SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE	OF
1166924	1	99

2. CONTRACT NO.	3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
			1240BE26Q0083	06/26/2026

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/LOCAL TIME
	ANDREA POLLOCK	458-200-5265	07/13/2026 1200 ET

9. ISSUED BY — CODE 40BE

USDA-FS CSA NORTHWEST 3
1220 SW 3RD AVE
STE 310
PORTLAND OR 97204-2829

10. THIS ACQUISITION IS ☐ UNRESTRICTED OR ☒ SET ASIDE: 100.00 % FOR:

- ☒ SMALL BUSINESS
- ☐ HUBZONE SMALL BUSINESS
- ☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)
- ☐ WOMEN-OWNED SMALL BUSINESS (WOSB)
- ☐ ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)
- ☐ 8(A)

NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 561720

SIZE STANDARD: $19.5

11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)	13b. RATING / 14. METHOD OF SOLICITATION
☒ SEE SCHEDULE		☐	☒ REQUEST FOR QUOTE (RFQ) ☐ INVITATION FOR BID (IFB) ☐ REQUEST FOR PROPOSAL (RFP)

15. DELIVER TO — CODE 4568

See Schedule

16. ADMINISTERED BY — CODE 40BE

USDA-FS CSA NORTHWEST 3
1220 SW 3RD AVE
STE 310
PORTLAND OR 97204-2829

17a. CONTRACTOR/ OFFEROR — CODE — FACILITY CODE

TELEPHONE NO.

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY — CODE

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DELIVER TO: SOUTHERN RESEACH STN - HQ ASHEVILL USDA FOREST SERVICE SOUTHERN RESEARCH STATION 200 WT WEAVER BLVD ASHEVILLE NC 28804 US Southern Research Station Headquarters Janitorial Services Period of Performance: 08/01/2026 to 07/31/2027 Continued ... *(Use Reverse and/or Attach Additional Sheets as Necessary)*				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT *(For Government Use Only)*

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED.

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED.

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

☐ 29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)*	31c. DATE SIGNED
		ANDREA J. POLLOCK	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001a	Emptying Waste Containers/Trash Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0001b	Low Dusting/Cleaning Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0001c	Kitchen/Break Room Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Continued ...	12	MO		

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER ☐ PARTIAL ☐ FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL	37. CHECK NUMBER

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
0001d	Exterior Cleaning Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0002a	Sweeping/Dust Mopping Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0002b	Vacuuming Carpets and Rugs (High) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0002c	Vacuuming Carpets and Rugs (Low) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002d	Damp Mopping Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0002e	Spray Cleaning Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0002f	Waxing and Buffing Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0002g	Walk off Mats Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
0003	Restroom Services Product/Service Code: S201 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
0004	Service Calls Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	4	EA		
0005	Striping & ReWaxing Floors Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
0006	Cleaning Light Fixtures Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
0007	High Dusting/Cleaning Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Continued ...	2	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
0008	Cleaning Interior Glass Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
0009	Cleaning Exterior Glass Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
0010	Cleaning Venetian Blinds Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
0011	Carpet Cleaning Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Continued ...	2	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
0012	Main Conf. Rm. Chairs Cleaning Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2027 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
10001a	Emptying Waste Containers/Trash (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10001b	Low Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10001c	Kitchen/Break Room (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
10001d	Exterior Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10002a	Sweeping/Dust Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10002b	Vacuuming Carpets and Rugs (High) (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10002c	Vacuuming Carpets and Rugs (Low) (Option Line Item) Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
10002d	Damp Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10002e	Spray Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10002f	Waxing and Buffing (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
10002g	Walk off Mats (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10003	Restroom Services (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
10004	Service Calls (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	4	EA		
10005	Striping & ReWaxing Floors (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Continued ...	1	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
10006	Cleaning Light Fixtures (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
10007	High Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	2	EA		
10008	Cleaning Interior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		

Continued ...

