

Exhibit E – Contract Documentation Requirements

1. DOCUMENTATION REQUIREMENTS

A. Safety and Health Plan Updates - The Contractor shall submit to the Contracting Officer for approval any changes or updates to the approved Safety and Health Plan

B. Quarterly Equipment Inventory Report - The Contractor shall submit a Quarterly Government-Furnished Equipment Report summarizing additions/deletions and maintenance/calibration performed on the equipment. This report shall be submitted within 10 calendar days following the end of the reporting period.

C. Safety Reports - The Contractor shall submit safety reports to the LaRC Safety and Facility Assurance Branch. These reports shall be submitted on a quarterly basis. The Safety Report shall include the hours worked on the contract and the number of fatalities, lost time cases, OSHA recordable incidents and first aid cases which have occurred during the past quarter. NOTE: The NASA LaRC Safety and Facility Assurance Branch (SFAB) has developed a web-based system entitled Contractor Monthly Accident Reporting (CMAR) located at <http://cmar.larc.nasa.gov/login.cfm> If you choose to submit your information electronically via CMAR, no additional hard-copy reports are required. Please contact the responsible NASA official identified at the site for additional information regarding access to the system.

D. Conformable Wage Rate Agreement - Within 15 calendar days after the effective date of the contract, the Contractor shall submit a report confirming conformable wage rate agreement as this subject is addressed in the FAR clause 52.222-41, Service Contract Act of 1965, as Amended, for those individuals employed by the Contractor who are covered by the Service Contract Act, but are not listed in Exhibit D, Wage Determination.

E. Collective Bargaining Agreements - The Contractor shall provide the Contracting Officer with copies of any collective bargaining agreements, and amendments thereto, which arise during the course of the contract and which apply to Contractor employees assigned to the contract.

F. Federal Contractor Veterans Employment Report - In compliance with Clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans, the Contractor shall submit the Federal Contractor Veterans Employment Reports (VETS-100) as required by this clause.

G. Evidence of Insurance - The Contractor shall submit evidence of the insurance coverage, required by the Section I, NFS Clause 1852.228-75 Minimum Insurance Coverage, (i.e., a Certificate of Insurance or other confirmation), to the Contracting Officer prior to performing under this contract. The Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under any options exercised, if applicable.

H. Notice of Violation Response - The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime itself or its' subcontractors within three working days of issuance. The response should include cause for violation; mitigation of impact, if applicable; planned prevention of recurrence. Response shall be submitted to the issuer of the NOV.

I. Monthly Service Plan – The Contractor shall be responsible for preparing a Monthly Service Plan in a format that is acceptable to the Contracting Officer for both the Base and IDIQ portions of this contract (See SOW Section 3.6). The plan is to list, by week, all the requirements and locations (Building/Area) of Base work scheduled for accomplishment during the next month and identify all work ordered under the IDIQ portion of this contract. The schedule shall list the type of work to be performed, the areas to be worked and the scheduled start and completion dates in each of the areas. The Contractor shall submit a

Exhibit E – Contract Documentation Requirements

copy of the Monthly Service Plan to the Contracting Officer for approval. The first Monthly Service Plan shall be due 10 calendar days after award, and prior to commencing work, and shall reflect the work requirements for the entire calendar month. Subsequent plans shall be submitted 5 calendar days prior to the next monthly work cycle. The plan shall firmly represent all the work the Contractor intends to accomplish in the upcoming month under the Base and IDIQ portions of this contract. Deviation from the work plan is permissible only due to inclement weather, local conditions that govern rate of growth of vegetation, convenience of the Government, or by approval of the Contracting officer. For all unscheduled work, the Contractor shall obtain Contracting officer approval in advance. The Contracting Officer will utilize the Monthly Service Plan as one of the methods of monitoring the Contractor's progress and quality of work. Changes to the plan shall be submitted for the Contracting Officer at least two working days prior to performance.

J. Monthly Grounds Maintenance Progress Report – Within 10 calendar days following the end of the monthly reporting period, the Contractor shall submit a detailed Grounds Maintenance Progress Report. This report shall summarize work progress, manpower utilization for assigned work, material expenditures and list all the grounds maintenance deficiencies as identified by on-site field inspection by the Contractor. The report shall include exact location of each deficiency and as a minimum such conditions as follows:

- (1) Diseased plants, with disease and cure identified.
- (2) Dead or dying plants requiring replacement.
- (3) Plants infested with insect, with insects and cure identified.
- (4) Plant beds requiring edging, mulching or cultivation.
- (5) Damaged plants, dieback or overgrown shrubs that require pruning.
- (6) Trees requiring pruning or limb removal.
- (7) Unsightly conditions such as vine removal, overgrown vegetation and anything else that detracts from an overall neat appearance.

K. Contract Discrepancy Report – The Contracting Officer may send a Contract Discrepancy Report to the Contractor listing deficiencies in the Contractor's work. The Contractor shall inform the Contracting Officer in writing, within three (3) calendar days of receipt of the report, of the action the Contractor proposes to take to remedy the deficiencies, and of the measures the contractor plans to adopt to insure that similar deficiencies will not reoccur in the future.

L. Equipment List – The Contractor shall submit a list of equipment it will furnish subject to an on-site inspection 15 calendar days after award. The equipment must be approved for use by the Contracting Officer prior to commencement of work. An updated list of equipment available at the work site must be submitted 5 calendar days prior to the next scheduled monthly service. The list should indicate current equipment, any additional equipment being added or removed from site, condition of equipment, equipment under repair with estimated date of return to service, and any other pertinent information requested by the Contracting officer. The Contracting Officer reserves the right to field verify the equipment.

