

ATTACHMENT - A

WORK SUMMARY & PROGRESS REPORT	<i>Period Covered:</i>	From: _____	To: _____
<u>Cemetery Location:</u> <div style="text-align: center;">CULPEPER NATIONAL CEMETERY</div>	Contractor: _____ _____ _____ _____		
<u>Project Title:</u> <div style="text-align: center;">GROUNDS MAINTENANCE SERVICES</div>			
<u>Contract No:</u> _____			
<p><u>Inspection / Acceptance.</u> The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test some or all of the services that have been tendered for acceptance. The Government may require re-performance of nonconforming services at no increase in contract price. The Government shall exercise its post-acceptance rights—</p> <p>(a) Within a reasonable time after the defect was discovered or should have been discovered; and</p> <p>(b) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.</p>			

Work Completed & Submitted for Acceptance <i>(This form is not to be used as an Invoice)</i>			
CLIN	Grounds Maintenance Services		
1	<u>Complete Mow Cycle:</u> Mow 25 acres of turf on a seven (7) day cycle to include removal of all grass clippings.	Quantity / Unit:	► _____ / Job
		Date Completed:	
2	<u>Headstone & Marker Trimming:</u> Trim 9,334 upright headstones, 390 flat markers & 916 unknown markers in conjunction with mowing.	Quantity / Unit:	► _____ / Job
		Date Completed:	
3	<u>Flat Marker / Sidewalk Edging:</u> Stick edge 390 flat markers to provide a clean visible edge around the entire marker and surrounding grass, to be completed one week before Memorial & Veterans Day. Also stick edge all sidewalks and curb lines one week before Memorial Day & once again in September.	Quantity / Unit:	► _____ / Job
		Date Completed:	
4	<u>Fence Lines, Sidewalks & Curbs:</u> Trim approximately 13,391 linear feet of sidewalk, fence, and curb lines, around buildings & along creek bed.	Quantity / Unit:	► _____ / Job
		Date Completed:	
5	<u>Trees:</u> Grass trimming around base of all trees (approximately 279) throughout cemetery.	Quantity / Unit:	► _____ / Job
		Date Completed:	
6	<u>Debris & Trash Removal:</u> Collect and remove all trash & debris in conjunction with each Mow Cycle.	Quantity / Unit:	► _____ / Job

		Date Completed:	
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ATTACHMENT – A (continued)

7	Fall Leaf Removal (Culpeper): Cleanup and removal of leaves, leaf debris & branches. This leaf cleanup will commence October 15 th and occur weekly through December 30 th (weather permitting) with all leaves being removed from the cemetery. If necessary, one more weekly cleanup will commence March 1st and be completed before the start of the mowing season.	Quantity / Unit:	► _____ / Job
		Date Completed:	
8	Street Cleaning: Blow all streets, shelters, restrooms, and administration office in the morning and afternoon during the mowing cycle	Quantity / Unit:	_____ / Job
		Date Completed:	
9	Creek Bed Trimming: Trim approximately 300 feet of creek bed each month during the mowing cycle	Quantity / Unit:	_____ / Job
		Date Completed:	

Comments (Culpeper):

Report below any comments, issues and/or circumstances which may have adversely affected work progress such as weather, turf conditions, strikes, delays by the Government, etc.

Signature of Contractor:	Date Signed	Signature of Cemetery Director / COR	Date Signed
_____	_____	_____	_____

Note: Contractor shall sign confirming that services indicated have been completed. Government shall also sign in acknowledgment of receipt of the Progress Report.

Duplicate Form as Necessary