

## **ANNEX 9.4**

# **STORAGE AND ISSUE**

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9.4.1 General Information

9.4.1.1 Annex Description

This Annex identifies the office furnishings operations including furniture receipt, storage, issue, repair, determination of scrap metal furniture, field and warehouse assembly and disassembly. The Contractor shall establish a database for the furniture pool operation. The data base shall provide data as to the on hand inventory of furniture by type, color and condition and be made available to the NASA Supply and Equipment Management Officer upon request.

9.4.1.1 Limitations, Restrictions, or Other Exceptions

All furniture requests are approved through the SSC Supply & Equipment Management Officer (SEMO) or designated Representative.

9.4.2 Office Furnishings

The Contractor shall manage the office furnishings operations including furniture receipt, storage, issue, repair, determination of scrap metal furniture, field and warehouse assembly and disassembly. The contractor shall establish a database for the furniture pool operation. The data base shall provide data as to the on hand inventory of furniture by type, color and condition and be made available to the NASA Supply and Equipment management Officer upon request.

9.4.2.1 Limitations, Restrictions, or Other Exceptions

All furniture requests are approved through the SSC Supply & Equipment Management Officer (SEMO) or designated Representative.

9.4.3 Redistribution and Utilization Operations

This Contractor shall perform the functions necessary to operate and maintain a total mechanized inventory control system, as well as a total storage function for all excess Government property from time of receipt into storage through accomplishments of reutilization or disposal activities. All functions shall be performed in accordance with all applicable Federal Property Management and NASA Regulations including: 41 Code of Federal Regulations (CFR) Chapter 101, Subpart H, NASA Series 4300 NASA Disposal Management.

9.4.3.1 Limitations, Restrictions, or Other Exceptions

The Contractor employees shall ensure that all services protect the integrity of the Government's interest. The handling of all precious metals shall be restricted according to the following:

- a. Upon receipt of precious metals contractor shall record the required information from the turn-in document into the precious metals logbook.

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- b. All precious metals shall be secured in the designated area.
- c. The Contractor shall conduct a monthly inventory of all precious metals or precious metal-bearing materials and verify the count with the logbook.

9.4.3.2 Applicable Documents

The Contractor shall comply with all applicable regulations, policies, and procedures. To include 41 CFR 101; NASA Series 4100; 4200; 4300 and the NASA Property Disposal Management System (NPDMS) Users and Operations Guide.

9.4.4 Equipment Accountability

The Contractor is required to operate and maintain a total documentation function for the John C. Stennis space Center (SSC) database in the NEMS. Compliance with all applicable Governmental regulations is required – particularly NASA series 4200, NASA Equipment Management.

9.4.4.1 Limitations, Restrictions, or Other Exceptions

The Contractor employees shall ensure that all services protect the integrity of the Government's interests.

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9.4.5	Furniture	The Contractor shall maintain furniture operations (includes acoustical panels).		
9.4.6	Furniture Receipts	The Contractor shall receive new furniture in the warehouse, inspect for damage, and store. Log receipt of new furniture/panels into an inventory database.	1,800 pieces per year.	Within 2 workdays after receipt of furniture.
9.4.7	Furniture Issues	The Contractor shall identify and prepare furniture for issue; clean, polish, and tag for delivery. Assemble those pieces of furniture needing assembly in warehouse.	1,800 pieces per year.	Comply with schedule date for delivery.
9.4.8	Furniture Repair Program	The Contractor shall maintain the minor furniture repair program. <i>Repair includes, but is not limited to, repair of serviceable furniture. For example, cleaning and reupholstering of acoustical panels, replacing casters, pneumatic cylinders, under seat mechanisms; adjusting drawers; covering scratches; filling holes; and repairing/replacing locks.</i>		

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*The Contractor shall furnish repair parts as necessary. Repair parts include, but are not limited to, casters, pneumatic cylinders, under-seat mechanisms, locks, refinishing products, wood fillers, screws, and fabric for re-upholster of acoustical panels. If repairs exceed 66 percent of the *replacement* cost of the item, the Contractor shall notify the Government and identify the item as scrap.*

Repairs that cannot be accomplished in the warehouse or in the field including, but not limited to, executive furniture re-upholstery and electrostatic painting, will be accomplished with *an issuance of a service order by the Government.*

The Contractor shall cannibalize parts from non-repairable furniture upon approval of the NASA Supply and Equipment Management Officer or designated Representative.