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
10009	Cleaning Exterior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
10010	Cleaning Venetian Blinds (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
10011	Carpet Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	2	EA		
10012	Main Conf. Rm. Chairs Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2028 Period of Performance: 08/01/2027 to 07/30/2028 Continued ...	1	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
20001a	Emptying Waste Containers/Trash (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20001b	Low Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20001c	Kitchen/Break Room (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20001d	Exterior Cleaning (Option Line Item) Product/Service Code: S201 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
20002a	Sweeping/Dust Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20002b	Vacuuming Carpets and Rugs (High) (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20002c	Vacuuming Carpets and Rugs (Low) (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Asheville, NC 28804				
20002d	Damp Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20002e	Spray Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20002f	Waxing and Buffing (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20002g	Walk off Mats (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
20003	Restroom Services (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
20004	Service Calls (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	4	EA		
20005	Striping & ReWaxing Floors (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
20006	Cleaning Light Fixtures Continued ...	1	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
20007	High Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	2	EA		
20008	Cleaning Interior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
20009	Cleaning Exterior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Continued ...	1	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
20010	Cleaning Venetian Blinds (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
20011	Carpet Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	2	EA		
20012	Main Conf. Rm. Chairs Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2029 Period of Performance: 08/01/2028 to 07/30/2029 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
30001a	Emptying Waste Containers/Trash (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
30001b	Low Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30001c	Kitchen/Break Room (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30001d	Exterior Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
30002a	Sweeping/Dust Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30002b	Vacuuming Carpets and Rugs (High) (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30002c	Vacuuming Carpets and Rugs (Low) (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30002d	Damp Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
30002e	Spray Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30002f	Waxing and Buffing (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30002g	Walk off Mats (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
30003	Restroom Services (Option Line Item) Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
30004	Service Calls (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	4	EA		
30005	Striping & ReWaxing Floors (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
30006	Cleaning Light Fixtures (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Continued ...	1	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
30007	High Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	2	EA		
30008	Cleaning Interior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
30009	Cleaning Exterior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
30010	Cleaning Venetian Blinds (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Continued ...	1	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
30011	Carpet Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	2	EA		
30012	Main Conf. Rm. Chairs Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2030 Period of Performance: 08/01/2029 to 07/30/2030 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
40001a	Emptying Waste Containers/Trash (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
40001b	Low Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40001c	Kitchen/Break Room (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40001d	Exterior Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40002a	Sweeping/Dust Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
40002b	Vacuuming Carpets and Rugs (High) (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40002c	Vacuuming Carpets and Rugs (Low) (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40002d	Damp Mopping (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40002e	Spray Cleaning (Option Line Item) Product/Service Code: S201 Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
40002f	Waxing and Buffing (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40002g	Walk off Mats (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	12	MO		
40003	Restroom Services (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Continued ...	12	MO		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Asheville, NC 28804				
40004	Service Calls (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	4	EA		
40005	Striping & ReWaxing Floors (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
40006	Cleaning Light Fixtures (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
40007	High Dusting/Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Continued ...	2	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
40008	Cleaning Interior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
40009	Cleaning Exterior Glass (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
40010	Cleaning Venetian Blinds (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING- CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		
40011	Carpet Cleaning Continued ...	2	EA		

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804				
40012	Main Conf. Rm. Chairs Cleaning (Option Line Item) Product/Service Code: S201 Product/Service Description: HOUSEKEEPING-CUSTODIAL JANITORIAL Delivery: 07/31/2031 Period of Performance: 08/01/2030 to 07/30/2031 Janitorial Services performed at: Southern Research Station HQ, 200 WT Weaver Blvd. Asheville, NC 28804	1	EA		

Janitorial Service at the Southern Research Station Headquarters
1240BE26Q0083

Description

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Part 12. This announcement constitutes the only solicitation. Quotations are being requested and a separate written solicitation will not be issued.

Solicitation number 1240BE26Q0083 is issued as a Request for Quotation (RFQ) for Janitorial Services at the Southern Research Station Headquarters (SRS HQ).

This acquisition is set-aside for small business concerns. The applicable North American Industry Classification Standard Code is 561720 The small business size standard is $22.0 mil This acquisition is a Total Small Business Set-Aside. All responsible sources may submit a quotation which will be considered by the agency.

Statement of Requirement

The intention of this solicitation/resultant contract is to obtain janitorial services for the Southern Research Station, Headquarters Building located at 200 Weaver Boulevard, Asheville, North Carolina. The contract will be awarded for a Base Period and four (4) twelve-month Option Periods by means of a Fixed Price Performance Based Service Contract.

