

PREWORK CONFERENCE AGENDA  
FOR PURCHASE ORDER No. DACW27-02-P-0005  
CAVE RUN LAKE, MOREHEAD, KY

Prewrite Conference with A-1 Lawn Service, Contractor for the Mowing, Maintenance, Cleaning and Herbicide Spraying Services at Cave Run Lake.

Prewrite Conference Held: 11 February 2002

TOPICS TO BE DISCUSSED:

- I. Prewrite Conference Purposes, Introductions, Etc.:
  - A. Introductions
  - B. Purpose of Prewrite Conference
  - C. Exchange of addresses and telephone numbers.
  
- II. Responsibilities/Authorities of Corps Personnel and Correspondence:
  - A. Contracting Officer
  - B. Contracting Officer's Representatives
  - C. Inspectors
  - D. Correspondence to the Corps concerning the Contract
  
- III. Administrative Discussions:
  - A. Authorities Designated by Contractor to Employees:
    1. Who to notify when unscheduled services are needed?
    2. Who to notify in the event of unacceptable work?
    3. Who will be responsible for Quality Control?
    4. Who will have authority to sign invoices?
    5. Notification of changes to the above.
  - B. General Contractor Responsibilities:
    1. Planning, programming, management, supervision, QA inspections, safety and recordkeeping.
    2. Licenses, permits and certifications.
    3. Employee training.
    4. Provide sufficient, trained manpower to get the job done within allotted times and in accordance with specifications.
    5. Maintain performance bond & insurance throughout term of P.O. and any extensions.
  - C. Other Administrative Items:
    1. Estimated contract quantities.
    2. Submitting invoices for payment & contents of invoices.
    3. Government payments.
    4. Unit price reductions for unforeseen conditions.
  - D. Contractor Submissions:
    1. Accident Prevention Plan
    2. Job Hazard Analyses (& MSDSs if required)
    3. Certificate/Proof of Insurance
    4. ROPS Certification (prior to beginning mowing services)
    5. List of Employees Certified to administer First Aid/CPR.

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- D. Contractor Submissions (Continued):
  - 6. Performance Bond Verification.
  - 7. Commercial Pesticide Applicator's Certification/License (Category 3) prior to performing any herbicide spraying services.
  - 8. Quality Control Plan
- E. Contractor Q.C. & Govt. Q.A.
  - 1. Unsatisfactory performance.
  - 2. Notification/communication
  - 3. Deductions and correction of deficiencies.
  - 4. Performance evaluation meetings.

IV. General Requirements:

- A. Appearance
- B. Lost and Found Articles
- C. Property Damage
- D. Work Delays
- E. Storage of Equipment & Supplies
- F. Rules and Regulations (Title 36)
- G. Employee Dismissals
- H. Security
  - 1. Keys
  - 2. Access Control
- I. Environmental
  - 1. Contractor compliance with laws/regulations
  - 2. Hazardous/toxic substances
  - 3. Refuse hauling, dumping and disposal

V. Safety:

- A. EM385-1-1 & OSHA Regulations
- B. Stopping work for safety violations
- C. Accident Reporting
- D. Employee Safety and training
- E. Safety meetings and records
- F. Employee needs:
  - 1. Water, rest periods, weather considerations, etc.
  - 2. Personal protective equipment and apparel.
    - a. Protective Footwear.
    - b. Hearing protection.
    - c. Clothing.
    - d. Respirators.
    - e. Eye protection.
    - f. Gloves.
    - g. Protective headgear.

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F. Employee needs (Continued):

3. Information about obtaining medical assistance and locations of medical facilities.

4. First Aid/CPR training.
5. Recognition of employees' physical condition.
6. MSDSs available to all employees.

G. Safety of Public and others.

H. Other Safety Items to Discuss:

1. Seat belt use.
2. Rollover Protection on all riding mower equipment.
3. Maintenance of Equipment.
4. Storage of Fuels and other flammable materials.
5. Housekeeping.
6. Safety guards on equipment.
7. Poisonous plants and stinging insects.
8. Condition of equipment and inspections of equipment.
9. First aid kits.
10. Fire extinguishers.
11. Refueling procedures and fire prevention.
12. Warning devices on equipment and the use of warning signs along roadways.
13. Passengers.
14. Hand and power tools.
15. Prohibitions - alcohol and controlled substances

VI. Specifications for Contracted Services:

A. Mowing Services:

1. Notifications to begin mowing
2. Finished Grass mowing heights
3. Explanation of Mowing Areas "A", "B" and "C".
4. Trimming and warning about using trimming devices around small trees.
5. Days and hours of mowing.
6. Responsibility for damages.
7. Picking up litter from grounds before mowing.
8. Clippings.
9. Weekend or Holiday mowing approval.
10. Riprap transition zone trimming.
11. Trees/saplings growing on dam, berm and emergency spillway.
12. Completion of time limits and breakdowns.
13. Review site maps and designated mowing areas.

