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*** THESE DOCUMENTS HAVE BEEN PREVIOUSLY PROVIDED TO ALL OFFERORS AND
ARE CONSIDERED PART OF THIS SOLICITATION AND WILL BECOME OF THE
CONTRACT AWARD DOCUMENT.

END OF SECTION J

ATTACHMENT NUMBER 01
OTHER DIRECT COSTS LIST

DAAM02-96-R-0016

ODC ELEMENTS

Local Travel Expenses:

- Personal Automobile Mileage**
- Parking and Tolls**
- Miscellaneous**

Publishing Operations Services:

- Reproduction / Fax**
- Blue / Black Prints**
- Offset Printing**
- Velum / Opaque**
- Direct Diazo Print**
- Bindery Services & Materials**

Communications Expenses:

- Pagers**
- Field Pagers**
- Car / Cellular Phones**
- Other Communications Expenses**

Computer Services:

- Computer Services - MSD Billings**
- Computer Services - CAD & EWS**
- Computer Services - 2D CAD**
- Computer Services - 3D CAD, AUTOCAD**
- Computer Services - 3D CAD, Intergraph**
- 3D CAD Plotting Costs, AUTOCAD**
- 3D CAD Plotting Costs, Intergraph**
- Computer Services - Outside**
- Computer Services - DMCS - Prime**
- Computer Services - VAX1 Billing**
- Computer Services - IWS**
- Computer Services - Installation and Maintenance**
- Computer Services - Hardware / Software**

The basic office automation hardware platform at the Arsenal should meet the following criteria:

- Pentium Processor**
- 16 Megabytes RAM**
- 1.0 gigabyte hard drive**
- Hardware should be capable of running Windows 95 and/or Windows NT operating systems**

ODC ELEMENTS (CONTINUED)

Postage Stamps Field & Office
Pouch Service Field & Office
Office Supplies at RMA
Field Safety Supplies
Substance Abuse Testing Program

Field Office Move
Field Trailers

ATTACHMENT NUMBER 02
GOVERNMENT PROPERTY IN POSSESSION
OF CONTRACTORS

DAAM02-96-R-0016

SECTION J
ATTACHMENT 02

**GOVERNMENT PROPERTY IN POSSESSION
OF CONTRACTORS**

1. GENERAL.

1.1 SCOPE OF WORK: The contractor shall be responsible and accountable for all government property provided under the contract and shall comply with Federal Acquisition Regulation (FAR) sub-part 45.5. The contractor shall establish and maintain a system in accordance with (IAW) this attachment and FAR, sub-part 45.5 to control, protect, preserve, and maintain all government property. This system shall be in writing, cover the management of government property from acquisition through disposition, and be approved by the government Property Administrator (PA). **The contractor shall provide to the PA the draft property system procedure 30 days after contract award.** Performance shall be IAW objectives contained herein.

2. DEFINITIONS.

2.1 Active Equipment: That equipment in continuous or intermittent use to accomplish assigned mission/task.

2.2 Calibration: Comparison of an instrument (measurement standard or item of test, measurement, and diagnostic equipment) of unverified accuracy with an instrument of known or greater accuracy to detect and correct any discrepancy in the accuracy of the unverified instrument.

2.3 Cannibalization: The authorized removal of components from materiel/equipment designated for disposal. Cannibalization supplements supply operations by providing assets not immediately available through the supply system. Costs to cannibalize, urgency of need, and degradation to resale value of the end item should be considered in the determination to cannibalize.

2.4 Contractor-Acquired Property: Property acquired or otherwise provided by the contractor for performing a contract and to which the government has title.

2.5 Construction/Engineer Equipment: Equipment (i.e. graders, tractors, cranes, scrapers, drill rigs, etc.) used in the construction, maintenance, or destruction of railroads, roads, wells, structures.

2.6 Contractor-operated Vehicles: Government-owned motor vehicles, military or

commercial design, provided (either through government sources or lease) to contractors by the Department of the Army (DA) under terms of properly executed contracts and reclassified as "contractor-operated vehicles". This includes the commercial design vehicles acquired/leased by contractors from commercial sources.

