

ATTACHMENT J.4

**Department of Employment Services First Source Employment Agreement available at
www.ocp.dc.gov click on "Solicitation Attachments"**



**Government of the District of Columbia
FIRST SOURCE EMPLOYMENT AGREEMENT**



Contract Number: _____

Employer Name: _____

Project Contract Amount: _____

Employer Contract Award: _____

Project Name: _____

Project Address: _____ Ward: _____

Nonprofit Organization with 50 Employees or Less: Yes No

This First Source Employment Agreement, in accordance with The First Source Employment Agreement Act of 1984 (codified in D.C. Official Code §§ 2-219.01 – 2.219.05), The Apprenticeship Requirements Amendment Act of 2004 (Codified in D.C. Official Code §§ 2-219.03 and 32-1431) for recruitment, referral, and placement of District of Columbia residents, is between the District of Columbia Department of Employment Services, hereinafter referred to as “DOES”, and _____, hereinafter, referred to as EMPLOYER. Under this Employment Agreement, the EMPLOYER will use DOES as its first source for recruitment, referral, and placement of new hires or employees for all new jobs created by the Project. The Employer will hire 51% District of Columbia residents for all new jobs created by the Project, and 35 % of all apprenticeship hours be worked by DC residents employed by EMPLOYER in connection with the Project shall be District residents registered in programs approved by the District of Columbia Apprenticeship Council.

I. GENERAL TERMS

- A. Subject to the terms and conditions set forth herein, the EMPLOYER will use DOES as its first source for the recruitment, referral and placement for jobs created by the Project.
- B. The EMPLOYER will require all Project contractors with contracts totaling \$100,000 or more, and Project subcontractors with subcontracts totaling \$100,000 or more, to enter into a First Source Employment Agreement with DOES.
- C. DOES will provide recruitment, referral and placement services to the EMPLOYER, which are subject to the limitations set out in this Agreement.
- D. The participation of DOES in this Agreement will be carried out by the Office of Employer Services, which is responsible for referral and placement of employees, or such other offices or divisions designated by the Office of the Director, of DOES.
- E. This Agreement will take effect when signed by the parties below and will be fully effective for the duration of the Project contract and any extensions or modification to the Project contract.

- F. This Agreement will not be construed as an approval of the EMPLOYER'S bid package, bond application, lease agreement, zoning application, loan, or contract/subcontract for the Project.
- G. DOES and the EMPLOYER agree that, for purposes of this Agreement, new hires and jobs created for the Project (both union and nonunion) include all EMPLOYER'S job openings and vacancies in the Washington Standard Metropolitan Statistical Area created for the Project as a result of internal promotions, terminations, and expansions of the EMPLOYER'S workforce, as a result of this project, including loans, lease agreements, zoning applications, bonds, bids, and contracts.
- H. This Agreement includes apprentices as defined and as amended, in D.C. Law 2-156, D.C. Official Code §§ 32-1401- 1431.
- I. The EMPLOYER, prime subcontractors and subcontractors who contract with the District of Columbia government to perform construction, renovation work, or information technology work with a single contract, or cumulative contracts, of at least \$500,000, let within a 12-month period will be required to register an apprenticeship program with the District of Columbia Apprenticeship Council; and this includes but is not limited to, any construction or renovation contract or subcontract signed as the result of, a loan, bond, grant, Exclusive Right Agreement, street or alley closing, or a leasing agreement of real property for one (1) year or more. In furtherance of the foregoing, the EMPLOYER shall enter into an agreement with its contractors, including the general contractor, that requires that such contractors and subcontractors for the Project participate, in apprenticeship programs for the Project that: (i) meet the standards set forth in Chapter 11 of Title 7 of the District of Columbia Municipal Regulations, and (ii) have an apprenticeship program registered with the District of Columbia's Apprenticeship Council.

II. RECRUITMENT

- A. The EMPLOYER will complete the attached Employment Plan, which will indicate the number of new jobs projected to be created on the Project, salary range, hiring dates, residency status, ward information, new hire justification and union requirements.
- B. The Employer will post all job vacancies in the DOES' Virtual One-Stop (VOS) at www.jobs.dc.gov within five (5) days of executing the Agreement. Should you need assistance posting job vacancies, please contact Job Bank at (202) 698-6001.
- C. The EMPLOYER will notify DOES, by way of the First Source Office of its Specific Need for new employees for the Project, within at least five (5) business days (Monday - Friday) upon Employers identification of the Specific Need. This must be done before using any other referral source. Specific Needs shall include, at a minimum, the number of employees needed by job title, qualifications, hiring date, rate of pay, hours of work, duration of employment, and work to be performed.
- D. Job openings to be filled by internal promotion from the EMPLOYER'S current workforce do not need to be referred to DOES for placement and referral. However, EMPLOYER shall notify DOES of such promotions.

- E. The EMPLOYER will submit to DOES, prior to commencing work on the Project, the names, residency status and ward information of all current employees, including apprentices, trainees, and laid-off workers who will be employed on the Project.

III. REFERRAL

- A. DOES will screen applicants and provide the EMPLOYER with a list of applicants according to the Notification of Specific Needs supplied by the EMPLOYER as set forth in Section II (B).
- B. DOES will notify the EMPLOYER, prior to the anticipated hiring dates, of the number of applicants DOES will refer.

IV. PLACEMENT

- A. The EMPLOYER will make all decisions on hiring new employees but will, in good faith, use reasonable efforts to select its new hires or employees from among the qualified persons referred by DOES.
- B. In the event that DOES is unable to refer qualified personnel meeting the Employer's established qualifications, within five (5) business days (Monday - Friday) from the date of notification, from the EMPLOYER, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. Notwithstanding, the EMPLOYER will still be required to hire 51% District residents for all new jobs created by the Project.
- C. After the EMPLOYER has selected its employees, DOES will not be responsible for the employees' actions and the EMPLOYER hereby releases DOES, and the Government of the District of Columbia, the District of Columbia Municipal Corporation, and the officers and employees of the District of Columbia from any liability for employees' actions.

V. TRAINING

- A. DOES and the EMPLOYER may agree to develop skills training and on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and DOES and will be set forth in a separate Training Agreement.

VI. CONTROLLING REGULATIONS AND LAWS

- A. To the extent that this Agreement is in conflict with any federal labor laws or governmental regulations, the federal laws or regulations shall prevail.
- B. DOES will make every effort to work within the terms of all collective bargaining agreements to which the EMPLOYER is a party.
- C. The EMPLOYER will provide DOES with written documentation that the EMPLOYER has provided the representative of any collective bargaining unit involved

with this Project a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will promptly provide them to DOES.

VII. EXEMPTIONS

- A. All contracts, subcontracts or other forms of government-assistance less than \$100,000.
- B. Employment openings the contractor will fill with individuals already employed by the company.
- C. Job openings to be filled by laid-off workers according to formally established recall procedures and rosters.
- D. Construction or renovation contracts or subcontracts in the District of Columbia totaling less than \$500,000 are exempt from the requirements of Section I(H) and I(I) of the General Terms hereof.
- E. Non-profit organization with 50 or less employees are exempt from the requirements.

