated from PRISMS. Note: Annually a roll up of all reports, up until and inclusive of 30 September, will be due on the 15th of October.
  - a. Application: Report required by Housing Directives
  - b. Preparation Instructions: AR 420-1

## CDRL C.7-18

### TOTAL OCCUPANT DAYS SUMMARY REPORT

1. Sequence Number: C.7-18
  2. Title or Description of Data: Total Occupant Days Summary Report
  3. Authority: PWS
- Contract Reference: C.7.3.1.1.b.(3).(d)
5. Technical Office: DPW
  6. Frequency: Monthly
  7. As of Date: End of the previous month
  8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day in the second month after Contract Start Date.
  9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each subsequent month.
  10. Distribution, Addresses & Number of Originals/Copies:  
DPW UPH Manager – 1/0  
DPW COR - 0/1
  11. Remarks:
  12. Application: Report on usage.
  13. Preparation Instructions: Excel® spreadsheet containing Date; Building Number; Usage Type; Number of Rooms (given); Number of Spaces (given); Spaces Utilized; Percent Utilization; Spaces Vacant; Individual Preparing Report; Individual Approving Report.

## CDRL C.7-19

### FMO FURNISHINGS INVENTORY

1. Sequence Number: C.7-19
2. Title: FMO Furnishings Inventory
3. Authority: AR 420-1
4. Contract Reference: C.7.3.1.1.c.(4)
5. Technical Office: DPW
6. Frequency: Annually
7. As of Date: End of the previous year.
8. Date of 1st Submission: Thirty (30) Working Days after Contract Start Date.
9. Date of Subsequent Submissions: Five (5) Working Days after the start of each option year.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW COR – 1/0  
DPW UH Manager – 0/1
11. Remarks: DA Form 5867-R
12. Application: Required report by Housing Directives
13. Preparation Instructions: AR 420-1

## CDRL C.7-20

### CUSTODIAL PLAN AND SCHEDULE

1. Sequence Number: C.7-20
2. Title or Description of Data: Custodial Plan and Schedule
3. Authority: AR 420-1
4. Contract Reference: C.7.3.5.1.a
5. Technical Office: DPW
6. Frequency: As needed.
7. As of Date: n/a
8. Date of First Submission: Ten (10) Working Days after Contract Start Date.
9. Date of Subsequent Submissions: Within twenty-four (24) hours of any change
10. Distribution, Addresses & Number of Originals/copies:
  - DPW COR – 1/0
  - DPW Env COR – 0/1
  - Each User – 0/1
11. Remarks:
12. Application: Describes details of custodial services and provides time and dates services are to be provided.
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD-ROM or by e-mail in a program that is executable using Microsoft Office®. The plan and schedule shall contain, at a minimum, General Schedule; Day each task is to occur for all services to be schedule Weekly and 3 X Week; Date each task is to occur for all services to be scheduled Monthly, 2 X Month, Quarterly, 2 X Annual and Annually; List of Supplies; Processes for secured and unsecured areas; Processes in support of the Installation recycling program; Policy on turning of utilities (light, water, etc.) and Recommendations for Government standardization of dispensers (paper towel, liquid soap, toilet paper, and toilet seats).

## CDRL C.7-21

### SURFACED AND UNSURFACED AREA WORK PLAN

1. Sequence Number: C.7-21
2. Title or Description of Data: Surfaced and Unsurfaced Area Work Plan
3. Authority: PWS
4. Contract Reference: C.7.3.6.1.a
5. Technical Office: DPW
6. Frequency: Annual
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Thirty (30) Working Days after Contract Start Date.
9. Date of Subsequent Submissions: Thirty (30) Working Days after the start of each option year.
10. Distribution, Addresses and Number of Originals/Copies:  
DPW COR: 1/0
11. Remarks: None.
12. Application: Describe the processes for routine and non-routine work including inspection, the identification of problems, and recommendations for repairs. Depending on usage, the Plan shall include a schedule for review and approval of the COR.
13. Preparation Instructions: Format to be determined by Contractor.

