

CONSTRUCTION
COR SCOPE & LIMITATION OF DUTIES

1. AUTHORITY AND DUTIES: You are hereby authorized by this designation to take any and all action with respect to the following which could lawfully be taken by me as Contracting Officer, except any action specifically prohibited by the terms of the subject contract and paragraph 2, "LIMITATIONS", of this designation.

a. To monitor and verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, specification and drawings.

b. To review, evaluate and comment on any aspect of the contract and its performance, to include problem areas, proposals and technical issues, and to make written recommendations to the Contracting Officer.

c. To communicate and coordinate directly with the contractor to the extent necessary to carry out your duties as COR, except as prohibited in paragraph 2, "LIMITATIONS", of this designation.

d. To attend postaward, preconstruction, negotiation, and other conferences.

e. To coordinate site entry for contractor personnel.

f. To assure that Government-furnished property, if provided in the contract, is available when required and proper documentation is obtained when such property is transferred.

g. To provide appropriate written notification to the Contracting Officer of any violation of contract provisions or instance when his/her immediate or expeditious decision is required.

h. To provide advice and assistance to the Contracting Officer in other areas of contract administration which are not specifically covered in the designation.

i. Whenever subcontractors are involved, the prime contractor must submit to the Contracting Officer Standard Form 1413 (Statement and Acknowledgment) for each subcontractor. When all pre-work requirements have been satisfied, the Contracting Officer will acknowledge the receipt of Standard Form 1413 and provide the COR a copy. The presence of any subcontractor on the job site prior to receipt of Standard Form 1413 should be

reported to the Contracting Officer immediately.

j. To perform or cause to be performed any inspections which are necessary to assure compliance with all contract technical requirements and to require the contractor to correct any deficiencies. A written report of any deficiency, delay, or problem, or recommendation for corrective action, will be provided to the Contracting Officer. Neither the COR, Construction Representative, nor inspector have the authority to allow deviation from contract terms and conditions. On site inspection is conducted on such activities as may be required, but in no event should be accomplished less than twice each week.

k. Inspection Reports. Each Construction Representative or inspector should be required to submit a report covering the work for each contract to which he is assigned, to the COR. The COR should review daily reports promptly for adequacy and initiate action promptly on any matter that requires the attention of the Contracting Officer. The data contained in the reports should be analyzed and discussed periodically with the Contracting Officer to assure that the contract is proceeding satisfactorily, that the reports provide a fair, accurate, and accumulative summary of the history and performance of the work; and that the Construction Representative or inspector appreciates the importance of and maintains interest in submitting effective reports.

l. To maintain a file of all necessary records to document and describe the performance of your duties as COR, and to distribute such records as applicable. You are required to submit a written report on FORSCOM Form 59-1-R and AFZP Form 1035 every week by noon on Monday to the Contracting Officer concerning the contractor's progress and performance of the work. If your designation is terminated for any reason before completion of the contract, you will turn over your records to the successor COR or obtain disposition instructions from the Contracting Officer.

m. To perform technical acceptance of completed work for the Government, and to record inspection and acceptance on FORSCOM 59-1-R and forward to the Contracting Officer.

n. To provide accurate and current data, a copy of your actions taken under this designation must be furnished to the Contracting Officer timely. At the completion, expiration, or termination of this contract, you should forward a copy of all documents, correspondence, memorandums, inspection reports, etc., that have not previously been rendered to the Contracting Officer. The Contracting Officer's file is the official contract file and must be complete.

o. To approve the following items, where applicable to this contract. A copy of each will be furnished to the Contracting Officer:

- (1) Work Schedule(s)
- (2) Material Submittals
- (3) Proposed Progress Schedules
- (4) Contractor's Proposed Superintendent
- (5) Accident Prevention Plan

p. Close out of Contract Files by the COR. With respect to all contracts assigned a COR, the COR is responsible for insuring that all contract requirements have been completed and for initiating close out action. The COR must inform the Contracting Officer in writing that the contract has been fully performed, and that all COR actions have been fully and satisfactorily accomplished. This document will be utilized for closing out the contract file.

q. All official correspondence with the contractor, other than outlined in the attached Scope and Limitations of COR's authority shall be initiated by the Contracting Officer.

r. All personnel engaged in contracting and related activities shall conduct business dealings with industry in a manner above reproach in every aspect and shall protect the U.S. Government's interest, as well as maintain its reputation for fair and equal dealings with all contractors. DoD 5500.7-R sets forth standards of conduct for all personnel directly and indirectly involved in contracting.

s. A COR who may have direct or indirect financial interests which would place the COR in a position where there is a conflict between the COR's private interests and the public interests of the United States shall advise the supervisor and the Contracting Officer of the conflict so that appropriate actions may be taken.

CORs should avoid the appearance of a conflict of interest to maintain public confidence in the U.S. Government's conduct of business with the private sector.

t. Furthermore, as COR, you are advised that you are accountable to the Contracting Officer while performing your COR duties. A copy of the Scope and Limitations of the COR's Authority is attached herewith for ready reference.

2. LIMITATIONS: You are prohibited from taking any action with respect to the following:

- a. To authorize commencement of work at the beginning of a

contract or in circumstances involving an increase of work, unless and until the Contracting Officer has authorized the contractor to proceed.

b. To encourage or approve, by word, actions, or omissions, any action by a contractor which requires, but has not received, approval from the Contracting Officer.

c. To award, agree to, or sign any contract (including delivery and purchase orders) or modifications thereto, or in any direct or indirect way to obligate the payment of money by the Government.

d. To give instructions or to make any form of agreement which affects the unit price, quantity, quality, delivery schedule, or scope of work. All instructions and agreements of this type can be made only by the Contracting Officer.

e. To tell the contractor how to do the work, or to direct or interface with methods of performance by the contractor or to voice instructions directly to any contractor personnel, unless the methods used are in violation of the contract or constitute a safety hazard.