F. DELIVERIES OR PERFORMANCE

F.1. PLACE OF PERFORMANCE

The services to be provided by this contract shall be accomplished at the location(s) listed in Section C.

F.2. TERM OF CONTRACT

The period of performance for this contract is anticipated to be from date of award to a period not to exceed sixty months (excluding the Phase-In term). See F.3. Options.

Phase-In: February 1, 2027 – February 28, 2027
Base Period: March 1, 2027 – February 29, 2028
Option Year 1: March 1, 2028 – February 28, 2029
Option Year 2: March 1, 2029 – February 28, 2030
Option Year 3: March 1, 2030 – February 28, 2031
Option Year 4: March 1, 2031 – February 29, 2032

F.3. OPTIONS

This contract has a base term of one (1) year and four (4) one-year options. There is also a one-month Phase-In transition term prior to the start of the base term in the event that a different vendor is selected for award than the current contract holder. Each year of the contract a review will be conducted to determine if the contract still represents the best value.

F.4. (RESERVED)

F.5. (RESERVED)

F.6. CONTRACT DELIVERABLES REFERENCE

This includes any and all Submittal Requirements and Recurring Reports.

DELIVERABLE	REFERENCE	DELIVERABLE DUE	POINT OF CONTACT
Initial deficiency list report	C.4, C.5.1	Report due not later than sixty (60) calendar days after contract award. (30 calendar days after contract turnover)	COR or designee
Phase-In Transition Plan	C.5.1	No later than seven (7) calendar days after the Contract Award	COR
Transition Startup Services	C.5.1	Period starts not less than twenty-four (24) hours after receipt of the Contract Award. 30 calendar days of transition startup services prior to contract start date are to be provided.	CO

Building Operating Plan	C.5.1, C.9	No later than the end of Phase-In Transition Period (Prior to Contract Turnover Date) Updated at the anniversary of the contract start date each contract year.	COR
List of employees and service start date	C.6	Prior to expiration of this contract, after selection by the Government of a successor contractor.	COR and Incoming Contractor
Contractor must turn over keys and identification badges	C.6	Last performance day of the contract	COR
List of key personnel and emergency contact information (which may include subcontracts or contacts as applicable).	C.8.1	No later than the end of Phase-In Transition Period (Prior to Contract Turnover Date). Updated monthly as part of metrics report.	COR
Contractor employees must take AOC offered on-demand CMMS training.	C.8.5	Prior to using any CMMS application.	COR
The BAS includes but is not limited to all field panels, stand-alone control units, unitary controllers, associated sensors, wiring, software and firmware upgrades, etc. The Contractor shall have full operational access to the system. The Contractor will be required to obtain the necessary training to facilitate this access.	C.8.6	No later than the end of Phase-In Transition Period (Prior to Contract Turnover Date)	COR
Quality Control Plan (QCP)	C.8.7	No later than the end of Phase-In Transition Period (Prior to Contract Turnover Date)	COR
Quality Control Inspections	C.8.7	Not less than weekly by the Project Manager or COR approved designee; Not less than quarterly by qualified headquarters or corporate level personnel not performing on-site supervision.	COR

Equipment Inventory	C.10	The Contractor is responsible for maintaining and updating the inventory of building equipment, to include nomenclature, part number, serial number, manufacturer name, component name and other data of value for maintaining the equipment or defined as attributes in the required CMMS. If equipment is added, removed, or retrofitted as part of a project, the Contractor must update equipment data immediately upon project completion and report changes to the COR or designee. New or replacement barcodes will be provided by the AOC.	COR
Metrics & Measures Meeting	C.11	On a monthly basis, not later than the 15th working day of the subsequent month	COR
Performance Review Meeting	C.12	Meetings will initially be scheduled monthly, but frequencies of these meetings may be increased or decreased depending upon performance as determined by the COR.	COR
Equipment Condition Assessment	C.13	Contractor must note the condition and efficiency of building equipment and systems on an ongoing basis. Any equipment or systems that the Contractor determines are reaching the end of their life cycle must be brought to the attention of the COR or designee.	COR
Review of design documents	C.16	Review as requested.	COR or designee
Building management support services/escort services.	C.17	Assist as requested.	COR or designee
Indoor Air Quality (IAQ) Program Plan	C.22	Plan within 60 days of the contract award date. Annual Testing.	COR