VIII. AGREEMENT MODIFICATIONS, RENEWAL, MONITORING, AND PENALTIES

- A. If, during the term of this Agreement, the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment, merger, or otherwise this First Source Agreement shall remain in full force and effect and transferee shall remain subject to all provisions herein. In addition, the EMPLOYER as a condition of transfer shall:
 - 1. Notify the party taking possession of the existence of this EMPLOYER'S First Source Employment Agreement.
 - 2. Notify DOES within seven (7) business days of the transfer. This advice will include the name of the party taking possession and the name and telephone of that party's representative.
- B. DOES will monitor EMPLOYER'S performance under this Agreement. The EMPLOYER will cooperate with the DOES monitoring and will submit a Contract Compliance Form to DOES monthly.
- C. To assist DOES in the conduct of the monitoring review, the EMPLOYER will make available to DOES, upon request, payroll and employment records for the review period indicated for the Project.
- D. The Employer will provide DOES additional information upon request.
- E. With the submission of the final request for payment from the District, the EMPLOYER shall:

1. Document in a report to DOES its compliance with the requirement that 51% of the new employees hired by the EMPLOYER for the Project be District residents; or
 2. Submit to DOES a request for a waiver of compliance of the requirement that 51% of the new employees hired by the EMPLOYER the Project be District residents which will include the following documentation:
 - a. Documentation supporting EMPLOYERS good faith effort to comply;
 - b. Referrals provided by DOES and other referral sources; and
 - c. Advertisement of job openings listed with DOES and other referral sources.
- F. The DOES may waive the requirement that 51% of the new employees hired by the EMPLOYER for the Project be District residents, if DOES finds that:
1. A good faith effort to comply is demonstrated by the EMPLOYER; or
 2. The EMPLOYER is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area:

The Washington Standard Metropolitan Statistical Area includes the District of Columbia, the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg; the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
 3. The EMPLOYER enters into a special workforce development training or placement arrangement with DOES; or
 4. DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the EMPLOYER for the positions created as a result of the Project. No failure by Employer to request a waiver under any other provision hereunder shall be considered relevant to a requested waiver under this Subsection.
- G. Willful breach of the First Source Employment Agreement by the EMPLOYER, failure to submit the Contract Compliance Report, or deliberate submission of falsified data, may be enforced by the DOES through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract for the positions created by EMPLOYER.
- H. The parties acknowledge that the provisions of E and F of Article VIII apply only to First Source hiring.
- I. Nonprofit organizations with 50 or less employees are exempt from the requirement that 51% of the new employees hired by the EMPLOYER on the Project be District residents.

J. The EMPLOYER and DOES, or such other agent as DOES may designate, may mutually agree to modify this Agreement.

K. The EMPLOYER's noncompliance with the provisions of this Agreement may result in termination.

IX. LOCAL, SMALL, DISADVANTAGES BUSINESS ENTERPRISE

A. Is your firm a certified Local, Small, Disadvantaged Business Enterprise (LSDBE)?
 YES NO

If yes, certification number: _____

X. APPRENTICESHIP PROGRAM

A. Do you have a registered Apprenticeship program with the D.C. Apprenticeship Council? YES NO

If yes, D.C. Apprenticeship Council Registration Number: _____

XI. SUBCONTRACTOR

A. Is your firm a subcontractor on this project? YES NO

If yes, name of prime contractor: _____

Dated this _____ day of _____ 20_____

Signature Dept. of Employment Services

Signature of Employer

Name of Company

Address

Telephone

E-mail

EMPLOYMENT PLAN

NAME OF EMPLOYER: _____

ADDRESS OF EMPLOYER: _____

TELEPHONE NUMBER: _____ FEDERAL IDENTIFICATION NO.: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TYPE OF BUSINESS: _____

DISTRICT CONTRACTING AGENCY: _____

CONTRACTING OFFICER: _____ TELEPHONE NUMBER: _____

TYPE OF PROJECT: _____ CONTRACT AMOUNT: _____

EMPLOYER CONTRACT AMOUNT: _____

PROJECT START DATE: _____ PROJECT END DATE: _____

EMPLOYER START DATE: _____ EMPLOYER END DATE: _____

NEW JOB CREATION PROJECTIONS: Please indicate ALL new position(s) your firm will create as a result of the Project. If the firm WILL NOT be creating any new employment opportunities, please complete the attached justification sheet with an explanation. Attach additional sheets as needed.

JOB TITLE	# OF JOBS		SALARY RANGE	UNION MEMBERSHIP REQUIRED NAME LOCAL#	PROJECTED HIRE DATE
	F/T	P/T			
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					

JUSTIFICATION SHEET: Please provide a detailed explanation of why the Employer will not have any new hires on the Project.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed explanation of why the Employer will not have any new hires on the Project.

ATTACHMENT J.5

**Way to Work Amendment Act of 2010 - Living Wage Notice
available at www.ocp.dc.gov click on "Solicitation Attachments"**



LIVING WAGE ACT FACT SHEET

The “Living Wage Act of 2006,” Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

Effective January 1, 2015, the living wage rate is \$13.80 per hour.

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

“Affiliated employee” means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

Exemptions – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;
6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited

institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;

7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26. U.S.C. §501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code §44-501); provided however, that a home care agency, a community residence facility, or a group home for persons with intellectual disabilities shall not be required to pay a living wage until implementing regulations are published in the D.C. Register and any necessary state plan amendments are approved; and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Enforcement

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 4058 Minnesota Avenue, NE, Fourth Floor, Washington, DC 20019, call (202) 671-1880, or file your claim on-line: does.dc.gov. Go to “File a Claim” tab.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

Please note: *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*

“THE LIVING WAGE ACT OF 2006”

Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-11)

Recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage.

Effective January 1, 2015, the living wage rate is \$13.80.

The requirement to pay a living wage applies to:

- All recipients of contracts in the amount of \$100,000 or more; and, all subcontractors of these recipients receiving \$15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of \$100,000 or more; and, all subcontractors of these recipients of government assistance receiving \$50,000 or more in funds from government assistance received from the District of Columbia.

“Contract” means a written agreement between a recipient and the District government.

“Government assistance” means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.

“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.

Certain exceptions apply where contracts are subject to higher wage level determinations required by federal law; contracts delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or imminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; Medicaid provider agreements for direct care services to Medicaid recipients, however, a home care agency, a community residential facility or a group home for persons with intellectual disabilities shall not be required to pay a living wage until implementing regulations are published in the D.C. Register and any necessary state plan amendments are approved; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, and for employees of nonprofit organizations that employ not more than 50 individuals.

Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice in a conspicuous site in its place of business.

All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.

For the complete text of the Living Wage Act of 2006 go to D.C. Official Code §§ 2-220.01-11

To file a claim, visit: Department of Employment Services , Office of Wage-Hour, 4058 Minnesota Avenue, NE, Fourth Floor, Washington, D.C. 20019; call: (202) 671-1880; or file your claim on-line: does.dc.gov. Go to “File a Claim” tab.

ATTACHMENT J.6

” Applicable Documents”

**SECTION J.6
APPLICABLE DOCUMENTS**

The performance of Consolidated Maintenance Services under this Statement of Work (SOW) shall be carried out in a safe and legal manner. The Contractor shall comply with the most recent versions and any future revisions of all applicable standard industry practices, federal and District laws, Court Orders, regulations, and policies and procedures including but not limited to the Occupational Safety and Health Act (OSHA) and applicable documents listed in Section J.6 :

Item #	Document Type	Title	Version/ Date
1	U.S. Law	Environmental Protection Agency (EPA) 42 USC sections 6901-6976 Hazardous Substances and Waste http://www.epa.gov	Most Recent
2	Federal Regulations	Environmental Protection Agency (EPA) Clean Air Act of 1990 http://www.epa.gov/air/caa/	Most Recent
3	Federal Regulations	EPA Level IV (universal) certification	Most Recent
4	Federal Regulations	U.S. Department of Labor Occupational Safety and Health Administration 29 CFR, Part 1910, Subparts A-P http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title29/29cfr1910_main_02.tpl	2003 Ed.

Item #	Document Type	Title	Version/ Date
5	Federal Regulations	U.S. Department of Labor Occupational Safety and Health Administration 29 CFR, Part 1926, www.osha.gov	Most Recent
6	Federal Regulations	40 CFR, Parts 260, 261, 264, 265, 268, 270, and 273 Protection of Environment Environmental Protection Agency http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?tpl=/ecfrbrowse/Title40/40tab_02.tpl	Most Recent
7	Federal Regulations	41 CFR, Part 101-120 Public Contracts and Property Management Subtitle C--Federal Property Management Regulations System Management of Buildings and Grounds http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title41/41tab_02.tpl	July 1990
8	Federal Regulations	National Emission Standards for Hazardous Air Pollutants http://www.epa.gov/compliance/monitoring/programs/caa/neshaps.html	Latest Version
9	Federal Regulation	Energy Policy Act of 2005 http://en.wikipedia.org/wiki/Energy_Policy_Act_of_2005	1992 and 2005
10	Executive Order	Executive Order 13101 Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition http://www.epa.gov/epp/pubs/13101.pdf	1998
11	Accredited Specs and Standards	International Building Code (IBC) http://www.iccsafe.org/Store/Pages/Product.aspx?id=3000X12	2006
12	D.C. Code	DC Construction Codes http://dcra.dc.gov/DC/DCRA/Permits/Construction+Codes	Most Recent
13	D.C. Code	D.C. Official Code, sections 10-1001-1005 Parks, Public Buildings, Grounds and Space	2001 Ed., 2005 Supp.
14	D.C. Law	The Clean and Affordable Energy Act http://bcap-energy.org/files/DC_Clean_Affordable_Energy_Act_2008.pdf	2008