2.7 Controlled Exchange: The removal of serviceable components from unserviceable economically repairable end items for immediate reuse in restoring a like item to a fully mission capable condition. The unserviceable component must be used to replace the serviceable component or retained with the end item that provided the serviceable component.

2.8 Corrective Maintenance: The reporting, initiating and performance of maintenance outside the scope of preventive maintenance (PM) which includes the following:

- a. Disclosure/reporting of deficiencies by operational personnel.
- b. Disclosure of deficiencies through PM/inspections.
- c. Initiating work orders with detailed assignments, guidance and fixed responsibility.
- d. Assuring deficiencies have been corrected.
- e. Recording work accomplished.
- f. Reporting the need for capital-type rehabilitation.
- g. Identifying the need for replacement.

2.9 Deadlined Equipment: Equipment which is non-operational pending maintenance. Deadline time starts at the time equipment is found to be non-operational and continues until equipment is repaired and declared operational.

2.10 Equipment-In-Place: Movable nonexpendable equipment that has been affixed to real property, but that may be removed without destroying or reducing the usefulness of the facility. It does not include installed building equipment. Therefore, unlike installed equipment, equipment-in-place is personal property, and is accounted for on the official accountable records.

2.11 Estimated Repair Cost: A best estimate of repair costs based on a detailed mechanical evaluation without disassembly. If the equipment is inoperative and an estimated repair cost cannot be determined, the inspection report should so indicate and provide the best estimate possible.

2.12 Expendable Item: An item which is consumed during normal usage or is combined with another entity when used for its intended purpose. It also includes items which are end items, but which are not considered to be major end items (i.e. tools, administrative supplies and equipment (paper, pencils, typewriters, etc.), and housekeeping supplies and equipment (soap, brooms, etc.) with a unit cost of \$100.00 or less.

2.13 Government Furnished Property (GFP): Property in the possession of, or directly acquired by the government and subsequently made available to the contractor.

2.14 Government Property: All property owned by or leased to the government or acquired by the government under the terms of the contract. It includes both government-furnished and contractor-acquired property as defined herein.

2.15 Installed Equipment: An item of equipment that is affixed and built into the facility as an integral part of that facility. Equipment that is an integral part of that facility is equipment that is necessary to make the facility complete, and if removed would destroy or reduce the usefulness of the facility. Use of the equipment determines if it is an integral part of a facility. Accountability for installed equipment is included in the real property record.

2.16 Manufacturer's Warranty: A period of time established by the manufacturer in which the equipment is guaranteed by the manufacturer to be free of defects and to operate satisfactorily. (During this period, the manufacturer will repair the equipment and/or will provide the parts and labor for the repairs.)

2.17 Maintenance Expenditure Limits (MEL): A maximum expenditure for corrective maintenance based on labor, components, assemblies, and repair parts applicable to end items that have remaining repair eligibility. Any repair that exceeds MEL must be treated as a one time repair and approval obtained from the PA. (Applicable to equipment only.)

2.18 Material Handling Equipment (MHE): Mechanical devices/ equipment (i.e., forklifts, warehouse cranes, etc.) for handling supplies and materials.

2.19 Preventive Maintenance (PM): Maintenance performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

2.20 Portable Buildings: A building (i.e., office trailers and movable sheds) designed for the continuing purpose of being easily moved intact from one location to another, and usually maintained for a short length of time in one location

2.21 Stock Record Account: Formal basic record showing, by item, receipt and disposal of

property being held for issue, balance on hand, and other identifying or stock control data.

3. SPECIFIC TASKS.

3.1 MAINTENANCE: The contractor shall be responsible for the proper care, maintenance, and use of government property in its possession or control from the time of receipt until properly relieved of responsibility.