Period of Performance

Base Year: 01 August 2026 through 31 July 2027
Option Year 1: 01 August 2027 through 31 July 2028
Option Year 2: 01 August 2028 through 31 July 2029
Option Year 3: 01 August 2029 through 31 July 2030
Option Year 4: 01 August 2030 through 31 July 2031

Solicitation Attachments

The following documents are included as attachments to this solicitation.

- Attachment 1 – Schedule of Items - **must be used to submit pricing**
- Attachment 2 – Performance Work Statement
- Attachment 3 – Exhibit 1 – SRS HQ Janitorial Services Frequencies
- Attachment 4 – Exhibit 2 – Inventory of Facilities
- Attachment 5 – Exhibit 3 – GCC Janitorial Cleaning Schedule
- Attachment 6 – Floorplans
- Attachment 7 – Space Identifications
- Attachment 8 – Quality Assurance Surveillance Plan (QASP)
- Attachment 9 – Wage Determination No. 2015-4369, Rev. 30, Dated 05/13/2026

Federal Acquisition Regulation (FAR) and United States Department of Agriculture Acquisition Regulation (AGAR) Clauses and Provisions

The clauses and provisions contained herein are applicable to any order awarded as a result of this solicitation. The terms and conditions set forth herein supersede all other terms and conditions. Acceptance of the order in accordance with (IAW) FAR 12.201-1(b)(2) constitutes acceptance of all terms and conditions contained herein.

As part of the Revolutionary FAR Overhaul (RFO), system updates may lag policy updates. The System for Award Management (SAM) may continue to require entities to complete representations based on provisions that are not included in this solicitation. Contracting officers will rely on representations from offers based on provisions in the solicitation. Entities are not required to, nor are they able to, update their entity registration to remove these representations in SAM.

52.252-2 Clauses Incorporated by Reference Feb 1998
This solicitation incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also the full text of the clause may be accessed electronically at Internet address https://www.acquisition.gov/far-overhaul/far-part-deviation-guide/far-overhaul-part-52

52.212-4 Terms and Conditions—Commercial Products and Commercial Services (Nov 2025)
☐ Alternate I (Nov 2025) of 52.212-4
52.203-17 Contractor Employee Whistleblower Rights (Nov 2023)
52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)
52.222-50 Combating Trafficking in Persons (Nov 2025)
☐ Alternate I (Nov 2025) of 52.222-50
52.226-8 Encouraging Contractor Policies to Ban Text Messaging While Driving (May 2024)
52.232-39 Unenforceability of Unauthorized Obligations (Jun 2013)
52.232-40 Providing Accelerated Payments to Small Business Subcontractors (Mar 2023)
52.233-3 Protest After Award (Sep 2025)
52.233-4 Applicable Law for Breach of Contract Claim (Sep 2025)
52.240-91 Security Prohibitions and Exclusions (Nov 2025)
☐ Alternate I (Nov 2025) of 52.240-91
52.244-6 Subcontracts for Commercial Products and Commercial Services (Nov 2025)

The following clauses are applicable if checked:

☐ 52.203-6 Restrictions on Subcontractor Sales to the Government (Jun 2020) with Alternate I (Nov 2021) of 52.203-6
☐ 52.203-13 Contractor Code of Business Ethics and Conduct (Nov 2021)
☒ 52.204-9 Personal Identity Verification of Contractor Personnel Jan 2011
☒ 52.204-13 System for Award Management—Maintenance (Nov 2025)
☐ 52.204-91 Contractor identification (Nov 2025)
☒ 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Sep 2025)
☐ 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (Sep 2025)
☒ 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (Sep 2025)
☐ 52.219-4 Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Nov 2025)
☒ 52.219-6 Notice of Total Small Business Aside (Nov 2025)
☐ Alternate I (Mar 2020).
☐ 52.219-8 Utilization of Small Business Concerns (Nov 2025)