Item #	Document Type	Title	Version/ Date
15	DCMR	DC Solid Waste and Multi-Materials Management http://os.dc.gov/os/lib/os/info/odai/title_21/title21_chapter20.pdf	1998
16	D.C. Web Site	Department of Consumer and Regulatory Administration (DCRA) Building and Land Regulation Administration (BLRA) http://dcra.dc.gov/DCRA	Most Recent
17	D.C. Web Site	District of Columbia/Pearson Vue Licensing http://www.contractors-license.org/dc/DistofColumbia.html	Most Recent
18	DC Water	Washington Suburban Sanitary Commission http://www.wsscwater.com/home/jsp/home.faces	Most Recent
19	D.C. Web Site	Department of General Services http://dgs.dc.gov/DC/DGS	Most Recent
20	Accredited Specs and Standards	InterNational Electrical Testing Association (NETA) www.netaworld.org/	2009
21	Accredited Specs and Standards	Leadership in Energy and Environmental Design (LEED) http://www.usgbc.org/DisplayPage.aspx?CategoryID=19	Most Recent
22	DC Policy	OCP Directive 1303.00, dated October 1, 2003, entitled "Environmentally Preferable Purchasing."	Most Recent
23	Accredited Specs and Standards	National Fire Protection Association (NFPA) Recommended Practice for Electrical Equipment Maintenance NFPA 70B, 72, 25 www.nfpa.org/catalog	Most Recent
24	Accredited Specs and Standards	NFPA 30, Flammable and Combustible Liquids Code http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=30&cookie%5Ftest=1	Most Recent
25	Accredited Specs and Standards	National Institute Certification of Engineering Technologies http://www.nicet.org/	Most Recent

Item #	Document Type	Title	Version/ Date
26	Accredited Specs and Standards	The National Board Inspection Code Chapter 2 Inspection of Boiler and Pressure Vessels http://www.nationalboard.org/index.aspx%3FpageID%3D4	Most Recent
27	Accredited Specs and Standards	Construction Specifics Institute (CSI) www.csinet.org	Most Recent
28	Accredited Specs and Standards	Public Buildings Maintenance Guides and Time Standards http://www.eng-tips.com/viewthread.cfm?qid=170003	January 1995
29	Accredited Specs and Standards	International Code Council (ICC) http://www.ihc.com/products/industry-standards/organizations/icc/index.aspx	Most Recent
30	Accredited Specs and Standards	American National Standard Institute (ANSI) 2245.1 http://www.ansi.org	Latest Version
31	Accredited Specs and Standards	American National Standards Institute/American Society of Heating, Refrigeration, and Air Conditioning Equipment (ANSI/ASHRAE) Standards 55 and 62 http://www.ashrae.org/technology/page/132	Most Recent
32	Accredited Specs and Standards	American Society of Mechanical Engineers with addendum's Safety Code for Elevators and Escalators AMCE A.17.1 http://www.petroblogger.com/2009/12/descargar-las-normas-asme-gratis.html	1990 Edition
33	Accredited Specs and Standards	National Electrical Code (NEC) http://www.electricfind.com/code.htm	2005
34	Accredited Specs and Standards	Elevator Industry Field Employees' Safety Handbook http://safety.elevatorworld.com/pdf/WHAT'S_NEW_SH10.pdf	Most Recent
35	Accredited Specs and Standards	Building Official Code Administration (BOCA) http://www.ihc.com/products/industry-standards/organizations/icc/index.aspx	Most Recent
36	Accredited Specs and Standards	American Society for Testing Materials (ASTM) http://www.astm.org/Standard/index.shtml	Most Recent
37	Accredited Specs and Standards	Institute of Electrical and Electronics Engineers (IEEE) http://www.ieee.org/index.html	Most Recent

Item #	Document Type	Title	Version/ Date
38	Accredited Specs and Standards	Carpet and Rug Institute (CRI) Green Label Program http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/	Most Recent
39	Accredited Specs and Standards	Carpet and Rug Institute Bronze Seal of Approval http://www.carpet-rug.org/residential-customers/cleaning-and-maintenance/seal-of-approval-products/vacuums.cfm	Most Recent
40	Accredited Specs and Standards	Integrated Plant Nutrition Management http://scialert.net/abstract/?doi=ijss.2011.19.24	Most Recent
41	Accredited Specs and Standards	Green Seal http://www.green Seal.org/	Most Recent
42	D.C. Code	D.C. Code, Title 10 Parks, Public Buildings and Grounds http://dcode.westgroup.com/search/default.wl?DB-DC-ST-WEB&RS=WLW2.07&VR=J.0	2001
43	D.C. Municipal Regulations	District of Columbia Municipal Regulations (DCMR) Title 19 Amusements, Parks, and Recreation Chapter 7 -Department of Parks and Recreation http://dcode.westgroup.com/search/default.wl?DB-DC-ST-WEB&RS=WLW2.07&VR=1.0 Chapter II Recreational Use of Public Land http://www.amlegal.com/nxt/gateway.dll/title%2019/chapter00011.htm?f=templates\$fn=main-nf.htm\$3.0#JDChapter11	Most Recent
44	Industry Association	American Nursery and Landscape Association Industry Standards and Practices www.ania.org	Most Recent
45	Industry Association	American Seed Trade Association Industry Standards and Practices www.amseed.com	Most Recent
46	Industry Standards	American National Standards Institute (ANSI) Standard Specification ASTM Standards on Irrigation Systems http://webstore.ansi.org/ansidocstore/product.asp?sku=ASTM+F2223%2D04	Most Recent
47	Federal Law	U. S. Department of Justice American with Disabilities Act www.ada.gov	Most Recent

ATTACHMENT J.7

Tax Certification Affidavit

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

Name of Organization/Entity
Business Address (include zip code)
Business Phone Number(s)

Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.

"I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue; consent to release my tax information to an authorized representative of the District of Columbia agency from which I am seeking to enter into a contractual relationship. I understand that the information released under this consent will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations as of the date found on the government request. I understand that this information is to be used solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization."

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia.

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

Signature of Authorizing Agent

Title

ATTACHMENT J.8

Cost/Price Certification and Data Package
available at www.ocp.dc.gov click on "Solicitation Attachments"



COST / PRICE DISCLOSURE CERTIFICATION

RFP Number: _____ Closing Date: _____

Caption: _____ Total Proposed Amount: _____

The undersigned _____

(please print name and title of offeror's authorized signatory) hereby certifies that, to the best of my knowledge, the cost and pricing data (i.e. at the time of price agreement this certification represents all material facts which prudent buyers and sellers would reasonably expect to affect price negotiations in any significant manner) submitted is accurate, complete, and current as of _____ (date of RFP closing or conclusion of negotiations as appropriate).

The undersigned further agrees that it is under a continuing duty to update cost or pricing data through the date that negotiations, if any, with the District are completed. The undersigned further agrees that the price, including profit or fee, will be adjusted to exclude any significant price increases occurring because the cost or pricing data was inaccurate, incomplete or not current. (See D.C. Procurement Regulations, 27 DCMR, Chapter 16, §1642, Chapter 24, §2405 and Chapter 33; and Section 25 of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated July, 2010).

Signed: _____ Date: _____

Title: _____

Company: _____

Address: _____

DUNS #: _____

Phone: _____

Fax: _____

ATTACHMENT J.9

Building Information for the Administrative Office of the Department of Motor Vehicles (DMV), Frank D. Reeves, Center (Reeves Center), and the Department of Employment Services (DOES)

Section J.9

BUILDING DESCRIPTION

1. DMV Admin - 95 M Street, SW

95 M Street, Southwest is the building name and location for the main Administrative Office of the District of Columbia's Department of Motor Vehicles (DMV). In addition to the Administrative functions, this facility provides licensing and other driver related customer services to the public. Operation hours are Tuesday thru Saturday, 8:15 am to 4:00 pm.