## CDRL C.7-22

### LPG OPERATIONS PLAN

1. Sequence Number: C.7-22
2. Title or Description of Data: LPG Operations Plan
3. Authority: PWS
4. Contract Reference: C.7.3.7.1.a
5. Technical Office: DPW
6. Frequency: As needed.
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Thirty (30) Working Days after Contract Start Date.
9. Date of Subsequent Submissions: As needed.
10. Distribution, Addresses and Number of Originals/Copies:  
  
DPW COR: 1/0
11. Remarks: None
12. Application: Describes operational plans for fixed plant facilities identified in the RPAF. The Plan shall include the Contractor's organization for operation of the plants, points of contact for opening and securing the facility, and the qualifications of assigned personnel; sufficient detail to ensure compliance with applicable federal, state, and/or local operating permits and mandated procedures; an SOP describing how the tank farmers M&R will be managed for continuous operations; if chemicals must be added to protect the plant equipment or as an element of product processing during plant operation, detail the method of introducing the chemicals and the procedure for determining the amount to be added; and where laboratory testing is required, the location of the laboratory, the tests to be performed, the frequency of testing, and the sampling and test procedures to be used.
13. Preparation Instructions: Format to be determined by Contractor.

**CDRL C.7-23**

**LPG DELIVERIES REPORT**

1. Sequence Number: C.7-23
2. Title or Description of Data: LPG Deliveries Report
3. Authority: PWS
4. Contract Reference: C.7.3.7.1.a.(6)
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of the previous month.
8. Date of 1st Submission: The First (1<sup>st</sup>) Working Day of the second month after contract start.
9. Date of Subsequent Submissions: The First (1<sup>st</sup>) Working Day of each subsequent month.
10. Distribution, Addresses & Number of Originals/Copies:  
  
DPW COR – 1/0
11. Remarks: None
12. Application: Reconciliation of the LPG Contractor's invoices to delivery tickets
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD-ROM or by e-mail in a program that is executable using Microsoft Office®. (2) Report shall be prepared in a Contractor's developed and Government approved format and shall include Date of Delivery; Time of Delivery (in and out); LPG Contractor's Name; Vehicle Identification; LPG Contractor's Driver's Name; Weight of Loaded Vehicle; Weight of Vehicle after Unloading; and Tank Readings.

**CDRL C.7-24**  
**LPG STORAGE REPORT**

1. Sequence Number: C.7-24
2. Title or Description of Data: LPG Storage Report
3. Authority: PWS
4. Contract Reference: C.7.3.7.1.a.(6)
5. Technical Office: DPW
6. Frequency: Daily
7. As of Date: n/a
8. Date of 1st Submission: At the start of business of the Second (2<sup>nd</sup>) Working Day after Contract Start Date
9. Date of Subsequent Submissions: At the start of business of each subsequent day. Weekend and holiday reports shall be submitted together on the next available Working Day.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW COR – 1/0
11. Remarks: None
12. Application: Maintain proper tank levels for Installation demand.
13. Preparation Instructions: Format to be determined by Contractor. Report shall include LPG tank readings.

**CDRL C.7-25**  
**LPG LEAKS REPORT**

1. Sequence Number: C.7-25
2. Title or Description of Data: LPG Leaks Report
3. Authority: PWS
4. Contract Reference: C.7.3.8.1.c
5. Technical Office: DPW
6. Frequency: Annually
7. As of Date: End of the previous year.
8. Date of 1st Submission: By the fifth (5<sup>th</sup>) Working Day after Contract Start Date.
9. Date of Subsequent Submissions: By the fifth (5<sup>th</sup>) Working Day after the start of each option year.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW COR – 1/0
11. Remarks: None
12. Application: Maintain proper tank levels for Installation demand.
13. Preparation Instructions: Format to be determined by Contractor. Report shall summarize the results of the inspection of the LPG distribution system, identify any leaks and repairs of leaks for the previous year, and shall certify that all repairs have been completed.