3.1.1 Maintenance Plan: The contractor shall develop and establish procedures for the maintenance of government property, hereinafter called "The Maintenance Plan". **The contractor shall provide to the PA a draft maintenance plan 30 days after contract award.** The maintenance plan shall include as a minimum, requirements of FAR 45.509, and this attachment. The maintenance plan will be reviewed annually or as required by the Property Administrator (PA). The contractor shall update the maintenance plan as required based on the government review or when the contractor implements changes in procedure. If the changes in procedure occur prior or subsequent to the review, the maintenance plan shall be revised by the contractor accordingly.

3.1.2. Preventive Maintenance:

3.1.2.1 The contractor shall schedule and perform or make arrangement to have preventive maintenance (i.e., lubrication, adjustments, servicing, inspections, etc.) on equipment (i.e., vehicles, pumps, monitors, automation, forklifts, etc.) performed IAW the required frequencies (i.e., daily, weekly, monthly, or annually) as recommended in the manufacturer's service manual technical bulletins/manuals, other pertinent directives, or historical data. Defects discovered during these checks or during operation of the equipment shall be reported by the operator to appropriate supervision immediately.

3.1.2.2 The contractor shall include normal parts replacement required to forestall excessive wear, repair, malfunction, or deterioration of equipment during the PM to minimize downtime and obtain maximum use.

3.1.2.3 The contractor shall maintain an inspection record and annotate at the time of each inspection:

- a. Date of inspection.
- b. Name or initials of personnel performing the inspection.
- c. Findings of the inspection and deficiencies noted, if any.
- d. Corrective action taken, if required, and the date action was taken.

3.1.2.4 When PM is performed by other than the contractor the contractor shall ensure that the

PM is being accomplished and that the equipment is in a safe operating condition.

3.1.3 Corrective Maintenance:

3.1.3.1 The contractor shall perform, or arrange for the performance of, corrective maintenance (i.e., repair and/or overhaul) of government equipment outside the scope of PM. Corrective maintenance shall be accomplished IAW the manufacturer's recommendations, technical bulletins/manuals, other pertinent directives, or historical data.

3.1.3.2 The contractor shall perform, or arrange for the performance of, repair/overhaul of the equipment when required. The contractor shall provide a cost estimate and request approval from the PA to exceed the maintenance expenditure limit (MEL) based on the current replacement price of the equipment when repair/overhaul of the equipment is required.

3.1.3.3 The corrective maintenance of equipment which is beyond the scope of the contractor's maintenance capability may be accomplished by subcontracting to commercial vendors. The contractor shall ensure that the subcontractor complies with the objectives contained herein.

3.1.4 Calibration:

3.1.4.1 The contractor shall establish a calibration schedule to calibrate equipment IAW Military Standard (MIL-STD) 45662A, the manufacturer's recommendations, technical bulletins/manuals, other pertinent directives, or historical data.

3.1.4.2 The contractor shall schedule lifting devices for load test IAW TB 43-0142, when provided as GFE. The contractor shall record and stencil, tag, color code or otherwise annotate on the item the next inspection date. Lifting devices installed over 7 feet above the ground do not require stenciling.

3.1.4.3 The contractor shall inspect and test air/gas compressors and accessories IAW TB 43-0151, when provided as GFE.

3.1.5 Portable Building Maintenance: All government furnished portable buildings (i.e., office trailers, storage sheds, etc.) will be maintained by the government. The contractor shall report maintenance deficiencies to the PMRMA/Program Support Contractor work order desk, phone # 289-0254.

3.1.6 Motor Vehicle Maintenance and Serviceability Standards: Periodic scheduled PM inspections and services for commercially leased vehicles shall be performed as prescribed by the vendor. GSA vehicles provided to the contractor through the PMRMA motor pool shall be returned for scheduled PM to the PMRMA motor pool. The items to be inspected and/or serviced during each PM shall be those as required by commercial vendor or best commercial practices, as appropriate.