Between the summers of 2005 and 2006, the building was renovated from its former usage to accommodate the DMV offices. This renovation included installation of new floors, ceiling, lighting, a/c systems, partitions and a new roof. Also, all new furniture was acquired, both regular and modular, for the administrative offices and the service center that was created on the first floor. In 2007, all windows were replaced with energy efficient type windows and the parking lot was fully re-surfaced.

Installation of two (2) new chillers was completed in March 2009 and these have been operational as of April 2009.

The building occupies approximately 40,000 gross square feet with four (4) levels, one (1) below grade and three (3) above. Access to the floors is available by one (1) elevator and two (2) stairwells.

The major portion of the flooring, approximately eighty percent (80%) is covered with carpeting. The remaining twenty percent (20%) has vinyl composition tile (VCT).

Heating is provided by a hot water system supplied by a gas fired boiler, rated at 1,432,600 BTU/HR. With the exception of the Information Technology (IT) equipment rooms, cooling for the building is provided by two (2) – 96-ton chillers located in the basement mechanical room, with two (2) associated cooling towers located on the roof. This chiller system replaces the two previous 60-ton units. Separately, a 3-ton unit provides cooling for the IT equipment room on the second floor. The first floor IT room has two units installed. The primary unit has a capacity of 3 tons and the secondary unit has a capacity of 2 tons. A total of six (6) air-handling units are installed for air distribution.

The major utilities supplied to the facility are electricity, gas and water. Currently, Pepco provides electricity to the buildings main switchboard is located in the basement mechanical room. The service is rated at 1200 amps, 480 volts, 3 phases, and provides electricity for all lighting and power requirements. There is no redundancy of service or back-up generator installed at present. Gas is used for heating hot water only. A one and a half inch (1 ½") supply line provides gas service to the existing boiler and domestic hot water heater.

Domestic water is supplied by a single water main, which has its entrance located in the basement mechanical room.

A recycling program based upon the D.C. Government requirements and protocols is in effect at this facility. Recycling collection containers are located strategically on each floor of the building where staff and visitors are required to dispose of recyclable materials. These containers are emptied by the janitorial staff and the materials collected are disposed into a collection bin located at the rear of the building, adjacent to the parking lot for removal by the trash hauling contractor.

Section J.9

BUILDING DESCRIPTION

1. Frank D. Reeves Center – 2000 14th Street, NW

The Frank D. Reeves Center for Municipal Affairs is located at 2000 14th Street, NW, Washington D.C. The building is eight stories, with two level under-building parking garage. The building is located upon a 2.2 acre (97,600 gross square feet) site bounded by V Street, NW 14th Street, NW and U Street, NW. The building was constructed in 1986 with a gross floor area of 474, 680 and net rentable area of 379, 250 square feet. The facility also has several green roofs, a courtyard and several planters.

a. Building Use – Occupant Type

- Primary Class B commercial office use, with secondary retail uses on the first floor
- Also, houses (The Industrial Bank; Day Care, Emma Mae Gallery, DC Employee Federal Credit Union, Councilmember Graham Community Outreach Center)
- At times will be used for the heating season (hypothermia) (a shelter in place)
- At times will be used for the cooling season (hyperthermia)

b. Building Hours of Operation

- Normal Hours of Operation for DC Government is 8:00 am – 5:00 pm M-F daily.
- * Note: There are agencies within this building who operate 24 hours daily and will operate if needed on a extended hours operation as the situation dictates.

c. Utilities (gas, electric, steam, etc.)

- This facility is serviced by electric only.

d. Document/Describe Major Building Operations Systems (i.e. EMCS/BS, Fire, Life, Safety/Control, Chillers, Cooling Towers, UPS, Elevators & Escalators, HVAC, Generators, Electrical, etc.)

- This facility has seven (7) elevators.

e. Stairwells

- There are five stairwells located at the Frank D. Reeves Center.
- Three (3) stairwells goes from the 8th floor down to the B2 level garage.
- One (1) stairwell goes from the 7th floor down to the B2 level garage.
- One (1) stairwell goes from the 6th floor down to the B2 level garage.

f. Loading Dock/Area

- There is a loading dock area (it is located at the rear of the building off U Street N.W.)

g. Parking Lot/Garage Description /Requirements

- There are two (2) levels of parking garage spaces located on the B1 & B2 levels (they both are located underground).

h. Description of Trash & Recycling Program

- There are trash and recycling programs in place.
- The custodial personnel collect the separate trash, recycle and bottles/cans and place them in the appropriate bins for disposal daily.

i. Floor Compositions (VCT, Carpet, Marble, Terrazzo, Wood, etc.)

- All bathrooms, janitor closets, stairwells, elevator lobby and catwalks in the entire building area tiled.
- 1st floor entire lobby area tiled
- 1st floor Industrial Bank carpet
- 1st floor Day Care (tiled and carpet)
- 2nd floor lobby areas all tiled, the remaining areas carpeted
- 3rd - 8th floor carpeted
- 8th floor kitchen/eating area tiled

Section J.9

BUILDING DESCRIPTION

3. DOES - 4058 Minnesota Avenue, NE

The Department of Employment Services (DOES) Headquarters building located at 4058 Minnesota Avenue, NE is a LEED Gold Certified, 5 Story, 230,000 square feet newly constructed building. The DOES building is a District owned facility which includes 1 1/2 underground stories of parking, along with approximately 8500 square feet of 1st Floor retail space.

Address	4058 Minnesota Ave, NE Washington DC, 20019
Hours of Operation	Tenant Hours of Operation 8:30am — 5:30pm
Square	5053
Lot	38
Lot Size	327,402 sq. ft.
Lot Occupancy	245,551 sq. ft
Total Building Sq. Ft.	227,033 sq. ft.
Building Height	65'
Full Time Employees	488
Parking Spaces Provided	102
Building Permit	106232

ATTACHMENT J.10

Major Equipment List for the Administrative Office of the Department of Motor Vehicles (DMV), Frank D. Reeves, Center (Reeves Center), and the Department of Employment Services (DOES)

DMV EQUIPMENT AND INVENTORY LIST

Project Name/Address: DC Dept. of Motor Vehicles Southwest Service Center, 95 M St., SW, Washington, DC 20024						
Mechanical Equipment List						
Equipment Type/ Use	Model Name/No.	Serial No.	Manufacturer Name	Capacity/Rating	Installation Date	Comments
Chiller	30HXA096RYE661KA	2808Q16153	Carrier	96 Ton	2009	R-134a refrigerant
Chiller	30HXA096RYE661KA	2808Q16154	Carrier	96 Ton	2009	R-134a refrigerant
Air cooled condenser	09DK-094-601	2808Q26197	Carrier	90 Ton	2009	Rooftop
Air cooled condenser	09DK-094-601	3008Q26271	Carrier	90 Ton	2009	Rooftop
Air handler Unit #1	39AC C91922	66090802	Carrier	9 Ton	Assumed 1968	2n floor, 3rd floor halls
Air handler Unit #2	39MN10C010FW012XGS	2908U20174	Carrier	10 Ton	2009	1st floor Customer Service Area
Air handler Unit #3	39W7 769	66110267 VL	Carrier	7 Ton	Assumed 1968	1st Floor
Air handler Unit #4	39AC5 029TH1	66090256	Carrier	5 Ton	Assumed 1968	2nd, 3rd floor
Air handler Unit #5	39MN06C010FW122XGS	2908U20177	Carrier	6 Ton	2009	Mail room
Air handler Unit #6	39MN08C010FW212XGS	2908U20178	Carrier	8 Ton	2009	Training room
Rooftop Unit	TSC048A3R0A27D	637100245L	Trane	4 Ton	2006	R-22 Refrigerant; Electric heat
Boiler	28HE-8	28HE-8-116108	Smith	Input 2403 MBH Output 1985 MBH	2011	Natural Gas Fired
Return Air Fan	402	DB510P3	Peerless	16,600 CFM	Assumed 1968	
Split System Condenser	N/A	N/A	Mitsubishi	N/A	N/A	2nd floor, East side
Unit Heaters	Style 400	T06A01483	Trane	N/A		Vertical cabinet
Fire Alarm Control Panel	MS-9600	N/A	Fire-Lite Alarms, Inc.	N/A	Assumed 2005	Addressable
Hydraulic Elevator Pump	RP180D40	25313	Dover	40 HP	Assumed 1968	
Hydraulic Elevator	N/A	N/A	Otis	2,500 LB, 100 FPM	Assumed 1968	Four stop, refurbished in 2010
Self-Contained	VS028ADA0E1656A	C09J8E0316	Liebert	8 Ton	2009	IT server room, 3rd floor
Condensing Unit	TCDV205-A	0943C24091	Liebert	205,000 BTU's	2009	Rooftop
Main Service Disconnect Switch	N/A	N/A	Cutler-Hammer	800A; 480V; 3PH, 4W	Assumed 1968	
Main Dist. Panel - A	CDP23-4L800	AH-8L6878	Cutler-Hammer	800A; 277/480V, 3PH, 4W	Assumed 1968	
Main Dist. Panel - B	CDP25-4L800	AH-8L6880	Cutler-Hammer	800A; 120/208V; 3PH, 4W	Assumed 1968	
Dry-Type Transformer	H	X48164	Sorgel Electric Co.	200 kVA; 480 to 208Y/120 V	Assumed 1968	Three phase insulated
Dry-Type Transformer	H-115	X47470-9	Sorgel Electric Co.	15 kVA; 480 to 208Y/120 V	Assumed 1968	Three phase insulated

