
9.0 Property Management Plan

9.0.01 EEG's goal is to ensure that assigned personnel have the correct, workable equipment to efficiently accomplish the job assignment while managing the property in accordance with FAR Part 45.5 and its supplements. To maximize the use of resources, it is imperative that proper inventories are maintained of equipment items that are on hand, the locations of the items, and the working condition of each item.

9.0.02 All government-furnished property (GFP) and contractor-acquired property (CAP) is acquired only if contractually authorized. Title to all property purchased under cost-reimbursable tasks will be vested to the government immediately upon receipt or reimbursement, whichever occurs first. Written approval from the contracting officer is to be obtained prior to the acquisition of any items that are not clearly and explicitly authorized for acquisition in the terms of the contract.

9.0.03 This plan describes the procedures that EEG will use to maintain accountability of its equipment and any GFP used during the field activities in accordance with FAR Part 45.5 and DID MR-005-09.

9.1 Responsibilities for Government Property

9.1.1 Project Manager

The project manager ensures compliance with the EEG property management system by all site personnel who use GFP in support of this task order. He will direct the site manager in all aspects of the property management system and has ultimate authority and responsibility to control, maintain, protect, and preserve GFP in the possession of EEG on this project. The project manager will report any loss, damage, or destruction to the EEG property system manager. He will ensure that each item of GFP is specifically identified in the contract and that any changes in government property are reflected in formal modification to the contracting officer. The project manager will ensure that equipment is used only on the contract for which it is authorized and in accordance with the terms of the contract.

9.1.2 Site Manager

The site manager will be responsible for receiving, marking or tagging, and logging property received directly on site. He will track location, use, and condition of equipment distributed on

site and assign equipment to personnel. He will make sure that employees have adequate training for the use of equipment. He will also ensure that the equipment assigned to the site is maintained and calibrated by qualified personnel.

9.1.3 Property System Manager

The EEG property system manager monitors compliance with EEG’s property management system. She implements and enforces the property management system for all of EEG’s government contracts and is familiar with the contract requirements. She ensures compliance with contract terms, modifications, and other contract administration requirements, and serves as EEG’s primary point of coordination with the government property administrator regarding the guidelines set forth in EEG’s property management system as they apply to this task order. She marks and tags property received in the EEG office, enters property data into the corporate property tracking database, and coordinates periodic property inventories. She submits required reports to the government property administrator.

9.1.4 Equipment Users

Equipment users will be responsible for the security, condition, proper usage, calibration, and maintenance (before, during, and after use) of equipment.

9.2 Description and Quantity of Materials To Be Used

9.2.1 Field Equipment

9.2.1.01 A preliminary list of field equipment to be used on this project is included in **Table 9-1**.

Table 9-1. Field Equipment

Category	Units	Estimated Cost	Quantity			
			Task 4a Mob / Demob	Task 4b Cerro Balcon	Task 4c Isla Culebrita	Task 4d Other Cays
Suzuki Jeep	Each per week	\$280.00	1	21.3	80.4	28.8
Trooper / Week	Each per week	\$385.00	2	14.2	26.8	14.4
Drum lifter	Each	\$191.53	1			
Backhoe	Day	\$75.00	2	11	1	2
Water truck	Day	\$75.00		8		

Category	Units	Estimated Cost	Quantity			
			Task 4a Mob / Demob	Task 4b Cerro Balcon	Task 4c Isla Culebrita	Task 4d Other Cays
Boat with pilot	Day	\$360.00			122	69
Storage / shipping container	Day	\$4,500.00	1			
Centrifugal water pump	Day	\$53.00	1	8	27	20
Scales	Each	\$ 65.00	4			
Demo kit	Per month	\$20.00		1.6	6.2	3.3
Ex. day box (24 X 18 X 12)	Each	\$522.37	1			
Explosives delivery (boat)	Day	\$500.00		1	2	1
Magazine (delivered)	Lump sum	\$3,500.00	1			
Magazine fence (25' X 25' installed)	Lump sum	\$2,500.00	2			
Excavating tools	Lump sum	\$450.00	1			
Tremble XRS GPS	Month	\$1,000.00		1.6	6.2	3.3
GPS dual phase receiver – Base	Month	\$1,395.00		1.6	6.2	3.3
Bullhorn	Each	\$165.00	1			
Cell phones (2000 min)	Per month	\$350.00	0.25	1.6	6.2	3.3
Marine radio (2)	Per month	\$30.00		1.6	6.2	3.3
Radio system (6)	Per month	\$30.00	1	1.6	6.2	3.3
Video camera / still	Month	\$50.00		1.6	6.2	3.3
White's / Schonstedt (4 units)	Week (ea)	\$60.00		7.1	26.8	14.4
Porta John	Month	\$125.00		1.6		
Weed eaters (4)	Each	\$781.00	4			
Chain saw	Each	\$350.00	1			
Safety cans – gas	Each	\$65.00	3			
Machetes	Each	\$30.00	6			
Tires	Each	\$35.00	4			
Noisemeter / Dosimeter	Lump sum	\$856.54	1			