3.1.7 Material Handling Equipment Maintenance and Serviceability Standards: An inspection service shall be performed every 500 hours, semiannually, or as prescribed by the vendor for leased material handling equipment. This inspection and service shall be as prescribed in the manufacturer's manual or government technical manual for each type, make, and year of equipment. Maintenance of leased material handling equipment shall be performed as prescribed by the vendors. Material handling equipment issued from the PMRMA motor pool shall be returned for scheduled maintenance services, inspections, and testing to the PMRMA motor pool.

3.1.8 Engineering and Construction Equipment Maintenance and Serviceability Standards: Leased engineering and construction equipment shall be maintained as prescribed by the vendor. Engineering and construction equipment issued from the PMRMA motor pool shall be returned for scheduled maintenance services, inspections, and testing to the PMRMA motor pool.

3.2 UTILIZATION: The contractor shall be responsible for assuring that government owned/leased property (which includes commercial leases) shall be used only for those purposes authorized by this contract, or as otherwise authorized by the Contracting Officer. The contractor shall maximize the utilization of the authorized equipment to achieve the most economical and efficient operations. The contractor shall ensure that the equipment utilized is compatible with the tasks to be performed. Utilization data will be developed as described herein for all government property to include commercially leased items.

3.2.1 Motor Vehicle Management: The minimum essential elements for management and operation of vehicles provided for use to the contractor are:

- a. Maximum utilization by pooling of vehicles. Vehicles shall not be assigned to one person
- b. Establish rules for vehicle assignment and use.
- c. Be flexible to meet changing needs.
- d. Provide prudent use of manpower and equipment.
- e. Ensure safety, security and proper use of equipment.
- f. Ensure vehicles are operated IAW State and local traffic safety rules and Federal Highway Administration regulations.
- g. All vehicle and equipment use shall be monitored by an inspection and utilization procedure. Documentation of inspections and utilization shall be on trip tickets and shall include date, mileage, operator, and as necessary, task number. Trip ticket utilization period shall be on

a weekly basis or as specified by the PMRMA motor pool for GSA vehicles and equipment provided by the PMRMA motor pool.

3.2.2 Operator Permits:

3.2.2.1 All contractor operators of government/GSA vehicles provided by the PMRMA motor pool shall possess a valid state driver's license and a US Government Motor Vehicle Operator's Identification Card, Official Form (OF) 346. These standards shall not be less than those imposed by the state. Testing and issuance of the OF 346 will be a service provided by the PMRMA motor pool. Contact the PMRMA motor pool at 289-0285 or 289-0286 to schedule an appointment for testing.

3.2.2.2 All contractor operators of commercially leased vehicles shall possess a valid state driver's license.

3.2.2.3 A Commercial Driver's License (CDL) shall be required when operating vehicles with a GVW 26,000 pounds; when towing another vehicle(s) with a GVW of over 10,000 pounds; transporting 16 or more persons, including the driver; transporting hazardous materials which require the display of warning placards under Department of Transportation regulations.

3.2.2.4 Government operating permits/OF 346 may be required for other GFE (i.e., forklifts, cranes, loaders, etc.) provided by the government from the PMRMA motor pool or other government sources. The contractor shall provide certification of an employees operating experience or receive training from the PMRMA motor pool, if available, before the GFE is issued.

3.2.3 Automated Data Processing (ADP) Equipment:

3.2.3.1 ADP equipment (i.e., personal computers (PC), mini-main frames, etc.) shall be utilized by the contractor to support only government contractual requirements.

3.2.3.2 ADP software purchased with government funds shall only be used to support government contractual requirements. Commercial software packages are protected by copyright law. The contractor **shall not** copy commercial software without proper authorization. All government purchased software shall be identified as "GOVERNMENT PROPERTY, ROCKY MOUNTAIN ARSENAL" on the master program disk and when installed on a hard disk drive of a PC. The contractor shall maintain a list of software loaded on each PC.

3.2.4 Equipment Utilization Standards: Minimum usage standards shall be as listed in AR 71-13, Appendix G for general use equipment. Vehicles with 15 or more idle days per quarter shall require retention justification.