REEVES CENTER EQUIPMENT AND INVENTORY LIST

FRANKLIN D REEVES CENTER - 2000 14th Street, NW

Equipment Inventory List

Equipment Type	Equipment Name	Equipment Status	Servicing Details	PM Frequency
Carrier Air Conditioning System (HVAC)	Centrifugal Chillers- Chiller #1 - Model #19 - DK7894CQ - Serial # 84-3936162 ;	Active	rpl oil filter; punch condenser tubes; chemically acid clean; mechanical clean; meg motor; tighten all elect. Connections; inspect contactors; inspect dash pots; perform leak test.	Annually
Carrier Air Conditioning System (HVAC)	Centrifugal Chiller #2 - Model #19DK7896CQ - serial #84-3836163	Active	rpl oil filter; punch condenser tubes; chemically acid clean; mechanical clean; meg motor; tighten all elect. Connections; inspect contactors; inspect dash	Annually
Cooling Tower Cell (HVAC)	Cell #1 -Model#33501A-2 Serial#SU613614801	Active	Drain both cell; clean both sumps; pressure wash baffles and	Annually
Cooling Tower Cell (HVAC)	Cell #2 -Model#33501A-2 Serial#SU613614801	Active	Drain both cell; clean both sumps; pressure wash baffles and housing; grease motor bearings; inspect motor starter; tighten all electrical connections	Annually
Domestic Hot Water Heater (DW/SP)	Hot water Heater Model #Z50G-348Z4tw - Serial #HLWZZ6SS	Active	Drain system; inspect heating elements and replace as necessary; remove sediment from lower tank; check contactors and electrical connections; oil circulating pump	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Electrical Hot Water Heating Boiler (DW/SP)	Boiler #1 - Model #24CWB-2 - Serial #h22400	Active	Drain system; inspect heating elements and replace as necessary; remove sediment from lower tank; check contactors and electrical connections; oil circulating pump; pull and inspect strainers; perform visual inspection of expansion tank	Annually
Electrical Hot Water Heating Boiler (DW/SP)	Boiler #2- Model #24CWB-2 - Serial #H22101	Active	Drain system; inspect heating elements and replace as necessary; remove sediment from lower tank; check contactors and electrical connections; oil circulating pump; pull and inspect strainers; perform visual inspection of expansion tank	Annually
Hydronic Hot Water Heating Circulating Pump (DW/SP)	Hydronic Hot Water Heating Circulating Pump Model#333 Serial#2839914	Active	Grease motor bearings; clean casings; check motor ampage and voltage; inspect alignment of motor couplings; check and tighten wire connections; perform visual inspection of expansion tank; check for leaks, cracks, sight glass, and corrosion/rust, etc.	Annually
Fan Coil Units (HVAC)	1st Floor - (total quantity - 2) - units - size: 7 3/4 x 25 3/4 x 1	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Fan Coil Units (HVAC)	2nd Floor - total quantity - 43 units	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually
Fan Coil Units (HVAC)	3rd Floor - total quantity - 73 units	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually
Fan Coil Units (HVAC)	4th Floor - total quantity - 72 units	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually
Fan Coil Units (HVAC)	5th Floor - total quantity - 71 units	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually
Fan Coil Units (HVAC)	6th Floor - total quantity - 73 units	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually
Fan Coil Units (HVAC)	7th Floor - total quantity - 74 units	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Fan Coil Units (HVAC)	8th Floor - total quantity - 73 units	Active	Change filters; clean condensate drain pan; oil motors as needed; clean coil; clean motor casing; vacuum entire fan coil unit area	Annually
Smoke Purge Fans (Elec)	Fan #22- Model #1234 Serial#567	Active	Inspect belts for wear and cracks and replace as needed; grease bearings	Annually
Smoke Purge Fans (Elec)	Fan #23- Model #1234 Serial#568	Active	Inspect belts for wear and cracks and replace as needed; grease bearings	Annually
Smoke Purge Fans (Elec)	Fan #24- Model #1234 Serial#569	Active	Inspect belts for wear and cracks and replace as needed; grease bearings	Annually
Smoke Purge Fans (Elec)	Fan #25- Model #1234 Serial#570	Active	Inspect belts for wear and cracks and replace as needed; grease bearings	Annually
Smoke Purge Fans (Elec)	Fan #26- Model #1234 Serial#571	Active	Inspect belts for wear and cracks and replace as needed; grease bearings	Annually
Air Handlers (HVAC)	Floor - B1 Model789 Serial#8910	Active	Change filters; inspect belts; grease bearings	Annually
Air Handlers (HVAC)	Floor - B1 Model789 Serial#8910	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)	Floor - B2 Model#456 Serial#1234	Active	Change filters; inspect belts; grease bearings	Annually
Air Handlers (HVAC)	Floor - B2 Model#456 Serial#1234	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)3	B1 - Fan Coil Model #1234 Serial 4567	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)5	B1 - Fan Coil Model #1234 Serial 4569	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)2	B-1 Model #39BA060D12 Serial #843222329	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)4	B-2 Model #39BA040B12 /Serial #8432223	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)1	B-2 Model #39A060D12/Serial #843222328	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)8	Loading Dock - Model#M- 398A040-D12 SERIAL#2584T21253	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)9	Loading Dock -Model 398D36/Serial #3484D21262	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)12	West Lobby - Model#398A040D12Serial#84 322233	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)13	West Lobby-Model #39ED39/Serial #3184T22854	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)18	East Lobby-Model #39ED11/Serial #2584T21269	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)16	East Lobby-Model #39ED17/Serial #2584T-21- 268	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)71	East Lobby -Model1111 Serial 78910	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)17	East Lobby-Model #39BA050D12/Serial #843222333	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)14	1st Floor - U Street Model #39ED39/Serial#2584T21265	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)15	1st Floor - U Street Model #39ED19/Serial I#2584T21267	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)23	2nd Floor - East - Model #39BA050D12/Serial # 843222339	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)24	2nd Floor - East Model #39BA060D12/Serial #843222340	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)25	2nd Floor - East Model #39BA060D12/Serial #843222341	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)72	2nd Floor - East Model #39ED17/Serial #2584T21292	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)26	2nd Floor - U Street Model #39BA050D12/Serial #BA843222343	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)27	2nd Floor - U Street Model #39B040D15/Serial #843222319	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)28	2nd Floor - U Street Model #39ED08/Serial #2584T21278	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)19	2nd Floor - West Model #39ED11/Serial #2584T- 21270	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)20	2nd Floor - West Model #39ED11/Serial #2584T 21271	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)21	2nd Floor - West Model #39BA050D12/Serial #843222 334	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)22	2nd Floor - West Model #39BA050D12/Serial #843222338	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)33	3rd Floor-East Model #39BA060D12/Serial #843222347	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)34	3rd Floor-East Model #28CU1216MB1056/Serial #2584T	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)36	3rd Floor - U Street Model #39BA060D12/Serial #843222354	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)35	3rd Floor-U Street Model #39BA060D12/Serial #843222750	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)31	3rd Floor - West Model #39BA050D12/Serial #843222335	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)30	3rd Floor - West Model #39ED11/Serial #2584T-21- 272	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)29	3rd Floor - West Model #39ED11Serial #2584T-21- 279	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)32	3rd Floor - West Model #39BA050D12/Serial #843222344	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)37	4th Floor - West Model #39ED11/Serial #2584T-21-280	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)38	4th Floor - West Model #39ED11/Serial #2584T-21-273	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)39	4th Floor - West Model #39BA050D12/Serial #843222336	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)40	4th Floor - West Model #39BA050D12/Serial #843222345	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)41	4th Floor- East Model #39BA060D12/Serial #843222348	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)42	4th Floor-East Model #39ED08/Serial #2584T21288	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)43	4th Floor - U Street Model #39ED08/Serial #843222351	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)44	4th Floor - U Street Model #39BA060D12/Serial #843222351	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)51	5th Floor - U Street Model #398A060D12/Serial #8432122352	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)49	5th Floor - East Model #39BA060D12/Serial #843222349	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)50	5th Floor - East Model #39ED08/Serial #2584T-21289	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)52	5th Floor - U Street Model #39BA06012/Serial 843222356	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)46	5th Floor - West Model #39ED011/Serial #2584T21274	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)48	5th Floor - West Model #39BA050D12/Serial #843222346	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)47	5th Floor -West Model # 39BA050D12/Serial #843222337	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)57	6th Floor - East Model #39BA060-D12/Serial #843222363	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)58	6th Floor - East Model #39BA060-D12/Serial #843222463	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)60	6th Floor - U Street Model #39BA060D12/Serial #843222357	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)53	6th Floor - West Model #39ED11/Serial #2584T21282	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)54	6th Floor - West Model #39ED11/Serial #2584T21275	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)55	6th Floor - West Model #39BA050D12/Serial #843222358	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)56	6th Floor - West Model #39BA050D12/Serial #843222359	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)60	6th floor-U Street Model #39BA060-D12/Serial #843222357	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)59	6th Floor-U Street Model #39BA060 D12/Serial #843252353	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)64	7th Floor - East Model #39BA030-D12/Serial #843222364	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)65	7th Floor - East Model #39BA060-D15/Serial #843022304	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)63	7th floor -West Model #39BA080D12/Serial# 843222360	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)61	7th floor -West Model #39ED11/Serial #2584T- 21290	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)62	7th Floor -West Model #39ED11/Serial #2584T- 21276	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)66	8th Floor - West Model #39ED08/Serial #2584T- 21291	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)68	8th Floor - West Model #39BA050D12/Serial #843222361	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)69	8th Floor - East Model #39BA030D12Serial #843022303	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually
Air Handlers (HVAC)70	8th Floor - East Model #39BA040D12/Serial #843022306	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Annually