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		<p>The Contractor shall make repairs in the field when practical including, but not limited to, desks, drawers, handles, locks, chairs, legs, and other minor repairs. <b>**SSC Form 704, SERVICE WORK REQUEST” Work Order</b>, will be used by the Government to request field repairs.</p>	<p>100 Pieces Per year</p>	<p>Within 5 workdays from receipt of request.</p> <p>Repairs of a safety nature shall be completed within 2 work hours upon receipt of request.</p> <p>Return copy of SSC Form 704 to SSC Supply &amp; Equipment Management Officer (SEMO) or designated Technical Manager's Representative after repair is completed or if unable to make repair.</p> <p>Repairs in field shall take no more than 30 minutes per item.</p>
		<p>The Contractor shall make minor on the spot repairs in the warehouse.</p>		<p>Repairs in warehouse to be made as furniture is re-warehoused or as needed.</p>

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9.4.9	Furniture Warehousing	<p>Furniture items returned to the warehouses shall be inspected and segregated into groups as reusable, repairable, excess and scrap. <i>As approved by Supply and Equipment Management Officer or authorized representative</i>, the Contractor shall place scrap metal into scrap metal bins provided.</p> <p>Reusable furniture shall be logged into the inventory database.</p>	<p>2,100 pieces per year.</p>	<p>Within 5 workdays of receipt of furniture in warehouse.</p>
		<p>The Contractor shall excess and scrap furniture on a <b>**SSC Form 55, Request for Turn-In or Reissue of Excess Property To/From Redistribution and Utilization</b>, with the appropriate <b>**NASA Form 811, Determination for Classification of Property as Scrap or Salvage</b>, or <b>**NASA Form 812, Determination and Authorization to Abandon or Destroy Surplus Property</b>. The SSC Form 55 must be approved by the Supply and Equipment Management Officer.</p>	<p>As required.</p>	<p>Submit monthly by the 3rd workday of the month for the previous month's activity.</p>

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9.4.10	Reutilization and Disposal	<p>Operate and maintain a total warehousing and documentation function, utilizing the NPDMS for the reutilization and disposal of excess Government property. Processed is defined as actions required form original input to reutilization or final disposal.</p> <p>Operate and maintain all functions necessary to successfully complete General Services Administration (GSA) sales. This includes:</p>	4,000 line items processed in NPDMS per year.	
		GSA Auction Sales	Semi-annually	From start to final concurrence 7 workdays
		a. Lot sale in NPDMS and obtain concurrence from GSA		
		b. Pull stage, mark and verify lotted items per GSA documentation	1,000 line items	Sale items properly lotted, verified and marked prior to opening of Sale Inspection by bidders.
		c. Walk-thru inspection with GSA		
		d. Assist Bidder Inspection/Registration		Exchange/Sale items shall be identified for separate lotting

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		<ul style="list-style-type: none"> <li>e. Obtain on site Security assistance</li> <li>f. Provide tailgate loading service for sold items</li> <li>g. Provide special tailgate services to include loading by crane and/or forklifts rated higher than 6,000 lbs.</li> </ul>		Verify lots against GSA paperwork, remove NASA tags and load trucks.
		GSA Sealed Bid Sale	12 sales per year.	From start to final concurrence 7 workdays
		<ul style="list-style-type: none"> <li>a. Lot sale in NPDMS and obtain concurrence from GSA</li> <li>b. Pull stage, mark and verify lotted items per GSA documentation.</li> <li>c. Perform registration and inspection surveillance.</li> <li>d. Coordinate sold items with successful bidder and schedule removal.</li> </ul>		<p>Sale items properly lotted, verified and marked prior to opening of Sale Inspection by bidders.</p> <p>Exchange/Sale items shall be identified for separate lotting.</p> <p>Notify bidder within 24 hours of receipt from GSA.</p>