9.2.1.02 EEG will supply one magazine with a cap box for storage of explosives.

9.2.2 Office Equipment

A preliminary list of office equipment to be used during the course of this project is provided in **Table 9-2**.

Table 9-2. Office Equipment

Category	Units	Estimated Cost	Quantity			
			Task 4a Mob / Demob	Task 4b Cerro Balcon	Task 4c Isla Culebrita	Task 4d Other Cays
Cell phones (2,000 min)	Per month	\$350.00	0.25	1.6	6.2	3.3
Laptop	Per month	\$80.00	0.25	1.6	6.2	3.3
Office rental	Each per week	\$150.00	1	7.1	26.8	14.4
Copy / fax / printer machine	Lump sum	\$250.00	1			
File cabinet	Lump sum	\$856.54	1			
Furniture (desks, tables, chairs)	Lump sum	\$300.00	1			

9.2.3 Consumable Supplies

A preliminary list of consumable supplies to be used on this project is presented in **Table 9-3**.

Table 9-3. Consumable Supplies

Category	Units	Estimated Cost	Quantity				
			Task 4a Mob / Demob	Task 4b Cerro Balcon	Task 4c Isla Culebrita	Task 4d Other Cays	Task 7 Environ. Sampling
Diesel fuel	Gallon	\$2.25		50			
Gas	Gallon	\$2.25	20	393	943.2	522	
Explosives(per demo item)	Per shot	\$ 16.87		1.6	128	19	
Temporary explosives storage (vendor)	Day	\$75.00		1	2	1	
Explosives delivery (boat)	Day	\$500.00		1	2	1	
Tool kits & parts	Lump sum	\$400.00	1				
Wood stakes – 4-foot	Per 25	\$25.00		4	6	2	
Pin flags	Per 100	\$15.00		3	3	3	
Camel Back	Each	\$55.00	14				
Survey tape & markers	Each	\$5.00		4	8	4	
Drinking water & ice	Day	\$5.00		26.2	104.8	58	
PPE & safety supplies	Mo	\$50.00		1.6	6.2	3.3	
Expendables	Week	\$55.00		7.1	26.8	14.4	

Category	Units	Estimated Cost	Quantity				
			Task 4a Mob / Demob	Task 4b Cerro Balcon	Task 4c Isla Culebrita	Task 4d Other Cays	Task 7 Environ. Sampling
Blades for Weedeaters / Chain saw	Each	\$22.00		6	14	8	
Chain saw	Each	\$350.00	1				
Polyethylene scoops (10 count)	Per 10	\$58.50					5
Sample packing & shipping supplies	Lump sums	\$100.00					20
Fix A Flat	Each	\$6.50		60			
Delivered sand – bags (50 pounds)	Each	\$2.00		100			
Sand bags (shipped)	Per 100	\$73.00			2	5	
Internet access	Per month	\$100.00		1.6	6.2	3.3	

9.3 Sources and Estimated Rental and Acquisition Costs

The process used in acquiring office furniture, vehicles, equipment, and consumable supplies will be in compliance with FAR Part 45.5. Based on the SOW, EEG has determined that the rental of expensive equipment is the most economical method for equipment acquisition. The digital camera, laptop computer, printer/scanner/fax, and GPS unit will be rented from EEG and shipped to the site. EEG will provide the White’s electromagnetic detectors to be used during the removal action. Based on site conditions and project team size, EEG would rent appropriate vehicles. EEG has some brush-cutting equipment and safety supplies on site from other projects. This equipment will be maintained by EEG and will be rented to the government. EEG will also purchase GFP brush trimmers and other brush-cutting equipment should the old equipment become irreparable.