## CDRL C.7-26

### CHILLED WATER COMPRESSOR TEST REPORT

1. Sequence Number: C.7-26
2. Title or Description of Data: Chilled Water Compressor Test Report
3. Authority: AR 420-1
4. Contract Reference: C.7.3.10.1.c
5. Technical Office: DPW
6. Frequency: Semiannually
7. As of Date: End of previous six (6) month period
8. Date of First Submission: Fifth (5<sup>th</sup>) working day after the first six (6) month period after Contract Start Date.
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) working day after each subsequent six (6) month period.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW COR – 1/0
11. Remarks:
12. Application: Provide the Government with water compressor operational data for planning compressor upgrades or replacements.
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD or by e-mail in a program that is executable using Microsoft Office® and shall contain a List of Compressors Tested; Date, Time, Location of Compressor Tested; and a copy of the Laboratory Report on the compressor oil of all compressors that did not meet manufacturer specifications or indicated that replacement would be required within the next semi-annual period .

## CDRL C.7-27

### UTILITIES OPERATING LOG - BOILERS

1. Sequence Number: C.7-27
2. Title or Description of Data: Utilities Operating Log-Boilers
3. Authority: AR 420-1, TM 5-650
4. Contract Reference: C.7.3.10.1.p.(1)
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of previous month.
8. Date of 1st Submission: Fifth (5<sup>th</sup>) Working Day of the second month after Contract Start Date.
9. Date of Subsequent Submission: Fifth (5<sup>th</sup>) Working Day of each subsequent month
10. Distribution, Addresses & Number of Originals/Copies:  
DPW COR – 1/0
11. Remarks:
12. Application: Describe accomplished repairs or replacement of damaged or deteriorated components of the boiler plants and central energy plants.
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD-ROM or by e-mail in a program that is executable using Microsoft Office®. Conduct testing as required by TM 5-650 and record results as required. If testing results indicate beyond the Operational Maintenance limits of the boiler tested, Contractor is to alert the COR within 24 hrs by phone or email.

## CDRL C.7-28

### SCE CONTACT LOG

1. Sequence Number: C.7-28
2. Title: SCE Contact Log
3. Authority: PWS
4. Contract Reference: C.7.3.11.1.b.(2)
5. Technical Office: DPW
6. Frequency: Twice a month
7. As of Date: End of previous reporting period.
8. Date of 1st Submission: Forty-Five (45) Working Days after Contract Start Date.
9. Date of Subsequent Submissions: 1<sup>st</sup> and 15<sup>th</sup> day of the month
10. Distribution, Addressees & Number of Originals/Copies:  
MICC KO – 1/0  
DPW COR – 0/1
11. Remarks:
12. Application:
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD or by e-mail in a program that is executable using Microsoft Office®. Report shall provide the following information as a minimum:
  - a. Call received (Date and Time)
  - b. EPSC Response Service Order
  - c. Dispatched (Date and Time)
  - d. SCE Needed (Y/N)
  - e. Description of Problem
  - f. Call to SCE (Date and Time)
  - g. SCE Sequence number
  - h. SCE Status Notes (Date, Time and Note)
  - i. SCE Closed (Date, Time and Note)

**CDRL C.7-29**

**OUTDOOR LIGHTS SURVEY**

1. Sequence Number: C.7-29
2. Title or Description of Data: Outdoor Lights Survey
3. Authority: PWS
4. Contract Reference: C.7.3.11.1.c
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of the previous month.
8. Date of 1st Submission: By the fifth (5<sup>th</sup>) Working Day of the second (2<sup>nd</sup>) month after Contract Start Date.
9. Date of Subsequent Submissions: By the fifth (5<sup>th</sup>) Working Day of each subsequent month.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW COR – 1/0
11. Remarks: None
12. Application: Describe the results of the survey of all (both SCE and non-SCE) parking lot, street, and pathway lights.
13. Preparation Instructions: Format to be determined by Contractor. Report shall identify and report on non-operations lights by location and ownership.

## CDRL C.7-30

### INSTALLATION SOLID WASTE MANAGEMENT PLAN

1. Sequence Number: C.7-30
2. Title or Description of Data: Installation Solid Waste Management Plan
3. Authority: PWS
4. Contract Reference: C.7.4.1.2.1.k
5. Technical Office: DPW Environmental
6. Frequency: Annually and as required to maintain currency
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: Twenty (20) Working Days after the start of each option year
10. Distribution, Addresses and Number of Originals/Copies:  
DPW Env COR – 1/0
11. Remarks: None
12. Application: Plans and management processes.
13. Preparation Instructions: Format to be determined by contractor. The Plan shall include, but not be limited to, goals and programs, schedule, collection points, frequency of pick-up, demarcation of similar programs (e.g., Military housing area), community education, and rotational support among others. The Plan shall include preventive maintenance plans for all major equipment including, but not limited to, the bailer/bagger.