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	e. Provide tailgate loading service for sold items			Verify lots against GSA paperwork, remove NASA tags and load trucks.
	f. Provide special tailgate services to include loading by crane and/or forklifts rated higher than 6,000 lbs.			
	GSA Drop Bid			Must follow GSA minimum sale requirements.
	a. Special sale conducted for office furniture set in a display area of the warehouse.		12 sales a year.	
	b. Receive and check, verify and place property in storage location.			Within 5 workdays of physical receipt of property.
	c. Forward all documentation requiring NASA signature of receipt to SSC Property Disposal Officer or designee.		Nothing additional	

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		d. Upon receipt, all hazardous material shall be placed only in designated storage areas. Upon receipt of all artifacts/historically significant items shall be placed only in designated secure area.		Same day as received. No instance of improperly stored material.
		e. Process all input/output documentation to and from the NPDMS. Documentation includes; turn-in documents, freeze lists, requests for issuance of property, title request letters, letters requesting screening authorization. Review and maintain all documentation generated from NPDMS printers.		2 workdays to process all documentation.
		f. Process all requests for reutilization and authorizations for disposal including, "Standard Form SF122" Transfer order Excess Personal Property, Request for Turn-in SSC Form 55, NASA 811, Determination for Classification of Property as Scrap or Salvage, NASA Form 812 Determination and Authorization to Abandon or Destroy Surplus Property.		Within 5 workdays of request.

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		g. Complete reutilization or disposal activities including issuance of property to requestors (on-site, other NASA Centers, other Federal Agencies, schools and other qualified non-federal recipients of donated property) placing scrap metal and material for destruction in appropriate bins.		Within 5 workdays from screening end date.
9.4.11	Physical Inventory	Contractor shall perform a physical inventory of the SSC R& U Warehouse and all related facilities to include the lay down yard and scrap yard.  Accomplish complete reconciliation and notify the Contracting Officer or Technical Manager's Representative of the final results, including number and original acquisition cost of items on hand at start of inventory, number and original acquisition cost of line items located, number and original acquisition cost of line items not located.	Triennial basis.	Next inventory shall be performed fiscal year 2002.  Complete reconciliation and reporting within 30 workdays after completion of physical count.

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9.4.12	Property Held by Property Disposal Officer Report	Prepare and submit original report to the Supply and Equipment Management Officer or designee by close of business on the 5 <sup>th</sup> workday of each month for DR 9-LS02 for data requirements	12 reports per year.	No later than close of business the 5 <sup>th</sup> workday of the month for the previous month's activity.
9.4.13	Annual Report of Exchange/Sale Transactions	Prepare and submit original report to the Supply and Equipment Management Officer or designee.  See DR 9-LS03 for data requirements.	1 report per year.	No later than October 10 of each year.
9.4.14	Report of Activities Generating Precious Metals	Prepare and submit original SF291 Report of Activities Generating Precious Metals to the Supply and Equipment Management Officer or designee.  See DR 9-LS04 for data requirements	1 report per year.	No later than October 10 of year.
9.4.15	Annual Report of Personal Property Provided to Non-Federal Recipients	Prepare and submit original report to the Supply and Equipment Management Officer or designee.  See DR 9-LS05 for data requirements.	1 report per year.	No later than October 10 of year.

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9.4.16	Performance Measures Report	Prepare and submit original report to the Supply and Equipment Management Officer or designee.  See DR 9-LS06 for data requirements.	2 reports per year.	No later the April 10 and October 10 of every year.
9.4.17	Semiannual Report of Personal Property Management Operations	Provide the specific data elements for the semiannual time periods (October - March; April - September) and submit original to the Supply and Equipment Management Officer or designee.  See DR 9-LS07 for data requirements	2 reports per year.	No later the April 10 and October 10 of every year.
9.4.18	Process NEMS Reports/Documents	Schedule and process NEMS on-line requested reports/documents required by NASA Supply and Equipment Management Officer or Financial Management Office and SSC Property Custodians.	1,800 reports/documents per year. (Historical average time per transaction - 3 minutes	Day request received.
9.4.19	Distribute Reports/Documents	Distribute NEMS on-line reports/documents required by NASA Supply and Equipment Management Officer or Financial Management Office and SSC Property Custodians via SSC mail system.	12,000 reports/documents per year.	Day received from printer.