9.3.1 Rentals

Upon issuance of the notice to proceed for the field activities, EEG project personnel will obtain cost quotes for equipment rentals from three local vendors and suppliers (if enough local vendors are available) to determine the best value (in terms of cost, maintenance, or repairs) to the project. Once a vendor or supplier offering the best value is identified, an account or contract will be developed and schedules for delivery established.

9.3.2 Purchases

Small hand tools, consumables, etc., will be purchased at local supplier outlets to the greatest extent practicable. Purchases of low-cost equipment or consumables will be conducted at local suppliers that offer the best cost for those types of materials.

9.4 Process to Acquire Quotes

Quotes will be obtained from three vendors for each piece of purchased or leased equipment and all supplies in excess of \$200 where practical. EEG will acquire material from the vendors that offer the best price, including transport to the island. In instances where EEG does not use the low bid or uses a sole source, justification will be provided. If rental costs over the life of the contract exceed purchase costs, the contracting officer will be notified prior to entering a rental agreement.

9.5 Source for Leased Vehicles

EEG will use a maximum of five vehicles during the on-site work activities. Four-wheel-drive vehicles will be needed for off-road terrain, and small, economical four-wheel-drive vehicles will be used on local roads. These vehicles will be obtained from Jerry's Jeeps and Carlos Jeep Rental.

9.6 Consumable Supplies and Personal Property Included in Overhead Rate

Consumable supplies included in EEG's overhead rate are those associated with general office activities. Due to the general nature of these consumables, they are purchased as part of EEG's overhead and are allocated to projects on an indirect-cost basis.

9.6.1 Reimbursable Expenditures

9.6.1.01 Allowable and unallowable indirect costs are identified under contract Section J, Attachment C.

9.6.1.02 Employee consumables and/or personal equipment are not allowable direct costs; however, the following exceptions are noted:

- Safety equipment (i.e., goggles, gloves, PPE)
- Bug/insect repellent
- Wet Wipes or pre-moistened towelettes

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- Bottled water
 - Ice (when specifically approved)
 - Whistles, air horns
 - Sunscreen
 - Poison ivy and oak protection and cleaner
 - Cups
 - Spray paint
 - Flashlights
 - Batteries
 - Shovels and rakes
 - Water coolers or hydration units
 - Keys

9.6.1.03 The above items, or ones like them, may be charged as direct costs; however, they must be specifically noted on each voucher that claims any of these items.

9.6.2 Unallowable Expenses

9.6.2.01 The following items are unallowable charges (direct and indirect) for this contract.

- Coffee
- Gatorade or sports beverage
- Clocks
- Work uniforms
- Uniform maintenance
- Paper towels
- Toilet paper
- Shaving equipment and supplies
- Laundry items
- First aid kits
- Rain suits
- Office supplies

9.6.2.02 Any deviation from this consumables and personal equipment policy must have contracting officer approval prior to purchase.

9.7 Proposed Storage Plan

All property and equipment at the project site will be stored in lockable containers or inside the office space. When feasible, EEG and government property will be separated. Additionally, EEG may purchase a shipping or storage container to use for equipment storage.

9.8 Disposal Plan

9.8.1 Salvage

9.8.1.01 Salvageable property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is impractical. Repair for any use would exceed 65 percent of the original acquisition cost. The maximum economical use shall be made of repair and salvage items in lieu of using new items.

9.8.1.02 Items with a shelf life will be tracked and stored by the dated shelf life. A “first in, first out” system shall be employed for these items.

9.8.2 Turnover to Government

Government property will be segregated by contract and stored on shelves or bins (when not in use). Requests for the transfer of government property to other projects will be documented with DD Form 1149 (Equipment Transfer Form). Information on the location of all government-owned property will be maintained in the property logs in the possession of the site manager for on-site property and the EEG property system manager or designee for property shipped to EEG’s Newberry, Florida, office.