☐ 52.219-9 Small Business Subcontracting Plan (Nov 2025)
☐ Alternate III (Nov 2025) of 52.219-9.
☐ Alternate IV (Nov 2025) of 52.219-9
☐ 52.219-14 Limitations on Subcontracting (Nov 2025)
☐ 52.219-16 Liquidated Damages—Subcontracting Plan (Nov 2025)
☐ 52.219-33 Nonmanufacturer Rule (Nov 2025)
☒ 52.222-3 Convict Labor (June 2003)
☒ 52.222-19 Child Labor—Cooperation with Authorities and Remedies (Nov 2025)
☒ 52.222-35 Equal Opportunity for Veterans (Nov 2025)
☐ Alternate I (Jul 2014) of 52.222-35
☒ 52.222-36 Equal Opportunity for Workers with Disabilities (Nov 2025)
☐ Alternate I (Jul 2014) of 52.222-36
☒ 52.222-37 Employment Reports on Veterans (Nov 2025)
☐ 52.222-40 Notification of Employee Rights Under the National Labor Relations Act (Dec 2010
☒ 52.222-41 Service Contract Labor Standards (Aug 2018)
☒ 52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

This Statement is for Information Only:
It is not a Wage Determination

Employee Class	Monetary Wage -- Fringe Benefits
Janitor	$18.84--$5.55

☒ 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (Aug 2018)
☐ 52.222-44 Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (May 2014)
☐ 52.222-51 Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014)
☐ 52.222-53 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (Nov 2025)
☒ 52.222-54 Employment Eligibility Verification (Nov 2025)
☒ 52.222-62 Paid Sick Leave Under Executive Order 13706 (Jan 2022)
☒ 52.222-90 Addressing DEI Discrimination by Federal Contractors (Apr 2026)
☐ 52.223-2 Reporting of Biobased Products Under Service and Construction Contracts (Nov 2025)
☐ 52.223-9 Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008)
☐ Alternate I (May 2008) of 52.223-9
☐ 52.223-11 Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Nov 2025)
☐ 52.223-12 Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Nov 2025)
☒ 52.223-23 Sustainable Products and Services (Nov 2025)

- ☐ 52.224-3 Privacy Training (Jan 2017)
  - ☐ Alternate I (Jan 2017) of 52.224-3
- ☐ 52.225-1 Buy American-Supplies (Nov 2025)
  - ☐ Alternate I (Oct 2022) of 52.225-1
- ☐ 52.225-3 Buy American--Free Trade Agreements--Israeli Trade Act (Nov 2025)
  - ☐ Alternate II (Nov 2025) of 52.225-3.
  - ☐ Alternate III (Nov 2025) of 52.225-3.
  - ☐ Alternate IV (Oct 2022) of 52.225-3
- ☐ 52.225-5 Trade Agreements (Nov 2023)
- ☐ 52.225-19 Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission outside the United States (May 2020)
- ☐ 52.225-26 Contractors Performing Private Security Functions Outside the United States (Oct 2016)
- ☐ 52.226-4 Notice of Disaster or Emergency Area Set-Aside (Nov 2007)
- ☐ 52.226-5 Restrictions on Subcontracting Outside Disaster or Emergency Area (Aug 2025)
- ☐ 52.229-12 Tax on Certain Foreign Procurements
- ☐ 52.232-29 Terms for Financing of Purchases of Commercial Products and Commercial Services (Nov 2021)
- ☐ 52.232-30 Installment Payments for Commercial Products and Commercial Services (Nov 2021)
- ☒ 52.232-33 Payment by Electronic Funds Transfer— System for Award Management (Oct 2018)
- ☐ 52.232-34 Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013)
- ☐ 52.232-36 Payment by Third Party (Nov 2025)
- ☒ 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)
- ☐ 52.237-3 Continuity of Services (Jan 1991)
- ☐ 52.240-92 Security Requirements (Nov 2025)
- ☐ 52.240-93 Basic Safeguarding of Covered Contractor Information Systems (No 2025)
- ☐ 52.247-64 Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2025)
  - ☐ Alternate I (Apr 2023) of 52.247-64.
  - ☐ Alternate II (Nov 2021) of 52.247-64

Other Applicable Clauses

52.217-8 Option to Extend Service. (NOV 1999)
The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 days.

(End of clause)

52.217-9 Option to Extend the Term of the Contract. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within _30_ provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed _60__ (months).