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9.4.20	Documentation Function-NEMS	Documentation Function-NEMS	15,000 input transactions per year.	See below.
		Input all adds, deletes, changes, and table updates to the NEMS data base.	Nothing additional.	3 workdays.
		Check all transactions processed into the NEMS data- base to verify accuracy; correct all errors prior to beginning the next day's work.	Nothing additional.	Next workday after input.
		Make copies of all adds, deletes, or cost change transactions for capitalized equipment and forward to the SSC Financial Management Division. Resolve all discrepancies, and notify the SSC NEMS Equipment Manager or the Supply and Equipment Management Officer or designee for final reconciliation when appropriate.	Nothing additional.	Copies will be made and forwarded monthly; discrepancies will be resolved immediately upon notification by the SSC Financial Management Division.
9.4.21	Documentation-NEMS Inventory	Operate and maintain a total documentation function - NEMS Inventory.	3,500 input transactions per year.	See below.

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		Input all add, deletes, and changes to the NEMS Inventory database.	Nothing additional.	5 workdays.
		Check all transactions processed into the NEMS Inventory database.	Nothing additional.	Next workday after input.
9.4.22	Equipment Control Number Register	Post information from NEMS source document and transmittal form to the Equipment Control Number Register per NASA Series 4200.	3,500 postings per year.	See below.
		Information on all adds, deletes, and cost changes to be posted to logbooks located in NEMS control.	Nothing additional.	2 weeks.
		Verify that all NEMS entry reference numbers are accounted for and in numerical sequence from daily input.	Nothing additional.	Next workday after input.
	Testing NASA Equipment Management System (NEMS)	Contractor shall perform tests to NEMS upon notice of new system upgrades (releases).	Three releases annually. Approximately 10 hours testing per release.	Testing of NEMS release to be completed within one week of release being installed.

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9.4.23	Physical Inventory Equipment	Contractor shall perform physical inventories of all NASA/SSC controlled and sensitive equipment in accordance with NASA Series 4200. This function includes advance notification to property users of inventory date, the physical scanning of equipment, creating discrepancy files, suspense files, tracking incident/survey/found on station reports and final close out of inventory process.	100% inventory of controlled and sensitive equipment to be accomplished on approved triennial basis.  120 custodial accounts. A minimum of 40 one hundred percent account inventories per year.  Approximately 10 unscheduled inventories per year.	Scheduled inventories to be completed and closed out per schedule.  Triennial close-out completed and forwarded to NASA HQ on schedule.

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9.4.24	Tracking of Shipped Equipment	Maintain a tracking system for all equipment in NEMS shipped from NASA SSC for repair, test, relocation, borrow, etc.	200 line items per month.	See below.
		Prepare a Borrow Out or Repair Out transmittal form for all controlled equipment shipped from NASA SSC on a <b>**DD 1149 Shipping Document**</b> .	Nothing additional.	5 workdays.
		Run 2 copies of the DD 1149 Form. Place a check on the original DD 1149 Form and return to NASA SSX Supply and Equipment Management Officer or desingee. Forward 1 copy to Central Receiving. Place the second copy with the Borrow-Out, Repair-Out transmittal and input into NEMS.	Nothing additional.	Day transmittal is prepared.
		Equipment returned to SSC will be received by Central Receiving on the DD 1149 Form copy on which it was shipped out. This document is forwarded to NEMS Control by Central Receiving who will process a transmittal showing equipment has been returned.	Nothing additional.	5 workdays.