## CDRL C.7-31

### DPW MONTHLY ACTIVITY REPORT

1. Sequence Number: C.7-31
2. Title or Description of Data: DPW Monthly Activity Report
3. Authority: PWS, AR 200-5, PAM 25-30, AR 420-1
4. Contract Reference: C.7.1.1.2 and C.7.4.1.2.1.d
5. Technical Office: DPW
6. Frequency: Monthly
7. As of Date: End of the previous month.
8. Date of 1st Submission: The fifth (5<sup>th</sup>) Working Day of the month starting the second (2<sup>nd</sup>) month after Contract Start Date.
9. Date of Subsequent Submissions: By the fifth (5<sup>th</sup>) Working Day of the month
10. Distribution, Addresses & Number of Originals/Copies:
  - DPW COR – 1/0
  - DPW Env COR – 0/1
  - DPW Pest Control Manager – 0/1
11. Remarks: None
12. Application: Describe significant statistics and activities within the DPW Operations and Maintenance and Environmental Programs.
13. Preparation Instructions: Format to be determined by Contractor.  
The report shall include, but is not limited to, the following:

a. **Operations and Maintenance Division**

- (1) Scheduled and unscheduled service order completions and status
- (2) Preventive Management completion rates
- (3) Other service areas (Unaccompanied housing, etc.)
- (4) Miscellaneous event support
- (5) Areas of concern and recommendations

**CDRL C.7-31**

**DPW MONTHLY ACTIVITY REPORT (Continued)**

**b. Environmental Division**

(1) Solid Waste

- (a) Solid Waste
- (b) Intake
- (c) Diversion
- (d) Composting
- (e) Re-use, as-is or processed

(2) Landfill space utilization

(3) Areas. The areas tracked include, but is not limited to, the following:

- (a) Rotational Areas
- (b) Cantonment Area
- (c) Military Family Housing

(4) Recycling

- (a) Amount taken into the recycling area by ton weight
- (b) Shipped amount from Fort Irwin by ton weight and vendor
- (c) Monetary value listed by commodity shipped by ton weight
- (d) Residual amount by ton weight

(5) Pest Control

Summary of activities and reportable conditions.

**CDRL C.7-32**

**PERMIT REPORT TO THE CIWMD/LEA**

1. Sequence Number: C.7-32
2. Title or Description of Data: Permit Report to the CIWMD/LEA
3. Authority: PWS
4. Contract Reference: C.7.4.1.2.1.d.(2)
5. Technical Office: DPW Environmental
6. Frequency: Quarterly
7. As of Date: End of the previous quarter.
8. Date of 1<sup>st</sup> Submission: Fifth (5<sup>th</sup>) Working Day of the month starting the second (2<sup>nd</sup>) month after Contract Start Date
9. Date of Subsequent Submissions: By the fifth (5<sup>th</sup>) Working Day of the month after the end of the quarter
10. Distribution, Addresses and Number of Originals/Copies:  
DPW ENV COR – 1/0
11. Remarks: n/a
12. Application: Details permit compliance.
13. Preparation Instructions: Format to be determined by Contractor.

**CDRL C.7-33**

**INTEGRATED PEST MANAGEMENT PLAN (IPMP)**

1. Sequence Number: C.7-33
2. Title or Description of Data: Integrated Pest Management Plan (IPMP)
3. Authority: PWS
4. Contract Reference: C.7.4.2.a.1.a
5. Technical Office: DPW Environmental
6. Frequency: Annually and as needed to remain current
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: Twenty (20) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: Twenty (20) Working Days after the start of each option year or as needed to maintain up to date.
10. Distribution, Addresses and Number of Originals/Copies:  
DPW ENV COR – 1/0
11. Remarks: None
12. Application: Describe the plans and management processes for the Pest Management program.
13. Preparation Instructions: Format to be determined by Contractor except as shown in Technical Exhibit A attached.
  - a. The IPMP shall include copies of state business license, certifications pesticide use proposal, and warranties (if any).
  - b. The IPMP shall include but not be limited to, schedules, frequencies, training, and a list of pesticides and associated material data safety sheets (MSDS).
  - c. The IPMP shall be in compliance with DOD standards, Including DODI 4150.7, DOD MOM #2, and the DOD Final Governing Standards.