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Safety Valve	PRV #1 Watts	Active	Inspect operations and check for leaks in valve.	Annually
Safety Valve	PRV #2 Watts	Active	Inspect operations and check for leaks in valve.	Annually
Safety Valve	PRV#3 Watts	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Annually
SUPERCHANGER/HEATEXCHANGER	SUPERCHANGER/HEATEXCHANGER Model#UX-496-HP-211Serial#P-29736-H	Active		Annually
Cooling Tower Condenser Water Circulating Pump (HVAC)	Weisman Pump #1 - Model#10L3-Serial #4567	Active	Grease motor bearings; clean casings; check motor ampage and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Bi-annually
Cooling Tower Condenser Water Circulating Pump (HVAC)	Weisman Pump #2- Model#10L3-Serial#4567	Active	Grease motor bearings; clean casings; check motor ampage and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Bi-annually
Generator	Caterpillar 3412; Serial # 81203327	Active	Visual inspection for oil leaks and proper battery charge	Monthly
Generator	Kohler- Serial 0731969- Model:350REOZD	Active	Visual inspection for oil leaks and proper battery charge	Monthly
Generator	Catapillar1234; Serial #81206103	Active	Visual inspection for oil leaks and proper battery charge	Monthly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Fire Pump (DW/SP)	ATS Fire Pump Seirl#385398-1-1Cat#C3B204-4	Active	Check electrical connections & ATS operation Inspected coupling ; grease bearings check gauge operation & connections for leaks.	Monthly
Air Compressor #3	Fire System B-2	Active	Check belts, change oil, wipe-down unit clean area & floor.	Monthly
Chem Feeder	Chem Feeder #1-PH	Active	Check pumping operation/Chemical levels to insure operations.	Monthly
Chem Feeder	Chem Feeder #2-PH	Active	Check pumping operation/Chemical levels to insure operations.	Monthly
Chem Feeder	Chem Feeder #3-PH	Active	Check pumping operation/Chemical levels to insure operations.	Monthly
Chill Water Circulating Pumps (HVAC)	Pump #3 -Model#572 - Serial #2831808	Active	Grease motor bearings; clean casings; check motor ampage and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Chill Water Circulating Pumps (HVAC)	Pump #4 - Model #572 -Serial #2817629	Active	Grease motor bearings; clean casings; check motor ampage and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Hydronic Hot Water Heating Circulating Pump (DW/SP)	Hydronic Hot Water Heating Circulating Pump Model#333 Serial#2839912	Active	Grease motor bearings; clean casings; check motor ampage and voltage; inspect alignment of motor couplings; check and tighten wire connections; perform visual inspection of expansion tank; check for leaks, cracks, sight glass, and corrosion/rust, etc.	Quarterly
Garage Ventilation Fans (HVAC)	Ventilation Fan #1	Active	Inspect motor; grease bearings; clean housing; inspect belts and change as needed	Quarterly
Garage Ventilation Fans (HVAC)	Ventilation Fan #2	Active	Inspect motor; grease bearings; clean housing; inspect belts and change as needed	Quarterly
Garage Ventilation Fans (HVAC)	Ventilation Fan #3	Active	Inspect motor; grease bearings; clean housing; inspect belts and change as needed	Quarterly
Garage Ventilation Fans (HVAC)	Ventilation Fan #4	Active	Inspect motor; grease bearings; clean housing; inspect belts and change as needed	Quarterly
Garage Ventilation Fans (HVAC)	Ventilation Fan #5	Active	Inspect motor; grease bearings; clean housing; inspect belts and change as needed	Quarterly
Garage Ventilation Fans (HVAC)	Ventilation Fan #6	Active	Inspect motor; grease bearings; clean housing; inspect belts and change as needed	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)3		Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)5		Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)2	B-1 Model #39BA060D12 Serial #843222329	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)4	B-2 Model #39BA040B12 /Serial #8432223	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)1	B-2 Model #39A060D12/Serial #843222328	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)8	Loading Dock - Model#M- 398A040-D12 SERIAL#2584T21253	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)9	Loading Dock -Model 398D36/Serial #3484D21262	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)12	West Lobby - Model#398A040D12Serial#84 322233	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)13	West Lobby-Model #39ED39/Serial #3184T22854	Active	Change filters; inspect belts; grease bearings	Quarterly
Return Fans F 17	West Lobby/Model #SQB-14- 15/Serial #773350	Active	Change filters; inspect belts; grease bearings	Quarterly
Return Fans F 16	West Lobby-Model #SQB-14- 15/Serial #773349	Active	Change filters; inspect belts; grease bearings	Quarterly
Return Fans F 15	West Lobby-Model #SQB-14- 15/Serial #773348	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)18	East Lobby-Model #39ED11/Serial #2584T21269	Active	Change filters; inspect belts; grease bearings	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)16	East Lobby-Model #39ED17/Serial #2584T-21-268	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)71	East Lobby -Model1111 Serial 78910	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)17	East Lobby-Model #39BA050D12/Serial #843222333	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)14	1st Floor - U Street Model #39ED39/Serial#2584T21265	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)15	1st Floor - U Street Model #39ED19/Serial #2584T21267	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)23	2nd Floor - East - Model #39BA050D12/Serial # 843222339	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)24	2nd Floor - East Model #39BA060D12/Serial #843222340	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)25	2nd Floor - East Model #39BA060D12/Serial #843222341	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)72	2nd Floor - East Model #39ED17/Serial #2584T21292	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)26	2nd Floor - U Street Model #39BA050D12/Serial #843222343	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)27	2nd Floor - U Street Model #39B040D15/Serial #843222319	Active	Change filters; inspect belts; grease bearings	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)28	2nd Floor - U Street Model #39ED08/Serial #2584T21278	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)19	2nd Floor - West Model #39ED11/Serial #2584T- 21270	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)20	2nd Floor - West Model #39ED11/Serial #2584T21271	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)21	2nd Floor - West Model #39BA050D12/Serial #843222 334	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)22	2nd Floor - West Model #39BA050D12/Serial #843222338	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)33	3rd Floor-East Model #39BA060D12/Serial #843222347	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)34	3rd Floor-East Model #28CU1216MB1056/Serial #2584T	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)36	3rd Floor - U Street Model #39BA060D12/Serial #843222354	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)35	3rd Floor-U Street Model #39BA060D12/Serial #843222750	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)31	3rd Floor - West Model #39BA050D12/Serial #843222335	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)30	3rd Floor - West Model #39ED11/Serial #2584T-21- 272	Active	Change filters; inspect belts; grease bearings	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)29	3rd Floor - West Model #39ED11Serial #2584T-21-279	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)32	3rd Floor - West Model #39BA050D12/Serial #843222344	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)37	4th Floor - West Model #39ED11/Serial #2584T-21-280	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)38	4th Floor - West Model #39ED11/Serial #2584T-21-273	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)39	4th Floor - West Model #39BA050D12/Serial #843222336	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)40	4th Floor - West Model #39BA050D12/Serial #843222345	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)41	4th Floor- East Model #39BA060D12/Serial #843222348	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)42	4th Floor-East Model #39ED08/Serial #2584T21288	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)43	4th Floor - U Street Model #39ED08/Serial #843222351	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)44	4th Floor - U Street Model #39BA060D12/Serial #843222351	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)51	5th Floor - U Street Model #398A060D12/Serial #8432122352	Active	Change filters; inspect belts; grease bearings	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)49	5th Floor - East Model #39BA060D12/Serial #843222349	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)50	5th Floor - East Model #39ED08/Serial #2584T- 21289	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)52	5th Floor - U Street Model #39BA060D12/Serial #843222356	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)46	5th Floor - West Model #39ED011/Serial #2584T21274	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)48	5th Floor - West Model #39BA050D12/Serial #843222346	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)47	5th Floor -West Model # 39BA050D12/Serial #843222337	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)57	6th Floor - East Model #39BA060-D12/Serial #843222363	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)58	6th Floor - East Model #39BA060-D12/Serial #843222463	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)60	6th Floor - U Street Model #39BA060D12/Serial #843222357	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)53	6th Floor - West Model #39ED11/Serial #2584T21282	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)54	6th Floor - West Model #39ED11/Serial #2584T21275	Active	Change filters; inspect belts; grease bearings	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)55	6th Floor - West Model #39BA050D12/Serial#843222 358	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)56	6th Floor - West Model #39BA050D12/Serial #843222359	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)60	6th floor-U Street Model #39BA060-D12/Serial #843222357	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)59	6th Floor-U Street Model #39BA060 D12/Serial #843252353	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)64	7th Floor - East Model #39BA030-D12/Serial #843222364	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)65	7th Floor - East Model #39BA060-D15/Serial #843022304	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)63	7th floor -West Model #39BA080D12/Serial# 843222360	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)61	7th floor -West Model #39ED11/Serial #2584T- 21290	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)62	7th Floor -West Model #39ED11/Serial #2584T- 21276	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)66	8th Floor - West Model #39ED08/Serial #2584T- 21291	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)67	8th Floor - West Model #39ED11/Serial #2584T- 21277	Active	Change filters; inspect belts; grease bearings	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handlers (HVAC)67	8th Floor - West Model #39ED11/Serial #2584T- 21277	Active	Annually - pull and inspect hot and chill water strainers; acid clean coils	Quarterly
Air Handlers (HVAC)68	8th Floor - West Model #39BA050D12/Serial #843222361	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)69	8th Floor - East Model #39BA030D12Serial #843022303	Active	Change filters; inspect belts; grease bearings	Quarterly
Air Handlers (HVAC)70	8th Floor - East Model #39BA040D12/Serial #843022306	Active	Change filters; inspect belts; grease bearings	Quarterly
Booster Pump	Booster Pump #1 Model#PVH213TTDR83CNL	Active	Check for leaks grease, amp out phases.	Quarterly
Booster Pump	Booster Pump #2 Model#PVH213TTDR83CNL	Active	Check for leaks grease, amp out phases.	Quarterly
Motor	Lincoln Serial# 3732096 Condenser (1)	Active	Inspected coupling ; grease bearings check gauge operation & connections for leaks.	Quarterly
Motor	Lincoln Serial # 2802530 Condenser (2)	Active	Clean coil and unit area of trash, check electrical connections.	Quarterly
Duct Heater	Duct Heater AHU-1	Active	Inspect belts; grease bearings amp motor, clean area.	Quarterly
Tank	Expansion Tank #1-PH	Active	Check proper levels in site glass and adjust level should be half of site glass.	Quarterly
Tank	Expansion Tank #2-PH	Active	Check proper levels in site glass and adjust level should be half of site glass.	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Tank	Expansion Tank #3-PH	Active	Inspect unit, blow down & check operation/ corresponding temperatures	Quarterly
Tank	HW Storage Tank	Active	Inspect unit, blow down & check operation/ corresponding temperatures	Quarterly
Motor	Lincoln Motor-PH Seirl#2817629 Pump (3)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Cooling System Circulation Pump	Weisman Pump #3-PH Model# 345Seirl 4567 Pump (3)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Motor	Lincoln#4 Motor -PH Seirl#2831808 Pump (4)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Cooling System Circulation Pump	Weisman Pump #3-PH Model# 345 Serial #4567 Pump (4)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Motor	Lincoln #5 Motor-PH Seirl#2839914 Pump (5)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Hydronic Hot Water Heating Circulating Pump (DW/SP)	Weisman Pump #3-PH Model# 345 Serial #4567 Pump (5)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Motor	Lincoln #6 Motor=PHSeirl#2839912 Pump (6)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Hydronic Hot Water Heating Circulating Pump (DW/SP)	Weisman Pump #3-PH Model# 345 Serial #4567 Pump (6)	Active	Grease motor bearings; clean casings; check motor amp age and voltage; inspect alignment of motor couplings; check and tighten wire connections; inspect motor starter	Quarterly
Air Compressor #1	PH Level Ingersollrand Seirl#01006013	Active	Check belts, change oil, wipe-down unit clean area & floor.	Semi-Annual
Air Compressor #2	PH Level Ingersollrand Seirl#874090	Active	Check belts, change oil, wipe-down unit clean area & floor.	Semi-Annual