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		Receive the Borrow-Out Return Candidate report and the Repair-Out Return Candidate report (NEMS generated). Forward both reports to the appropriate property custodians to determine if the equipment has been returned. Upon receipt of reports from custodians, process the appropriate transaction to return the equipment or extend the due date. Forward reports with no custodian response received to NASA Supply and Equipment Management Officer or designee.	Nothing additional.	Monthly
9.4.25	Full-time Property Custodian	<p>The Contractor shall provide a full-time property custodian to perform the duties outlined in NASA Series 4200 Equipment Management Users Property Custodian Guide for the control of government property.</p> <p>Full-time custodians will also be responsible for managing bench stock operations in area of assignment utilizing NSMS.</p> <p>Full-time custodians will be assigned work under a SSC Stennis Work Request.</p>	Nothing additional.	

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9.4.26	Property Custodian Training	Provide Training(Quarterly) to SSC Approved Custodians and Managers. All new custodians shall be trained within 4 months. All custodians shall receive refresher training annually.	122 Custodians	All custodians receive training within 4 months of appointment to position.
9.4.27	Test Complex Support	<p>Contractor shall provide full-time warranty administration and stewardship of government owned personal property assigned to B-Complex.</p> <p>Contractor shall work with NASA Civil Servants and NASA Contractors within E-Complex to ensure personal property is properly managed and accounted for.</p> <p>Warranty administration shall be conducted in accordance with NASA 4000 series, policies, procedures, guidelines, and approved SSC and Contractor work instructions.</p>	1234 Line Items	All changes to the SSC Equipment control Tracking System shall be completed within 3 days of notification.

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9.4.28	Non-Stock Equipment Receipts	The Contractor shall be responsible for processing equipment received at SSC, assigning and maintaining voucher numbers for the acquisition documents, and physically tagging equipment that meets the tagging criteria with an Equipment control Number (ECN) tag, or if the tagging criteria is not met, identifying the property or equipment as U.S. Government owned.	See below.	Property and equipment shall be processed in accordance with the NASA Series 4200, NASA Equipment Management. Promptly notify the Transportation Officer or designee of concealed damage and prepare claim folder on the same workday discrepancy is discovered.
		The Contractor shall prepare a claim folder for the Transportation Officer when concealed damage is discovered during inspection.		

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		The Contractor shall maintain and operate the Equipment Receipt Control Register, or a similar data base that provides at least the same data elements and capabilities. Data elements include, but are not limited to, D-Voucher number, date received item noun of the first line item, number of line items, sending organization, consignee and mail code, daily total of D-Voucher numbers assigned and number of line items.	2,760 D-Voucher numbers assigned per month.	Data base shall be kept current at all times.
		If equipment meets criteria for tagging, the Contractor shall affix a NASA NEMS tag to the item.	3,200 tagging actions per year	Hand carry receiving documents and appropriate copies to the Property and Equipment Branch daily.
		The Contractor shall annotate the receiving documentation with the ECN number and the item's serial number of the attached tag for each line item on the document.		

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		<p>If equipment does not meet the criteria for tagging, the Contractor shall affix a NASA Form 1517, Property of U. S. Government decal to the Item and annotate "Meatballed" on the receiving document.</p> <p>The contractor shall etch items that bar code tags cannot be affixed to.</p>	Nothing additional.	Nothing additional.
		If equipment is delivered directly to the customer's building without inspection, the contractor shall inspect and tag equipment at the delivered location.	Nothing additional.	complete process on the same workday as receipt.
9.4.29	Warranty Administration	The Contractor shall be responsible for warranty administration of U. S. Government property.	Average warranty cases per annum 240.	warranty actions to be initiated with vendor, manufacturer or original contractor within 3 workdays of notices of equipment failure.

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		<p>At the point of receipt, the Warranty Administrator shall affix a warranty label, SSC Form 558A onto the property. He/she shall obtain two copies of the operations and maintenance manuals. One set of manuals shall be forwarded to Central Engineering Files (CEF) for permanent retention. The second set of manuals shall be sent to the user.</p> <p>When an item of U.S. Government property fails that is under warranty, the Warranty Administrator verifies the original procurement information through the equipment control records. He/she then interfaces with the vendor, manufacturer or original contractor to resolve the problem. He/she is responsible for insuring that the DD1149 is properly executed and is responsible for follow up with the custodian of the property to make sure the problem has been resolved.</p>		