## CDRL C.7-34

### PEST MANAGEMENT RECORDS

1. Sequence Number: C.7-34
2. Title or Description of Data: Pest Management Records
3. Authority: PWS
4. Contract Reference: C.7.4.2.a.1.b
5. Technical Office: DPW Environmental
6. Frequency: Monthly
7. As of Date: n/a
8. Date of 1<sup>st</sup> Submission: By the fifth (5<sup>th</sup>) Working Day of the second (2<sup>nd</sup>) month after the Contract Start Date
9. Date of Subsequent Submissions: By the fifth (5<sup>th</sup>) Working Day of each subsequent month.
10. Distribution, Addresses and Number of Originals/Copies:  
DPW Env COR – 1/0  
Pest Control Manager – 0/1
11. Remarks: N/A
12. Application: Records shall include installation name; pesticide common name from the label that was applied; pesticide formulation; EPA Registration number; target pest; the type of application and final concentration applied; the amount of final spray or dry formulation; date of application; location of the service (building number, training area, etc. that accurately identifies the location); the pounds of active ingredient applied and the pest controller's name and certification number.
13. Procedures: The Contractor shall use a COR-approved electronic reporting spreadsheet or other computerized system.

## CDRL C.7-35

### CONTRACTOR WORK PLAN (CWP) (PEST CONTROL)

1. Sequence Number: C.7-35
2. Title or Description of Data: Contractor Work Plan (CWP) (Pest Control)
3. Authority: PWS
4. Contract Reference: C.7.4.2.a.1.c
5. Technical Office: DPW Environmental
6. Frequency: Monthly
7. As of Date: N/A
8. Date of 1<sup>st</sup> Submission: Ten (10) Working Days after Contract Start Date. The draft is subject to Army review and approval, through the COR. The Contractor shall submit the final CWP within twenty (20) Working Days of receipt of COR comments on the draft CWP.
9. Date of Subsequent Submissions: Fifteenth (15<sup>th</sup>) of the month. Subsequent changes/revisions are subject to Army review and approval, through the COR. The Contractor shall submit the final CWP within twenty (20) Working Days of receipt of COR comments on the draft CWP.
10. Distribution, Addresses and Number of Originals/Copies:  
  
DPW Env COR: 1/0  
Pest Control Manager: 0/1
11. Remarks: N/A
12. Application: The Contractor Work Plans shall specify the schedule, technical approach, and resources required for the planning, execution, and completion of the performance objectives. Contractors may review the installation's historical records of pest activity and abatement activities, survey facilities and grounds, and consult with the Integrated Pest Management Coordinator (IPMC) 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 nuisance pests and disease vectors in and around specified buildings. The CWP shall include labels, MSDS sheets, and the planned pesticide use proposal and comply with all applicable local, state, and federal regulations.



**Technical Exhibit A  
Contractor Work Plan  
Integrated Pest Management Outline**

Outline #:	Installation:	Date:
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PEST:	SITE: Food Handling/Storage
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*Acceptable Pest Level:
*Time to Obtain Control:
*Time to Maintain Control:

**Surveillance**

Methods:
Frequency:

**Non-chemical Techniques**

Type	Method
Physical? <input type="checkbox"/>	
Mechanical? <input type="checkbox"/>	
Cultural? <input type="checkbox"/>	
Biological? <input type="checkbox"/>	

**Chemical Techniques**

Basis for treatment:
Control standard:
NOTE: Specific pesticides should be listed on the Pesticide Use Proposal and labels and MSDSs should be maintained in a readily available file.

**Remarks**

Sensitive areas:
Prohibited practices:
Environmental concerns:

Additional comments:
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\*Under emergency conditions (e.g., disease outbreak) more stringent standards may be required.