Incident Report	C.23.2	Subsequent to resolution of the Critical Priority Request (CPR), and within 24 hours, the Contractor shall create an incident report for all, any, and every CPR	COR or designee
Routine service request call - time extension	C.23.4	In all instances where a work request cannot be complete within the required seven (7) day period, due to circumstances beyond the Contractor's control, the Contractor shall notify the COR in writing within the initial seven (7) day period to request a time extension.	COR
Chiller/Boiler Operating logs	C.24.2	Provided upon request.	COR
Protection and damage	C.27	Report potentially hazardous conditions in the building.	COR
Building rules and regulations	C.27	Contractor must report violations of building rules and regulations.	COR or Security Personnel
Fire System Impairment Forms are required to be filed prior to and following any impairment to the fire alarm or fire sprinkler system.	C.30	Required to be filed prior to and following any impairment to the fire alarm or fire sprinkler system.	COR
PM Schedules	C.32.1	The contractor is required to review existing PM Schedules and acknowledge that they are in agreement and will follow this pre-existing schedule prior to the end of the Transition Phase Startup. If the contractor decides to propose a revised PM schedule, it shall be submitted to the COR prior to the end of the Transition Phase Startup.	COR
PM Schedules	C32.1	Where PM procedures are lacking, incomplete, or incorrect in the current CMMS, the Contractor shall provide updates to the COR within 1 year of contract start date.	COR

Initial Water Systems Analysis Report and development of water treatment program.	C.33.2	The Contractor must perform a comprehensive initial water treatment analysis (laboratory analysis) during the transition startup phase to assist in developing the water treatment plan. The Contractor must propose a water treatment plan to be approved by the COR or designee as part of the Building Operating Plan.	COR
Monthly Water Analysis Testing/Report	C.33.5	On a monthly basis, within seven (7) calendar days of analysis.	COR or designee
Periodic oil analysis.	C.34.1	At least annually, with results submitted within the next monthly progress report.	COR or designee
The Contractor must maintain copies of all such tests, certifications, permits, training, and other required records, and provide copies to the COR.	C.38.2	Furnish copies as requested.	COR
Service records of all maintenance actions must be maintained for refrigeration equipment of all capacities, including equipment that contains either ODS or substitute refrigerants. The Contractor must provide a copy of all service records of all maintenance actions to the COR.	C.38.3	As required.	COR
The Contractor shall maintain records of emission data and operating parameters of boilers, generators, fuel oil deliveries and carbon adsorber as necessary to demonstrate compliance with the permit.	C.38.4	All records shall be provided to the COR within 10 days following the conclusion of the reporting period or event.	COR
Above Ground Tanks: The Contractor shall perform pressure testing tasks as part of basic services.	C.38.5	All documentation shall be provided to the Government for review by July 2030.	COR
Workplace safety plan.	C.38.9	A safety and health plan must be submitted for review 30 calendar days after contract award.	COR

Electrical Impairment Form	C.38.10	Required to be filed prior to and following any impairment to building electrical power systems.	COR
Fall Protection Plan	C38.11	30 days after award.	COR or designee
The Contractor must develop a lockout/tagout program in accordance with 29 CFR 1910.147. The program must include all anticipated energy sources, including but not limited to electricity, steam, pressurized fluids, and mechanical energy. The Contractor must communicate the lockout/tagout program to all other affected contractors.	C38.13	The Contractor's lockout/tagout program must be submitted for review 30 days after contract award.	COR or designee
Wastewater Discharge Permit: The contractor is responsible for performing all required tests and preparing monthly reports for submission to the Town of Culpeper as part of basic services.	C38.14	Reports are to be delivered to the Government no later than the 7th day of the month. The Government will review and submit all reports to the Town of Culpeper.	COR or designee
All contract staff who are involved with processes that handle chemicals (including fuel oil) will be trained by Contractor not less than annually to STOMP, SPCC, ODCP & Slug discharge plans.	C.38.14	Copies of training materials and sign-in records to be provided within 10 days following training session.	COR
Inventory of Mercury Containing Devices.	C38.15	Appendix to Building Operating Plan. Not later than the end of Phase-In Transition Period (Prior to Contract Turnover Date). Update annually.	COR
Inventory of hazardous materials & SDS Sheets	C.38.16	With Building Operating Plan No later than the end of Phase-In Transition Period (Prior to Contract Turnover Date). Update annually.	COR or designee
Annually, the Contractor shall conduct a flue gas analysis (using certified flue gas equipment) on every operable fossil-fueled boiler and, based on the test results, adjust the burner and/or controls on each boiler to	C.38.17	A report of BEFORE and AFTER conditions for each test shall be submitted to the COR within seven (7) calendar days after completion of the test(s).	COR