3.2.4.1 Active equipment with an acquisition value of \$5,000 or more shall have established equipment utilization standards. The criteria used for utilization are days of operation, compared with days that equipment was available for use. The utilization study by days indicates the general utilization and exposes idle equipment. The basis for computation of usage standards for operational days is the total workdays in the quarter less the days in maintenance. To compute the quarterly use percentage for equipment with operational days basis, multiply the number of days the equipment is operated per quarter by 100 and divide the sum by the number of operational days in the quarter.

3.2.4.2 The contractor shall maintain utilization data as required by FAR Part 45.509-2. The contractor shall maintain the current quarterly data and the preceding three quarters data for analysis and make it available to the government property administrator for review. When individual pieces of equipment within a category are not attaining the minimum utilization, the contractor shall review the entire category to equalize use through rotation, pooling of assets, or other management techniques, with assets being adjusted accordingly. A justification to retain under utilized equipment shall be maintained.

3.2.4.3 A quarterly equipment walk through usage review shall be used to identify unused or seldom used equipment with an acquisition value of less than \$5,000. An information copy of the results of walk-through shall be provided to the PA.

3.3 RECORDS:

3.3.1 The contractor shall establish and maintain an adequate property control system for all government property, regardless of value, including property in the possession or control of a subcontractor.

3.3.2 The government will furnish to the contractor an automated data base program (5 1/4" or 1/2" disk) which the contractor shall use to establish and maintain property control records. The contractor shall provide to the PA quarterly (i.e., January, April, July, and October) a floppy disk containing current property data. The contractor shall request approval from the PA to make changes or modify the automated data base program.

3.3.3 A stock record account may be maintained for material records in lieu of using the government furnished data base. The following minimum information is required for the records:

a. The name, description and National Stock Number (if furnished by the government or available in the property control system).

b. Quantity received, issued and on-hand.

- c. Unit price and unit of measure.
- d. Contract number of equivalent code designation.
- e. Location of property.
- f. Disposition of property.
- g. Posting reference and date of transaction (to include inventory data).

3.3.4 Summary records are not allowed.

3.3.5 The contractor's property control system shall contain a system or technique to locate any item of government property within 24 hours.

3.3.6 The contractor shall on an annual basis, not later than 10 October of each year or as specified by the PA, provide to the PA a report [Department of Defense (DD) Form 1662 (March 1989 or later version), DOD Property in the Custody of Contractors] by contract for all government property IAW FAR 45.505-14. The contractor shall use the automated data base where possible as the source of the data for the DD Form 1662. If a stock record account is maintained, appropriate data will be obtained from this account for input into this report.

3.4 ACQUISITION/AUTHORIZATION:

3.4.1 The contractor shall acquire government property either through requisition/transfer from government sources, fabrication, or purchase when the property is contractually authorized.

3.4.2 The contractor shall not fabricate equipment when like commercial equipment is available. The contractor shall submit all work orders for local fabrication (except special tooling/ special test equipment) to the PA for approval prior to fabricating the item.

3.4.3 The contractor shall ensure that the quantity of property requested is the minimum to perform the work and not available from contractor stock or existing government stocks provided to the contractor.

3.4.4 The contractor shall ensure that purchase request status files are maintained to control distribution, cancellations, or changes to requests or purchase orders until items are received.

3.4.5 The contractor shall ensure that the item description, contract number, and price are reflected on all purchase orders. A copy of all purchase orders issued will be provided to the PA at the same time distribution is made to the vendor.

3.4.6 The contractor shall submit a CONTRACTOR EQUIPMENT PURCHASE/LEASE

REQUEST & APPROVAL (PMRMA Form 140, 17 Nov 92), to the PA for approval. Supporting documentation will include copies of competitive price quotes for items costing \$2500.00 or greater, as required by FAR Part 13.106.B., a brochure or catalog which includes pricing information, or a contractor's proposal based upon best estimate. If competitive quotes are not provided, the contractor shall inform the government by adding a statement to the PMRMA Form 140 specifying the guidelines that will be followed during procurement IAW FAR Part 13.106.B. A PMRMA Form 140 shall be prepared for:

- a. All nonexpendable equipment not approved during contract negotiations.
- b. Equipment with a unit cost of \$1000.00 or greater that was approved during contract negotiations.
- c. Information management equipment (computers, copiers, facsimile machines, etc.) with a unit cost of \$500.00 or greater that was approved during contract negotiations.
- d. All leases negotiated and non-negotiated.