NOTE: Technical Exhibit shown is an example only. Plan should be for the following sites: Administration/Housing/Barracks, Food Handling/Storage, Sensitive Sites, Outdoors, and Warehouse/Storage Sites.

**CDRL C.7-36**  
**PESTICIDE USE PROPOSAL**

1. Sequence Number: C.7-36
2. Title or Description of Data: Pesticide Use Proposal
3. Authority: PWS ENV
4. Contract Reference: C.7.4.2.a.1.g.(3)
5. Technical Office: DPW Environmental
6. Frequency: Annually
7. As of Date: N/A
8. Date of 1<sup>st</sup> Submission: Five (5) Working Days prior to Contract Start Date
9. Date of Subsequent Submissions: No later than 30 September each subsequent year.
10. Distribution, Addresses and Number of Originals/Copies:  
DPW Env COR - 1/0  
Pest Control Manager - 0/1
11. Remarks:
12. Application: The Contractor shall ensure that all pesticides proposed for use on Fort Irwin are EPA registered and registered with the state of California. Approvals may be made and limited to specific pests/sites. During the term of this contract the Contractor shall submit an Out of Cycle Use request (OCPUR) for additional pesticides to the COR for review and approval by the designated DoD-certified Pest Management Consultant. The Contractor shall not deviate from the PUP-listed pesticides without prior approval from the COR. The PUP shall reflect only the currently approved pesticides for application on the installation and updated as additional products are approved and/or other products deleted through an OCPUR approved by the army pest management Consultant via the COR. See TE C.7-29-SPEC, Pesticides and their use.
13. Procedures:



**CDRL C.7-37**

**DPW DAILY REPORT**

1. Sequence Number: C.7-37
2. Title or Description of Data: DPW Daily Report
3. Authority: PWS
4. Contract Reference: C.7.1.3.1.g
5. Technical Office: DPW
6. Frequency: Daily
7. As of Date: On Tuesday thru Friday, end of previous twenty-four (24) hours. On Monday, end of the previous seventy-two (72) hours.
8. Date of 1<sup>st</sup> Submission: 0900 hours on the second (2nd) Working Day after Contract Start Date
9. Date of Subsequent Submissions: By 0900 of each subsequent Working Day (excluding weekends and Federal Holidays).
10. Distribution, Addresses and Number of Originals/Copies: Electronic version only, emailed accordingly.  
  
DPW COR - 1/0  
DPW Env COR - 0/1
11. Remarks:
12. Application: These reports summarize significant status information during the previous twenty-four (24) hours.
13. Preparation Instructions: Format to be determined by Contractor. The Report shall include at a minimum: Management on duty; utility system information; operational data; and significant events for the previous twenty-four (24) hours for both the O&M and Environmental Divisions.

**CDRL C.7-38**

**GAS-FIRED HEATING UNIT STATUS REPORT**

1. Sequence Number: C.7-38
2. Title: Gas-Fired Heating Unit Status Report
3. Authority: PWS
4. Contract Reference: C.7.3.10.1.a
5. Technical Office: DPW
6. Frequency: Annually and as needed
7. As of Date: N/A
8. Date of 1st Submission: No later than 15 September of the first contract year.
9. Date of Subsequent Submissions: No later than 15 September of each subsequent year.
10. Distribution, Addresses & Number of Originals/Copies:  
DPW COR – 1/0
11. Remarks: N/A
12. Application: Used to report on gas fired heating units prior to the beginning of the heating season that normally begins on 15 September. The COR will notify the Contractor of the final dates of heating system turnover for systems “not on demand.”
13. Preparation Instructions: Format to be determined by Contractor.