(End of clause)

52.228-5 Insurance-Work on a Government Installation (Jan 1997)
(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective-

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance and shall make copies available to the Contracting Officer upon request.

(End of clause)

AGAR Clauses

452.203-71 Anti-Discrimination and Diversity, Equity, and Inclusion (DEI) Compliance (May 2026)

(a) By entering into this contract, the contractor certifies that:

(1) It is compliant with all applicable Federal anti-discrimination laws and the Equal Protection principles of the U.S. Constitution, and it will remain compliant for the duration of the contract.

(2) Neither it nor any subcontractor or teaming partner operates or funds any program, policy, or initiative that promotes DEI in a manner that violates any applicable Federal anti-discrimination laws, including but not limited to Title VI and VII of the Civil Rights Act of 1964, or the Equal Protection principles of the U.S. Constitution, and the contractor and any subcontractor or teaming partner will not do so for the duration of the contract.

(b) If the contractor participates in, facilitates, or funds programs that implicate Title VI of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972, as amended, including but not limited to grants to or for schools, colleges, universities, 4-H programs, non-governmental organization (NGO) programs, sports programs, and education-related grants to prisons or other

detention facilities, the contractor certifies that it will remain compliant with those laws, including the requirements set forth in Executive Order 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government, and Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

(c) The contractor affirms that the above requirements are conditions of payment that go to the essence of the contract and are therefore material terms of the contract. Payments under the contract are predicated on compliance with the above requirements, and therefore the contractor is not eligible for funding under the contract or to retain any funding under the contract absent compliance with the above requirements.

(d) This certification reflects a change in the Government's position regarding the materiality of the foregoing requirements and therefore any prior payment of similar claims does not reflect the materiality of the foregoing requirements to this contract.

(e) Submission of a knowing false statement relating to contractor's compliance with the above requirements and/or eligibility for the contract may subject the contractor to liability under the False Claims Act, 31 U.S.C. § 3729, and/or criminal liability, including under 18 U.S.C. §§ 287 and 1001.

(f) The contractor must include the provisions of this clause in all subcontract solicitations.

(g) Failure on the part of the contractor or its subcontractors to comply with the terms of this clause may be grounds for the Contracting Officer to terminate this contract for default.

(End of Clause)

AGAR 452.203-72 Unenforceable Supplier Terms (MAY 2026)

(a) Definitions.

Supplier terms mean provisions customarily drafted by vendors of supplies or services and intended to create a binding legal obligation on the end user. The term applies:

1. Regardless of the format or style of the document. For example, supplier terms may appear in standard terms of sale or lease, Terms of Service (TOS), End User License Agreement (EULA), or another similar legal instrument or agreement, and may be presented as part of a proposal or quotation responding to a solicitation for a contract or order or otherwise become effective after the contract date.

2. Regardless of the media or delivery mechanism used. For example, supplier terms may be presented as one or more paper documents or may appear on a computer or other electronic device screen during a purchase, software installation, other product delivery, registration for a service, or another transaction.

(b) Applicability. When any supply or service acquired under this contract is subject to supplier terms, the supplier terms are deemed part of the contract only to the extent they are consistent with

this clause. Supplier terms that conflict with any part of this clause, the contract, or Federal law are void and will not be considered incorporated into a contract, even if they are physically present in a contract documentation or systems. In the event of any inconsistency between supplier terms and this contract, this clause and the terms of the Government contract must govern and supersede any supplier terms in all cases.

(c) Authorization Required. Notwithstanding any other provision, no supplier terms must be binding on the Government unless the term is expressly authorized on the USDA Supplier Terms Authorization Form signed by the Contracting Officer, and the completed Authorization Form has been incorporated into the contract.

(d) Unenforceable Terms. Any supplier terms that impose obligations or restrictions inconsistent with applicable Federal law are unenforceable against the Government and deemed stricken from the agreement. This includes, but is not limited to, any clause that:

(1) Requires the Government to pay future fees, penalties, interest, legal costs, early-termination fees, cancellation fees, minimum purchase commitments, true-up payments, seat-count minimums, usage minimums, continued-use charges, or any other financial obligation not expressly authorized by the contract.