maximize combustion efficiency.			
Backflow prevention devices – annual inspection certificate.	C.38.18	Annually.	COR or designee
Potable Water Systems: The contractor is responsible for performing all required tests and preparing and submitting all required reports to the Commonwealth of Virginia as part of basic services.	C.38.19	As required. (Currently monthly reports.) The Government shall have the opportunity to review all reports prior to submission.	COR or designee
Fire protection systems online at all times unless approval is given during maintenance periods.	C.39.1	Advance notification and approval per occurrence.	COR or designee.
Fire alarm system: If the contractor encounters equipment that is in a condition that may endanger life or property.	C.39.2	The Contractor must immediately notify the COR of the condition requiring immediate action. Within 24 hours the Contractor must provide a written report to the COR of the hazardous condition and recommended corrective action.	COR or designee.
Fire alarm system: The contractor is responsible for meeting the inspection, maintenance, testing frequencies and testing methods outlined in NFPA 72.	C.39.2	Throughout the year. Documentation of the subject inspection, maintenance and testing results must be recorded on the applicable Inspection and Testing Form from NFPA 72.	COR or designee.
Fire Alarm System Central Station Monitoring.	C.39.3	If not operational, must maintain a fire watch and provide notification.	COR
Water-based fire suppression systems: If the Contractor encounters equipment that is in a condition that may endanger life or property.	C.39.4	The Contractor must immediately notify the COR of the condition requiring immediate action. Within 24 hours that Contractor must provide a written report to the COR of the hazardous condition and recommended corrective action.	COR or designee.
Water-based fire suppression systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, and testing methods outlined in NFPA 25.	C.39.4	Throughout the year. Documentation of the subject inspection, maintenance, and testing results must be recorded on the applicable "suggested form," as found in the current	COR or designee.

		edition of NFPA 25.	
Fire doors and other opening protectives: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.	C.39.5	Throughout the year. Documentation of the subject inspection, maintenance, and testing results must be recorded in accordance with the requirements of NFPA 80.	COR or designee.
Fire and combination fire/smoke dampers: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 80.	C.39.6	Throughout the year. Documentation of the subject inspection, maintenance, and testing results must be recorded in accordance with the requirements of NFPA 80.	COR or designee.
Portable fire extinguishers: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 10.	C.39.9	Throughout the year. Documentation of the subject inspection, maintenance, and testing results must be recorded in accordance with the requirements of NFPA 10.	COR or designee.
Non-water-based extinguishing systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in the applicable NFPA standard.	C.39.10	Throughout the year. Documentation of the subject inspection, maintenance, and testing results must be recorded in accordance with the requirements of the applicable NFPA standard.	COR or designee.
Emergency and standby power systems: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 110 and NFPA 111.	C.39.13	Throughout the year. Documentation of the subject inspection, maintenance, and testing results must be recorded in accordance with the requirements of NFPA 110 and NFPA 111.	COR or designee.
Emergency lighting and exit signage: The Contractor is responsible for meeting the inspection, maintenance, testing frequencies, testing methods, and documentation requirements outlined in NFPA 101.	C.39.14	Throughout the year. Documentation of the subject inspection, maintenance, and testing results must be recorded in accordance with the requirements of NFPA 101.	COR or designee.

Major Equipment/systems not operational	C.43	Within 30 minutes of discovery, or daily by 8:00 A.M., with written report to follow.	COR
Initial Deficiency List for Irrigation System	C.52.14	Within 90 days following the contract award date.	COR
Security requirements and Personal Identity Verification.	H.1, H.2	As soon as possible after contract award. The Contractor must ensure that every contract employee has a Government issued identification credential before the employee enters on duty.	COR
Record of arrival and departure times.	H.7	Upon request.	COR
Project Manager and Chief Engineer Resumes	H.15.3	Shall be provided with proposal. Any changes will be prior to assignment of the personnel to the site.	CO
Copies of certificates of training, licenses, and permits for technicians	H15.4	Shall be provided 7 calendar days prior to that person beginning work.	COR
An Electrical Contractor Qualification Certification, Section J. 28, shall be provided for each qualified worker.	H15.5	The certification shall be updated annually.	COR
Any subcontractors exposed to electrical hazards must provide an Electrical Contractor Qualification Certification	H15.5	Prior to performing any electrical work at the site	COR

END OF SECTION F