**CDRL C.7-39**

## HVAC STATUS LOG

1. Sequence Number: C.7-10
2. Title or Description of Data: HVAC STATUS LOG
3. Authority: PWS
4. Contract Reference: C.7.3.10.1.m
5. Technical Office: DPW
6. Frequency: Weekly during Cooling Season (April-October) Monthly during Heating season (November-March)
7. As of Date: 1<sup>st</sup> day of each week (Monday's) during cooling season, 5<sup>th</sup> day of the month during heating season.
8. Date of 1st Submission: No later than 25 Working Days after Contract Start Date
9. Date of Subsequent Submission: Monday's for Cooling Season, 5<sup>th</sup> day of the month during Heating season.
10. Distribution, Addresses & Number of Originals/Copies:
  - DPW COR – 1/0
  - DPW – 0/1
  - MICC KO – 0/1
11. Remarks: N/A
12. Application: HVAC STATUS LOG
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD or by e-mail in a program that is executable using Microsoft Office VISTA 2007. (Word, Excel or Powerpoint). Report shall provide the following information as a minimum:
  - a. Cooling season
    - (1) List all HVAC units (Cooling) equal to or greater than 3 tons.
    - (2) Building Number
    - (3) Occupants/Units
    - (4) Operational Status
    - (5) SO/WO number if not operationally 100%

- (6) Estimated Date of completion of SO/WO (required)
- (7) Number and Date of letter if needed per TE 2-1 SPEC (If outside Schedule A work)
- (8) Operational Concerns
- (9) Next Planned Maintenance date
- (10) Significant Events and Accomplishment

b. Heating Season

- (a) List all HVAC units (Heating) equal to or greater than 3 tons.
- (b) Building Number
- (c) Occupants/Units
- (d) Operational Status
- (e) SO/WO number if not operationally 100%
- (f) Estimated Date of completion of SO/WO (required)
- (g) Number and Date of letter if needed per TE 2-1 SPEC (If outside Schedule A work)
- (h) Operational Concerns
- (i) Next Planned Maintenance date
- (j) Significant Events and Accomplishment
- (k) Status of PM's/ Repair HVAC units (Cooling) equal to or greater than 5 tons in preparation of next cooling season.
- (l) Status of PM's/ Repair HVAC units (Evaporative) in preparation of next cooling season.

DRAFT

## CDRL C.8-1

### FORT IRWIN FIRE DEPARTMENT MONTHLY ACTIVITY REPORT (MAR)

1. Sequence Number: C.8-1
2. Title or Description of Data: Fort Irwin Fire Department Monthly Activity Report (MAR)
3. Authority: AR 420-90
4. Contract Reference: C.8.3.1.a.(17)
5. Technical Office: DES
6. Frequency: Monthly
7. As of Date: Last day of the previous month
8. Date of 1st Submission: The fifth (5<sup>th</sup>) of the first month after Contract Start Date
9. Date of Subsequent Submissions: Fifth (5<sup>th</sup>) day of the month
10. Distribution, Addressees & Number of Originals/Copies:  
MICC KO - 1/0  
DES COR - 0/2
11. Remarks: N/A
12. Application: Roll up of Fort Irwin Fire Department Monthly Activities
13. Preparation Instructions: Report shall be prepared and provided to the COR on a CD-ROM or by e-mail in a program that is executable using Microsoft Office® (sample enclosed). As a minimum, the report shall provide Fire Communications; Mutual Aid Given/ Received; Fire Apparatus out of Service; Personnel Staffing Status; Personnel Training Status; Building inspections scheduled for Month following report Month and Building inspection completed for report Month; High Hazard Deficiencies Status; Sprinkler System Status, inspections/testing scheduled for Month following report Month and inspections completed for report Month; Fire Alarm System Status; inspections/testing scheduled for Month following report Month and inspections completed for report Month; Fire hydrant System Status, inspections/testing scheduled for Month following report Month and inspections completed for report Month; Public Education events scheduled for Month following report Month and Public Education events completed for report Month; Significant Events and Accomplishment; Operational Concerns; Dispatch Times (Police and Fire); Turnout Times and Travel Times.