(2) Requires the Government to indemnify the contractor or any other entity.

(3) Restricts the Government's ability to obtain similar supplies or services from another source.

(4) Imposes any penalty, financial or otherwise, based on the Government's decision not to exercise an option.

(5) Subjects the United States Government to the laws of any U.S. state, territory, district, municipality, or foreign nation, except where Federal law expressly permits such application.

(6) Requires dispute resolution in a forum or venue other than one prescribed by applicable Federal law.

(7) Establishes a period of limitations for bringing an action that differs from that provided by applicable Federal law.

(8) Grants the contractor rights to use, mine, access, aggregate, analyze, or otherwise exploit Government data, usage data, or metadata.

(9) Deems the Government to have accepted initial or revised terms based on silence, continued performance, or failure to object.

(10) Grants the supplier the right to audit Government facilities, systems, records, or use of the product or service, except as expressly authorized by the contract and applicable Federal law.

(11) Requires the Government to accept supplier security requirements, network access requirements, monitoring, penetration testing, or other technical or security measures.

(12) Permits the supplier to suspend, degrade, or terminate access to products or services based on alleged non-payment, alleged breach, automated security triggers.

(13) Limits the Government's right to use, install, access, test, evaluate, or transfer the licensed product or service in any manner consistent with the contract and Federal law.

(14) Requires the Government to store, process, maintain, or transmit data in a particular geographic location, or permits the supplier to transfer Government data outside the United States, except as expressly authorized by applicable Federal law.

(15) Authorizes the supplier to use the Government's name, seal, trademark, logo, or any reference to the Government as an end user or customer for marketing, publicity, promotional activities, press releases, or similar purposes.

(16) Incorporates by reference, or requires the Government to accept, terms or conditions imposed by any third party, subcontractor, or upstream service provider, unless such terms are expressly incorporated into the contract by bilateral modification.

(17) Limits, conditions, or negates the contractor's performance obligations, service levels, or remedies through a supplier-provided service level agreement (SLA).

(18) Uses Government data, usage data, metadata, prompts, content, or interactions to train, fine-tune, improve, or derive any artificial intelligence, machine learning, or automated decision-making model.

(19) Subjects the Government to automated decision-making, automated risk scoring, automated content moderation, or any algorithmic process that may affect access, performance, or rights under the contract.

(20) Utilizes artificial intelligence or algorithmic tools that produce decisions, recommendations, or outputs affecting contract performance without providing transparency, explainability, auditability, and bias-mitigation consistent with applicable Federal law and policy.

(21) Profiles, tracks, or analyzes Government user behavior, preferences, communications, or interactions for personalization, marketing, or algorithmic optimization purposes.

(e) Non-binding Actions. Neither the Government nor any Government authorized end user is deemed to have consented to any term, condition, or clause by virtue of its inclusion in the supplier agreement or through the use of clickwrap, browsewrap, "I agree" mechanisms, or similar means. Execution of such mechanisms does not bind the Government or its authorized end users to any unenforceable terms.

(f) End user. The supplier agreement must bind the ordering activity as the end user to the extent it does not conflict with the terms of this clause, but it must not bind or impose personal liability on any Government employee or any person acting on behalf of the Government in their personal capacity.

(g) Law and disputes. The supplier agreement is governed by Federal law.

(h) Statutory exception. This clause does not apply to indemnification or any other payment by the Government that is expressly authorized by statute and specifically authorized under applicable agency regulations and procedures.

(i) Continued performance. The supplier or licensor must not unilaterally revoke, terminate, or suspend any rights granted to the Government except as allowed by the contract. If the supplier or licensor believes the ordering activity to be in breach of the supplier agreement, it must pursue its rights under the Contract Disputes Act or other applicable Federal statute while proceeding diligently with performance, pending final resolution of any dispute in accordance with the Disputes Clause at FAR 52.212-4(d) or FAR 52.233-1, as applicable.

(j) Arbitration. Binding arbitration must not be used unless specifically authorized by agency guidance.

(k) Equitable or injunctive relief. Equitable or injunctive relief, including the award of attorney fees, costs, or interest, may be awarded against the United States Government only when explicitly provided by statute (e.g., the Prompt Payment Act or the Equal Access to Justice Act).

