

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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Contracts & Procurement

**DCAM-18-NC-0112**  
**Attachment J.5**  
**Building Information**

**A. On-Site Presence**

1. The Contractor shall establish a presence at the Facility for approximately 30 days or such period as determined by the COTR prior to the start of the awarded contract for the Facility (the “Transition or Phase-In Period”). During this time the Contractor shall mobilize and transition to be fully prepared to execute the required services. The Contractor shall establish a core team to be on site full time.
2. The Contractor shall at a minimum have on site full time during the Transition Period:
  - a. Property Operations Manager
  - b. Chief Engineer
3. During the Phase-In Period, the Contractor will be provided space, as available, within the building. The space may or may not be in the permanent location that will be designated for the Contractor's use.

**B. Preparatory Tasks**

1. The Contractor shall complete all preparatory tasks described below including at a minimum:
  - a. Develop Building Operating Plan
    - i. PM guides, frequency & schedule
    - ii. Hazardous materials plan
    - iii. Hazardous materials inventory
    - iv. Technician certifications
    - v. SOP's for Operating Building Systems
    - vi. Contingency plans
    - vii. Vandalism remediation plan
    - viii. Quality control procedures
    - ix. Contact information
    - x. Description of staffing, responsibilities & schedules
  - b. Develop Transition Plan as directed by the COTR
    - i. Validate equipment tag installation

- ii. Accept and store attic stock as directed by the COTR
    - iii. Accept and organize O&M documentation
    - iv. Accept and organize required equipment and system certifications
    - v. Coordinate and participate in training provided by the COTR or the outgoing Contractor
  - c. Develop Quality Control Plan
  - d. Select, obtain approval, procure, install and populate the CMMS including:
    - i. Equipment inventory
    - ii. Scheduled maintenance tasks
    - iii. Maintenance schedule
    - iv. Testing schedules
    - v. Management reports
  - e. Obtain, install, and establish SalesForce for service calls. Coordinate system installation with the COTR.
  - f. Establish warranty management & tracking system
  - g. Compile Material Safety Data Sheets (MSDS)
  - h. Develop formats and obtain approval for deliverables including
    - i. Reports
    - ii. Certification Documentation — Contractor shall meet with the COTR and individual stakeholders to determine reports necessary to continue, to the extent applicable, national and local certifications
    - iii. Operating logs
    - iv. Check sheets
    - v. Green building maintenance proposal
  - i. Complete security clearance requirements for all staff and sub-contractor personnel.
- 2. Perform other preparatory tasks needed to establish maintenance services including:
  - a. Establish requirements for, and the initial stocks of consumables
  - b. Establish the Contractor maintenance organization and schedule to phase in Contractor operations
  - c. Establish all sub-contracts
  - d. Establish a building engineering reference library
  - e. Establish janitorial services and have in place 1 week prior to the start of the contract or as directed by the COTR
  - f. Establish trash removal and recyclable services and have in place 1 week prior to the start of the contract or as directed by the COTR
  - g. Complete move in and occupancy of assigned spaces as directed by COTR.

- h. Verify and obtain, as required, all necessary permits and certificates such as:
  - i. The Building Permit
  - ii. Certificate of Occupancy
  - iii. Pressure vessel certifications
  - iv. Elevator certifications
  - v. Backflow preventer certifications
  - vi. Fire / Life Safety certifications

### **C. Acceptance**

1. Establish the Initial Deficiency List (IDL) / Initial Inspection Report of Equipment & Systems
2. Inventory and accept attic stock items as described by the COTR
3. Accept existing warranties.