<b>PERSONNEL STAFFING STATUS</b>				
<b>ADMINISTRATION</b>	<b>STATION 411</b>	<b>STATION 412</b>	<b>STATION 413</b>	<b>SUPPORT</b>
Authorized/ Assigned	Authorized/ Assigned	Authorized/ Assigned	Authorized/ Assigned	Authorized/ Assigned
Fire Chief	Captains	Captains	Captains	Prev Spec.
Deputy Chief	Engineers	Engineers	Engineers	Dispatcher
Battalion Chiefs	Firefighter	Firefighter	Firefighter	
Prevention Chief				
Training Chief				
Admin Assistant				

**TRAINING DIVISION**

**TRAINING CONDUCTED**

<i>Monthly Total Hours</i>		<i>Subjects:</i>
"A" Shift		
"B" Shift		
"C" Shift		
Fire Prevention		
Dispatch		
Administration		
Off Post / Department Sponsored		
<i>Year -to-Date Total Hours</i>		

**DoD FIREFIGHTER CERTIFICATION PROGRAM**

<i><b>CERTIFICATION</b></i>	<b># REQ</b>	<b># CERTIFIED (In Position)</b>	<b># IN PROCESS (On Schedule)</b>	<b># NEEDS (See Notes)</b>
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- Haz Mat Awareness
- Haz Mat Operations
- Haz Mat Technician
- Haz Mat I.C.
- Firefighter I
- Firefighter II
- Airport Firefighter
- D/O Pumper
- D/O ARFF
- D/O Aerial

D/O Tender  
Fire Officer I  
Fire Officer II  
Fire Officer III  
Fire Officer IV  
Instructor I  
Instructor II  
Instructor III  
Inspector I  
Inspector II  
Inspector III  
Tele-Communicator I  
Tele-Communicator  
II

***TOTAL CERTS***

**TOTAL CERTS Required =**  
**# CERTIFIED (In Position) =**  
**# IN PROCESS (On Schedule) =**  
**# NEEDS (See Notes) =**

**SAFETY RECORD**

**# Accidents/Incidents Reported ( 0 )                      # of Injuries ( 0 )**

Date	Location		Status

<b>VEHICLE/WEAPONS REGISTRATION OFFICE</b>			
	<i>VIC</i>	<i>312</i>	<i>Total</i>
<i>Decals Issued</i>			
<i>Temp Passes</i>			
<i>Clearing</i>			
<i>Vehicle De-Reg</i>			
<i>Weapons Registered</i>			
<i>Weapons De-Reg</i>			
<i>Passes to Front Gate</i>			
<i>Customer Misc.</i>			

**FIRE PREVENTION BUREAU**

**TOTAL FIRE HAZARD VIOLATIONS**

Hazards Noted ( )      Corrected on Site ( )      Corrected from previous month ( )

**BUILDING FIRE INSPECTIONS**

Inspections Scheduled for (this month) ( )      Inspections Completed ( )  
**Inspections Scheduled for (next month) ( )**

**HIGH HAZARD DEFICIENCIES PENDING**

**Total High Hazard Deficiencies Pending ( )      Number Corrected This Month ( )**

**Risk Assessment Codes Status: RAC I ( ) RAC II ( ) RAC III ( ) RAC IV ( )**

**PUBLIC EDUCATION CLASSES (# Classes / # Students)**

Fire Safety ( )      Earthquake Preparedness ( )  
 FCC Training ( )      Other ( )  
 Fire Exit Drills ( )  
 Community Events Attended ( )      Total # Students ( )

**CLASSES & EVENTS SCHEDULED FOR THIS MONTH**

**OTHER SERVICES PROVIDED**

Extinguishers Re-serviced	( )	Fire Ext. Replaced	( )
Fire Drills Conducted	( )	Investigations	( )
Hot Work Permits Issued	( )	Hood/Duct Inspection	( )
Pre-Construction reviews	( )	FCC Inspections	( )
Pre-Construction Inspections	( )	Follow up Inspections	( )

**SIGNIFICANT INCIDENTS / ACCOMPLISHMENTS  
(For Fire Prevention)**

**OPERATIONS CONCERNS / DEFICIENCIES**

**FIRE SUPPRESSION**

**SPRINKLER SYSTEM TESTING / DEFICIENCIES**

Systems Scheduled for (this month) ( )  
 Systems Scheduled for (next month) ( )  
 Systems not Tested ( )

Location	System Deficiency	Status

**SIGNIFICANT INCIDENTS AND ACCOMPLISHMENTS**

**OPERATIONAL CONCERNS / DEFICIENCIES**

**UPCOMING EVENTS**