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Drier	Air Drier	Active	Clean coil and unit area of trash, check electrical connections.	Semi-Annual
Air Separator #2-PH	Air Separator #2-PH	Active	Check operation of Air separator, (venting system)	Semi-Annual
Air Separator #1-PH	Air Separator #1-PH	Active	Check operation of Air separator, (venting system)	Semi-Annual
Dr1er Cooler	Dryer Cooler #1	Active	Clean coil and unit area of trash, check electrical connections.	Semi-Annual
Drier Cooler	Dryer Cooler #2	Active	Clean coil and unit area of trash, check electrical connections.	Semi-Annual
Drier Cooler	Dryer Cooler #3	Active	Clean coil and unit area of trash, check electrical connections.	Semi-Annual
Drier Cooler	Dryer Cooler #4	Active	Clean coil and unit area of trash, check electrical connections.	Semi-Annual
Drier Cooler	Dryer Cooler #5	Active	Clean coil and unit area of trash, check electrical connections.	Semi-Annual
Drier Cooler	Dryer Cooler #6	Active	Clean coil and unit area of trash, check electrical connections.	Semi-Annual
Hot Water Unit Heater	HW Unit Heater #1-PH Domestic	Active	Check operation & change filters to dry cooler, and core filter.	Semi-Annual
Pneumatic Control	Johnson Control	Active	Inspect operations and check for leaks in valve.	Semi-Annual