3.4.7 The contractor shall submit request for additional equipment to the PA with sufficient justification to permit objective analysis by individuals who are not familiar with a particular operation or application.

3.4.8 The contractor shall ensure that requests are submitted in a timely manner to the PA when consent or approval is required.

3.4.9 Procedures for the trade-in of non-excess personal property will be IAW DOD FAR Supplement, part 217. The contractor shall coordinated all equipment trade-ins with the PA.

3.5 RECEIPT AND INSPECTION OF GOVERNMENT PROPERTY: The contractor shall be responsible for receiving government property and document the receiving process to achieve the following minimum requirements:

- a. The contractor shall prepare and distribute monthly a receiving report to the PA. The receiving report shall as a minimum describe the item, show the condition, the quantity received, and the property identification (ID) label/number (for new items with no previous ID label).
- b. The contractor shall properly classify material/equipment when received.
- c. The contractor shall properly identify and mark label each contractor acquired item of property. Property ID labels will be furnished by the government. The contractor shall return unused ID labels to the PA upon completion of the contract. GFE that is provided with an existing ID label shall retain the original ID label/number

d. The contractor shall properly account for and control reusable/returnable containers (i.e., compressed gas cylinders, drums, etc.) which are furnished by the government or leased/rented by the contractor.

e. The contractor shall control/store misdirected shipments pending receipt of disposition instructions.

3.6 STORAGE AND MOVEMENT: The contractor shall ensure the following minimum requirements for the storage and movement of government property:

a. The contractor shall store government property using standard storage practices (i.e., packing, crating, segregation of materials, placard identification, housekeeping, etc.) that prevent loss or damage.

b. The contractor shall store government property segregated from contractor owned property unless approval is granted by the PA.

c. The contractor shall relocate (move/ship) government property using standard shipping practices (i.e., packing, crating, blocking, bracing, etc.) to prevent loss or damage.

d. The contractor shall obtain all necessary permits, approvals, etc. when shipping government property to and from PMRMA.

e. The contractor shall document the movement of government property showing quantities and new location(s) when it is being relocated.

f. The contractor shall promptly notify the PA when government property is lost or damaged during relocation.

g. The contractor shall develop procedures that provide for adequate accounting (IAW FAR, subpart 45.505.3) for property commingled when contractor has more than one government contract under which government material is provided. Prior to commingling, cannibalization, or controlled exchange, written permission shall be obtained from the PA.

3.7 CONSUMPTION: The process of incorporating government-owned property into an end item or otherwise consuming it in performance of the contract. The contractor shall control consumption of government property to meet the following minimum requirements:

a. The contractor shall establish a first-in, first-out (FIFO) system.

b. The contractor shall incorporate/install serially numbered or selectively matched items in appropriate end item.

c. The contractor shall return excess material to the contractor storage site and record the material.

d. The contractor shall maximize the use of repair and salvage procedures in lieu of using new items.

3.8 PHYSICAL INVENTORIES OF PROPERTY:

3.8.1 The contractor shall perform physical inventories (locating and counting) government property, record the inventory, submit the adjustments to the PA for approval, and post inventory count adjustments.

3.8.2 The contractor shall develop procedures for conducting physical inventories of all types of government property. The contract procedures shall ensure that all instances of loss, damage, and destruction of government property is promptly reported to the government PA. The contract procedures must be approved by the PA.

3.8.3 The contractor shall annually establish and submit to the PA for approval a physical inventory schedule to perform physical inventories of government property based on the following criteria.

a. Government materiel - Shall be inventoried annually.

b. Government equipment - Shall be inventoried at the closeout of the contract or as directed by the PA if the contract period is for 2 years or less. If the contract period is for 3 years or more, the inventory shall be conducted once every 3 years.