B. Maintenance Services:

1. Beginning scheduled maintenance services.
2. Unscheduled maintenance services.

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- B. Maintenance Services (Continued)
  - 3. Services to be performed between 7:00 a.m. and 01:00 p.m. (during winter months, do not begin until daylight).
  - 4. Discuss services to be provided at each site.
  - 5. Additional services specific to individual sites.
  - 6. Maps & areas designated for maintenance services.
- C. Cleaning Services:
  - 1. Types of cleaning services:
    - a. Lake office/maint. shop cleanings
    - b. Tailwater & High Bank restroom cleaning services.
    - c. Portable restroom cleaning services.
  - 2. Beginning scheduled cleaning services.
  - 3. Unscheduled cleaning services.
  - 4. Completion of service time limits.
  - 5. Project Office/Maintenance Shop Cleaning Services:
    - a. Levels I, II, III
  - 6. Tailwater restroom cleaning services.
  - 7. Portable restroom cleaning services.
  - 8. High Bank restroom cleaning services.
- D. Herbicide Spraying Services:
  - 1. Notices to begin.
  - 2. Completion of time limits.
  - 3. Precautions (wind, drift, water, etc.)
  - 4. 100% kill requirement.
  - 5. Water for mixed solutions.
  - 6. Spraying in accordance with manufacturer's recommendations and laws.
  - 7. MSDSs
  - 8. Licensed "commercial" applicator.
  - 9. Safety equipment/apparel/washing facilities.
  - 10. Damage to vegetation outside spraying area.
  - 11. General requirements for spraying work.
    - a. Inspection of herbicide spraying work - after mfg. recommended response time.
    - b. Cutting dead vegetation after kill.
    - c. Uprooting in lieu of spraying.
    - d. Requirements for payment:
      - (1) 100% kill.
      - (2) stubble cut.
    - e. Pesticide application records/reports.
    - f. Approval of herbicides prior to application.
  - 12. Precautions around water and turf areas.
  - 13. Precautions around sewage treatment plant.
  - 14. Maps and Areas to be sprayed.
  - 15. Washing spraying equipment.

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VII. Discussion about Contract Clauses

A. Emphasis items:

1. 52.203-3 Gratuities
2. 52.212-4 Contract Terms & Conditions
  - a. Inspections/Acceptance
  - b. Assignment
  - c. Changes
  - d. Disputes
  - e. Excusable Delays
  - f. Invoices
  - g. Payment
  - h. Risk of Loss
3. 52-212-5 Contract Terms & Conditions (pg. 86)
4. 52.216-1 Type of Contract
5. 52.217-8 Option to Extend Services
6. 52-217-9 Option to Extend Term of the Contract
7. 52.222-1 Notice to Govt. of Labor Disputes
8. 52.222-4 Contract Work Hours...
9. 52.222-42 Statement of Equivalent Rates for Federal Hires
10. 52.222-43 Fair Labor Standards Act and Service Contract Act – Price

Adjustment (Multiple and Option Year Contracts)

11. 52.223-5 Pollution Prevention & Right to Know information
12. 52.223-6 Drug-Free Workplace
13. 52.228-5 & LCL 0228-003 Insurance
14. 52.228-16 Performance and Payment Bonds
15. 52.232-34 Payment by Electronic Funds Transfer
16. 52.232-5001 Continuing Contracts
17. 52.236-13 Accident Prevention
18. 52.237-2 Protection of Government Buildings, Equipment and

Vegetation

19. 52.237-3 Continuity of Services
20. 52.243-1 Changes – Fixed price
21. 52.246-4 Inspection of Services – Fixed Price
22. 252.201-7000 Contracting Officer's Representative
23. 252.204-7004 Required CCR & Annual renewal
24. LCL 0201-002 Correspondence
25. LCL 0201-003 Direction
26. LCL 0217-001 Extension of Option with Regard to wage Rates
27. LCL 0246-103 Notice to Govt. of Delays

VIII. Visit sites where work will be performed - If requested by Contractor.

IX. Question and Answer Session.

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X. Conclusion of Prewrite Conference.

I, the Undersigned, do hereby acknowledge that the above listed topics were discussed in my presence during the 11 February 2002 Prewrite Conference for Purchase Order No. DACW27-02-P-0005

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Signature  
Representing A-1 Lawn Service

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Date

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Signature  
Representing A-1 Lawn Service

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Date