

**PERFORMANCE REQUIREMENTS SUMMARY**  
**Fire Station 2 HVAC Renovation**  
**Ranee Perricone**

1. **Performance Requirements Summary (PRS).** The rights of the Government and remedies described in this PRS are in addition to other rights and remedies set forth in the contract. The PRS table lists the Required Services (RS), the standard of performance by which the Government will measure contractor performance, the allowable degree of deviation from perfect performance. The primary surveillance methods the Government will use to evaluate the Contractor’s performance in meeting the contract requirements, and the method which will be used to determine the amount of deduction from the maximum payment.

2. **Surveillance Methods.** The primary method of surveillance the Government will use to evaluate the Contractor’s performance is provided in the PRS table. The Government is not restricted to using only the methods shown; rather, the Government may supplement and/or modify the primary surveillance methods and frequency of inspections as it deemed necessary. The methods of surveillance used will include, but are not limited to the following:

a. **100% Inspection.** An evaluation method that requires complete inspection of every parking area/lot and/or location.

b. **Spot Check Inspection.** An evaluation method where less than 100% is inspected, the COR may drive around spot checking areas/lots parked, asking questions to parking attendant and/or supervisors on their duties/responsibilities, and verify the number/percentage of vehicles reported to be parked against actual number or percentage of vehicles in a particular area/lot.

c. **Customer Comments.** Customer comments constitute a surveillance method based on customer awareness and satisfaction, and is mainly used to supplement other surveillance methods. Customers familiar with contract requirements notify the Government when there is a case of observed poor performance or non-performance. Upon notification, the Government investigates the report and, if valid, documents the performance problem, notifies the Contractor and the COR.

3. **Contractor Self-Reporting.** The Contractor will provide the COR with a weekly, or as often as necessary, update via email or phone contact to the COR on coordination, plans and overall progress being made to meet the documented objectives as outlined in this PWS.

**PRS TABLE**

<b>Specific Task</b>	<b>Acceptable Level of Performance (ALP)</b>	<b>Surveillance Method</b>	<b>Deduct</b>
Comply with Contract Documents Requirements and/or Procedures	Contractor completes all requirements	QASP Q/A	Inspection/Acceptance

<b>Specific Task</b>	<b>ALP</b>	<b>Surveillance Method</b>	<b>Deduct</b>
Comply with Drawings Provided Requirements and/or Procedures	Contractor completes all requirements	QASP Q/A, Spot Check and/or Customer Comments	Inspection/Acceptance
Comply with Specifications Provided Requirements and/or Procedures	Contractor completes all requirements	QASP Q/A, Submittal Approval	Inspection/Acceptance
Host and provide meeting minutes for weekly meetings and meetings as requested Requirements and/or Procedures	Contractor provides invites, agendas, regular updates, schedule updates, and meeting minutes summarizing all discussions to COR and other DPW staff.	100%	Inspection/Acceptance
Safety Requirements and/or Procedures	Contractor provides and emplaces easily visible safety signage and equipment for employees to complete all required tasks.	All three methods will be used	Inspection/Acceptance
<b>Specific Task</b>	<b>ALP</b>	<b>Surveillance Method</b>	<b>Deduct</b>
Communications	Contractor provides and maintains immediate and consistent communications	100% and/or Spot Check	Inspection/Acceptance
Communications	Contractor provides COR a written notice prior to any requirements from the DOD such as extended work hours, close in inspections, ext.	100%	Inspection/Acceptance
Personnel Uniform	Contractor provides all personnel with safety equipment, identifying shirts, and equipment.	100% and/or Spot Check	Inspection/Acceptance
Required Equipment	Contractor personnel possess all required equipment when on site.	100% and/or Spot Check	Inspection/Acceptance
Security Requirements	Contractor employees comply with installation access and local security policies/procedures as directed by the COR	100% and/or Spot Check	Inspection/Acceptance