3.8.4 The contractor shall perform physical inventories of material using one of the following methods:

a. Count all line items (100 percent).

b. Statistical sampling that ensures a complete inventory shall be performed to correct the deficiency in the system if the sample indicates the accuracy level has dropped below the approved error rate.

c. Stratification by dollar value or material type. (i.e. material under \$25.00 is not inventoried items between the dollar value of \$25.01 and \$99.99 are statistically sampled, and all items above \$100 are inventoried 100 percent).

d. A combination of stratification and statistical sampling by performing statistical sampling of low value items and a complete inventory of high value items.

3.8.5 The contractor shall perform physical inventories of non-consumable assets (equipment and real property) by counting all items (100 percent). During the physical inventory, any item (including fabricated items) not currently accounted for shall have excess procedures initiated or shall be added to the contractors's accountable records.

3.8.6 The contractor shall conduct recounts where a discrepancy between inventory count and record balance exists.

3.9 SUBCONTRACTING: The contractor shall perform surveillance over government property in the possession of subcontractors and ensure that the subcontractor complies with the provision of this contract, attachments to this contract, and the following:

a. The contractor shall include adequate instructions in the subcontractor's contract that reflect the subcontractor's responsibilities.

b. The contractor shall require subcontractors to conform to this attachment for maintaining records of government property in the subcontractor's possession.

3.10 DISPOSITION OF GOVERNMENT PROPERTY:

3.10.1 The contractor shall return to the PA all government property which is not needed to meet contractual requirements (i.e., excess, damaged, etc.) or at the closeout/termination of the contract.

3.10.2 The contractor shall promptly report excess property on DD Form 1149 to the PA requesting disposition instructions. Upon receipt of disposition instructions, prompt turn-in of property shall be accomplished.

3.10.3 The contractor shall document the property record data base with the disposition of the government property reflecting authority, disposal action, and the date of disposal.

3.10.4 The contractor shall tag, label, mark, or identify each individual item of government property that was used in a contaminated or suspected contaminated work site. As a minimum the following information shall be provided for each individual item:

- a. Originator (Contract #/Task Order #)
- b. Date
- c. Item name
- d. Property ID label/number
- e. Type of contamination
- f. Decontamination performed
- g. Signature of Project Manager or Safety/Health Officer

Contaminated property returned to the government without documentation will not be accepted and returned to the contractor for proper decontamination.

4. PUBLICATION CATEGORY:

4.1 Category 0: Unless otherwise specified in the solicitation, contract, or contract modifications, the requirements contained in the directly cited publications are contractually for guidance and information only.

4.2 Category 1: The requirements contained in the directly cited publications are contractually applicable to the extent specified. Unless otherwise specified in the solicitation, contract, or contract modifications, all requirements contained in reference and subsequently referenced publications are contractually for guidance and information only.

PUBLICATION LIST

Publication Number	Publication Title	Application Category
FAR Part 45.5	Federal Acquisition Regulation	Cat 1
DoD FAR Supplement	DoD Federal Acquisition Regulation Supplement (Part 217, 245)	Cat 1
Army FAR Supplement	Army Federal Acquisition Regulation Supplement (Part 45.5)	Cat 1
AR 71-13	The Department of the Army Equipment Program (Paragraphs 2-35, 2-55, 4-1, 4-3d, k, l, m, 4-4a,b,d,e,f,h, 4-5a, b, c, Appendix G	Cat 1
AR 600-55	Motor Vehicle Driver and Equipment Operator Selection, Training, Testing, and Licensing	Cat 1
DA Pam 738-750	Army Maintenance Management System	Cat 1
TB 43-0142	Safety Inspection and Testing of Lifting Devices	Cat 1
TB 43-0151	Inspection and Test of Air and Other	Cat 1

Gas Compressors

DOD 4161.2-M	DOD Manual for the Performance of Property Administration	Cat 0
MIL-STD 45662A	Calibration Systems Requirements	Cat 1