REEVES CENTER EQUIPMENT AND INVENTORY LIST

Air Handling System (1)	YORK Model#BA0061345.00X07860 4CB0165032X024R024LC502 C5-7.00ANA99ES Serial DHLM- 22010B	Active	Have Chemical company acid clean coils.	Semi-Annual
Air Handling System (2)	YORK Model#BA0061345.00X07860 4CB0165032X024R024LC502 C5-7.00ANA99ES Serial DHLM- 22010B	Active	Have Chemical company acid clean coils.	Semi-Annual

DOES EQUIPMENT AND INVENTORY LIST

Building Plumbing Information

Domestic Service	4" Diameter
Fire Service	8" Diameter

Building HVAC Information

Cooling Towers	CT-1 560 gpm, CT-2 560 gpm, CT-3 450 gpm
Heat Exchangers	HT-1 @ 1110 gpm, HT-2 @ 375 gpm
Fuel Oil Tank	500 gallons above ground tank - PI Parking Garage level
Centrifugal Chillers	CH-1 and CH-2 @ 260 tons each
Packaged AC Units	PAC-1 & PAC-2 @ 20 tons each
Heat Recovery Unit (HRU)	

Building Electrical Information

Incoming Service	4,000 amp and 3,000 amp dual service (4) 5" Dia. Conduit Ductbank — 2 active, 2 spare
Generator	500 KW 500 KVA
	Fuel - #2 fuel oil (500 Gallon Tank, Located on PI Garage Level)

Building Elevator Information

Electrical Geared Traction	Elevator #1 — Capacity 3500 lbs. Elevator #2 — Capacity 3500 lbs. Elevator #3 — Capacity 3500 lbs. Elevator #4 — Capacity 3500 lbs. Elevator #5 — Capacity 3500 lbs. Elevator #6 — Capacity 3500 lbs.
Hydraulic	Elevator #7 — Garage to 1 st Floor — Capacity 3500 lbs.

Building Life Safety Information

Automatic Dialer	(202) 727-9256
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Building Parking Information

WMATA Parking	107 Spaces
P2 Parking Garage	11 Spaces
P1 Parking Garage	78 Spaces

Building Specialty Items Information

Green Roof	24,000 sq. ft., Plant Material: Sedum
District Key Cabinet	Security Office or DRES Building Manager's Office
Main Foyer Ceiling	For re-lamping purposes the main foyer ceiling is approximately 25 feet in height.

Building Area Calculations Information

P2 Parking Garage	5720 square feet, 11 Spaces
P1 Parking Garage	46448 square feet, 89 Spaces
Floor 1, Office and Retail	43567 square feet
Floor 2, Office	43960 square feet
Floor 3, Office	46391 square feet
Floor 4, Office	46502 square feet
Floor 5, Office	46613 square feet

Warranty Agreements Information

In addition to requirements written in Section C.3.63.1, the Contractor shall avoid actions, which would invalidate a warranty, unless it was brought to the attention of the COTR, and written direction to proceed irrespective of the warranty consequences was provided by the COTR. The Facility being newly constructed, most equipment and systems are covered under manufacture warranties. The Offeror shall review the information below and take this information into consideration when preparing and submitting their bid. Therefore, the systems and equipment covered under may negate the need(s) for maintenance and repair services and will require a deduction in the contract price for the specific subcontractor fees for maintenance or repair of the following equipment and or systems:

Specification/ Section	Description	Warranty Period	Spare Parts
02240	Dewatering	N/A	N/A
06400	Architectural Woodwork		N/A
07130	Sheet Membrane Waterproofing		N/A
07165	Cementitious Waterproofing	Not less than 10 years from acceptance	N/A
07166	Crystalline Waterproofing	Minimum of 2 years	N/A
07620	Sheet Metal Flashing and Trim		N/A
07840	Firestopping		N/A
10100	Visual Display Boards		N/A
10650	Folding Panel Partitions	2 years	N/A
11450	Residential Appliances		N/A
12481	Foot Grilles	2 years	N/A
15170	Variable Speed Pumping System	24 months after shipment or 18 months after start-up	N/A
15365	Fire Detection and FM-2--	No less than 1 year	N/A
15780	Unitary Air Conditioning	5-year compressor parts	
16200	Emergency Generator Set	5-years for 1,500 hours of	Avail.
16423	Switchboards	5-year for authorized repair	
16721	Fire Alarm System	Controls equipment — 3-years, materials, installation	
16770	Public Address System		N/A

However, the Contractor shall have primary responsibility for warranty management. The Contractor may assume compliance with warranties for purposes of assessing the Contractor's costs and risks under this Contract, assuming the Contractor is diligent in managing warranties and reporting nonperformance to the COTR.

ATTACHMENT J.11

Subcontracting Plan

Available at www.ocp.dc.gov click on "Solicitation Attachments"

SUBCONTRACTING PLAN

PRIME CONTRACTOR INFORMATION:	
Company: _____ Street Address: _____ City & Zip Code: : _____ Phone Number: _____ Fax: _____ Email Address: _____	Solicitation Number: _____ Contractor's Tax ID Number: _____ Caption of Plan: _____ _____ _____
Project Name: _____ Address: _____ _____ Project Descriptions: _____ _____ _____	Duration of the Plan: From _____ to _____ Total Prime Contract Value: \$ _____ Amount of Contract (excluding the cost of materials, goods, supplies and equipment) \$ _____ Amount of all Subcontracts: \$ _____ LSDBE Total: \$ _____ equals _____ % <div style="display: flex; justify-content: space-around; width: 100%;"> LSDBE Subcontract Value Percentage Set Aside </div>

(List each subcontractor at any tier that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier : _____ 1st, 2nd, 3rd LSDBE Certification Number: _____ Certification Status: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">SBE:</td> <td style="padding: 2px;">LBE:</td> <td style="padding: 2px;">DBE:</td> <td style="padding: 2px;">DZE:</td> <td style="padding: 2px;">ROB:</td> <td style="padding: 2px;">LRB:</td> </tr> </table> (check all that apply)			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ Name (Print) Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					

CERTIFICATIONS

The prime contractor shall attach a **notarized** statement including the following:

- a. A **description of the efforts** the prime contractor will make to ensure that LBEs, DBEs, ROB, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;
- b. In all subcontracts that offer **further subcontracting opportunities**, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- c. **Assurances** that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of **compliance** by the prime contractor with the subcontracting plan;
- d. Listing of the type of **records** the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and
- e. A description of the prime contractor's recent **efforts to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROB, and to award subcontracts to them.**

PERSON PREPARING THE SUBCONTRACTING PLAN:	
Name: _____ (Print) Telephone Number: () _____ - _____ Fax Number: () _____ - _____ Email Address: _____	Signature: _____ Title: _____ Date: _____

FOR CONTRACTING OFFICER USE ONLY

Date Plan Received by Contracting Officer: _____		
Report: <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable	Contract Number: _____	
_____ Name & Title of Contracting Officer	_____ Signature	_____ Date

(List each subcontractor that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier: : _____ <small>1st, 2nd, 3rd</small> LSDBE Certification Number: _____ Certification Status: (check all that apply) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>SBE:</td> <td>LBE:</td> <td>DBE:</td> <td>DZE:</td> <td>ROB:</td> <td>LRB:</td> </tr> </table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ <small>Name (Print)</small> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					
SUBCONTRACTOR INFORMATION:										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
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SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					

ATTACHMENT J.12

Past Performance Evaluation

PAST PERFORMANCE EVALUATION FORM
(Check appropriate box)

OFFEROR _____

Performance Elements	Excellent	Good	Acceptable	Poor	Unacceptable
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name and Title of Evaluator: _____
2. Signature of Evaluator: _____
3. Name of Organization: _____
4. Telephone Number of Evaluator: _____
E-mail address of Evaluator: _____
5. State type of service received: _____
6. State Contract Number, Amount and Period of Performance _____

7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

Please submit completed evaluation to elouise.fripp@dc.gov

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4 (Excellent), or ++ (Plus). Use the following instructions as a guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective small/disadvantaged business Subcontracting program
0. Zero	Nonconformances are comprised of the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/service/administrative issues is not effective and responsive.
1, Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/service/administrative issues is marginally effective and responsive.
2. Poor	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquiries, technical/service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			