9.8.3 Other Disposition

9.8.3.01 At the close of the project, termination of the contract, or request for disposal of equipment by the CEHNC project manager, the respective CEHNC property manager will be contacted for disposition procedures.

9.8.3.02 EEG will ensure that reasonable quantities of government property are incorporated into end items or otherwise consumed in the performance of the contract. Excess property items shall be promptly reported to the property administrator.

9.8.3.03 Before an item is declared excess, it is to be screened against need on other contracts. If a need exists, a transfer will be requested through the contracting officer. If any items allocable to a contract are determined excess, they will be promptly reported on the appropriate inventory schedules after the final inventory has been completed, in accordance with FAR 45.6. Once an item has been listed on an inventory schedule, it will be taken out of use and stored separately from all other inventory. No item will be disposed of without proper authority. Documentation in support of disposition shall become a part of the property control records. Prior to beginning the disposition process, the government property administrator will be notified concerning the impending completion of the contract.

9.8.4 Government-Furnished Property Tracking Reporting and Closure

9.8.4.01 When government property is initially received, it is to be inspected by the site manager for any discrepancies in quantity, condition, or description. Discrepancies relative to GFP are to be reported to the EEG's project manager and the government's property administrator or appropriate government official. Upon receipt, all government property will be marked and identified (where applicable) as such by assigning a government ID number and affixing a government property tag.

9.8.4.02 Assignment and/or utilization of government property will be documented through the use of a GFP tracking form. It is the responsibility of the site manager to act as property manager to maintain GFP tracking forms and files and to conduct periodic physical accounting or reconciliation of all EEG and government property.

9.8.4.03 It is imperative that control of all equipment be established upon receipt. Upon delivery, items will be verified against shipping documents and entered on a GFP tracking form and into the project database. A copy of the tracking form will be maintained on site and will be submitted to the contracting officer on a quarterly basis in a summary report.

9.8.4.04 EEG will make sure that all government property is being used for the purpose authorized in the contract and is not diverted to other use, unless express written authorization from the contracting officer is given. The degree of utilization will determine the retention of the property. EEG ensures that all subcontractors maintain government property in their possession in accordance with the provisions of FAR 45.5.

9.8.4.05 In accordance with the provision of FAR 45.505-1 through 45.505-14, EEG will create and maintain the official GFP control records for each item of GFP in a database at EEG corporate headquarters in Newberry, Florida. Each database record contains the contract number or project ID to which the item belongs. Each record also indicates whether the item is GFP or CAP. The records identify all GFP currently accountable to EEG and all transactions.

9.8.4.06 Each record shall contain the following information:

1. Property number
2. Property nomenclature
3. Manufacturer's name
4. Manufacturer's model number
5. Serial number
6. Part number
7. Equipment type
8. Size, capacity
9. Date received
10. Condition
11. Physical location
12. User's name
13. Contract number
14. Unit price
15. Posting reference and date of transaction
16. Date of Disposal and Disposition
17. Quantity received, issued, and on hand
18. National stock number (if provided)

9.8.4.07 Once a contract has been physically completed, all property has been disposed of, the property records have a zero balance, and no credits or open charges are due the government, the following actions will be taken.

1. A closure letter referencing the appropriate contract and stating the above-mentioned facts is sent to EEG's property system manager, who forwards it to the government's property administrator.
2. A final DD Form 1662 (Property in the Custody of Contractors) that shows zero ending balances is sent to EEG's property system manager, who forwards it to the government's

property administrator. A final GFP report will be marked “FINAL AS OF [current reporting period date]”.

9.8.4.08 When this task order is completed, only a closure letter will be submitted to EEG’s property system manager, who forwards it to the government’s property administrator. A final DD Form 1662 is not required until all orders under a contract are completed.

9.9 Notification of Loss, Damage, or Destruction of Accountable Government Property

Any instances of loss, damage, or destruction of government property will be reported to EEG’s property system manager, who will immediately report it to the government’s property administrator. A detailed written report will be prepared by the site manager for lost, damaged, or destroyed property, and forwarded to the EEG project manager. This report will provide a detailed description of what happened, including applicable statements and reports (e.g., police reports), and will be included as part of the weekly status report.