M. On and Near-Site Staffing Report - The contractor shall submit a report which includes the number of on-site and near- site Work Year Equivalents (WYE's) performing work on the contract, broken down by skill category. An initial report shall be submitted within 30 calendar days from the effective date of the contract. Subsequent updated reports are due quarterly, on January 1, April 1, July 1 and October 1 of each year.

These reports shall be e-mailed to the following: contractorwye@larc.nasa.gov
The subject line for the e-mail should be "Contractor WYE".

Exhibit E – Contract Documentation Requirements

"On-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is on-site at Langley Research Center, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems (e.g., management and administrative staff may charge their time to an "indirect" account, but the time worked by such individuals shall still be counted in the on-site WYE).

"Near-site" WYE's include the time worked by prime contractor and subcontractor employees on this contract whose primary duty station is within 50 miles of LaRC, whether such employees charge direct or indirect in the contractor's or subcontractor's accounting systems. Work performed on local college campuses shall not be considered "near site" WYE's.

The contractor shall use the number of hours in its productive work year to compute the number of WYE's to be reported.

The contractor shall break out the On-site and Near-site WYE by skill category using the following categories: Scientist, engineer, technician, administrative professional, and clerical.

N. Recovered Material and Waste Reduction Reporting - The contractor shall prepare and submit an annual report to the LaRC Environmental Management Team (EMT) in response to the EMT's annual data call each December, detailing total amounts of EPA-designated categories and products procured and used in performance of this contract during the preceding reporting period. A complete listing of all categories and products the EPA has designated as having to meet recycled/reclaimed percentages can be found at the LaRC Office of Security and Environmental Management website located at: <http://osemant1.larc.nasa.gov/>. The website also provides additional information on the Recycling and Affirmative Procurement Program, including links to the EPA managed website.

O. Documentation for Transferring Property to the Government - In accordance with the NFS clause 1852.245-71, Installation-Accountable Government Property clause of this contract, accountability for that property which is acquired for the Government under this contract shall be passed to the Government using the following procedure:

The transfer of accountability shall be initiated by the Contractor submitting a Requisition and Invoice/Shipping Document, DD Form 1149, accompanied by a copy of the Contractor's applicable purchasing and receipt document for the property. The Contractor shall insert both the Contractor's Subcontract/ Purchase Order number and the Government contract number on the DD Form 1149 under the Federal Stock Number, Description, and Coding of Material and/or Services block. For purchases of supplies and materials, this document shall be submitted within 30 calendar days after the end of each calendar-year quarter (that is, not later than January 30, April 30, July 30, and October 30). For equipment purchases, the DD 1149 shall be submitted within 5 workdays after acceptance of each item of equipment by the Contractor. Receipt by the Contractor of a copy of the DD Form 1149 signed by the Government relieves the Contractor of accountability for the property specified on that form.

NNL07186436R
Exhibit E – Contract Documentation Requirements

2. DOCUMENT DISTRIBUTION REQUIREMENTS

A. Unless otherwise specified elsewhere in this contract, reports and other documentation shall be submitted F.O.B. destination as specified below, addressed as follows:

NASA, Langley Research Center
Attn: (**See Below**), Mail Stop (**See Below**)
Contract TBD
Hampton, VA 23681-2199

B. The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:

A--Contract Specialist, Mail Stop 126
(Attn: Michael Kaszyca; Michael.Kaszyca-1@nasa.gov)

B--Contracting Officer's Technical Representative (COTR), Mail Stop 447
(Attn: Michael Harrell; Michael.T.Harrell@nasa.gov)

C--Safety and Facility Assurance Branch, Mail Stop 421

D--Contractor Labor Relations Officer, Mail Stop 144

E--Industrial Property Officer, Mail Stop 377

F--In Accordance with Instructions on Form

G--Environmental Management Team (EMT), Mail Stop 213

H--On and Near-Site Staffing Report, contractorwye@larc.nasa.gov

I--CMAR, In accordance with directions posted on the website

C. The following are the distribution requirements for reports and other documentation required with the numeral following the letter code specifying the number of copies to be provided:

NNL07186436R
Exhibit E – Contract Documentation Requirements

<u>DOCUMENT</u>	<u>LETTER CODE AND DISTRIBUTION</u>
Safety and Health Plan Updates	A-1, B-1, C-1
Quarterly Equipment Inventory Report	A-1, B-1, E-1
Safety Reports	A-1, B-1, C-1 <u>OR I</u>
Conformable Wage Rate Agreement	A-1, B-1, D-1
Collective Bargaining Agreement	A-1, B-1, D-1
Federal Contractor Veterans Employment Report (VETS-100)	F
Evidence of Insurance	A-1
Notice of Violation Response	A-1, B-1, C-1
Monthly Service Plan	A-1, B-1
Monthly Grounds Maintenance Progress Report	A-1, B-1
Contract Discrepancy Report	A-1, B-1
Equipment List	A-1, B-1
On and Near-Site Staffing Report	H-1
Recovered Material and Waste Reduction Report	G-1
Documentation for Transferring Property to the Government (DD Form 1149)	E-1

D. When the Contract Specialist (A) is not designated above to receive a copy of a report or document, the Contractor shall furnish a copy of the report/document transmittal letter to the Contract Specialist.