(l) Revisions to supplier agreements. Any revisions to the supplier agreement must be incorporated into the contract using a bilateral modification. Unilateral revisions are not binding on the Government.

(m) No automatic renewals. If any license or service tied to periodic payment is provided under the supplier agreement (e.g., annual software maintenance or annual lease term), such license or service must not renew automatically upon expiration of its current term without prior express written consent from an authorized Government representative.

(n) Indemnification. Any clause of the supplier agreement requiring the supplier or licensor to defend or indemnify the end user is amended to provide that the U.S. Department of Justice has the sole right to represent the United States in any such action, in accordance with 28 U.S.C. 516.

(o) Taxes or surcharges. Any taxes or surcharges which the supplier or licensor seeks to pass along to the Government as end user will be governed by the terms of the associated Government contract or order and must be submitted to the Contracting Officer for a determination of applicability prior to invoicing unless specifically agreed otherwise.

(p) Non-assignment. The supplier agreement may not be assigned, nor may any rights or obligations thereunder be delegated, without the Government's prior approval, except as expressly permitted by FAR 52.212-4(b) or FAR 52.232-23, as applicable.

(q) Confidential information. If the supplier agreement includes a confidentiality clause, such clause is amended to state that neither the agreement nor the contract price list, as applicable, must be deemed "confidential information." Issues regarding release of "unit pricing" will be resolved consistent with the Freedom of Information Act. Notwithstanding anything in the supplier agreement to the contrary, the Government may retain any confidential information as required by law, regulation, or its internal document retention procedures for legal, regulatory, or compliance purposes; provided, however, that all such retained confidential information will continue to be subject to the confidentiality obligations of the supplier agreement.

(r) Conflict with Federal law. If any other language, provision, or clause of the supplier agreement conflicts or is inconsistent with Federal law or the terms and conditions of this contract, such language, provisions, or clauses will be considered null and void and will not be binding on the United States Government.

(End of Clause)

452.204–70 Modification for Contract Closeout (Apr 2026)
(a) If unliquidated funds in the amount of $1000 or less remain on the contract, the Contracting Officer (Contracting Officer) may issue a unilateral modification for deobligation. The contractor will receive a copy of the modification but is not required to provide a signature. The Contracting Officer will immediately proceed with contract closeout upon completion of the period of performance, receipt and acceptance of supplies or services, and final payment.

(b) For commercial contracts not exceeding the simplified acquisition procedure threshold under FAR 12.001(c), if more than $1,000 in unliquidated funds remain at closeout, the Contracting Officer will issue a bilateral deobligation modification. Only the modification requires the contractor's signature, though a Release of Claims may be requested. If the required documents are not returned within 60 days, the Contracting Officer will issue a unilateral modification and proceed with closeout once performance is complete, acceptance is confirmed, and final payment is made.

(c) For all other non-commercial or non–cost-reimbursement contracts, if more than $1,000 in unliquidated funds remain at closeout, the Contracting Officer will issue a bilateral deobligation modification and a Release of Claims, both requiring contractor signature. If these documents are not returned within 120 days, the Contracting Officer will issue a unilateral modification u and proceed with closeout upon completion of performance, acceptance, and final payment.
(End of Clause)

452.204-71 Personal Identity Verification and Workforce Integrity of Contractor Employees (Apr 2026)
(a) Compliance with PIV Requirements. The contractor must comply with the personal identity verification (PIV) policies and procedures established by the United States Department of Agriculture (USDA) Directives 4620-002 series, Homeland Security Presidential Directive 12, and any implementing guidance issued by the Contracting Officer. The contractor must appoint a representative responsible for PIV compliance and must maintain a current list of employees eligible for a USDA LincPass or otherwise authorized to perform work under this contract.

(b) PIV Sponsor Availability. The PIV Sponsor for this contract is the designated Government point of contact identified in the contract, typically the COR unless otherwise specified. The Government will notify the contractor of any changes. The contractor remains responsible for meeting all PIV obligations regardless of changes in sponsor availability.

(c) Contractor Workforce Integrity and Accountability. The contractor is fully responsible for ensuring that all individuals performing under this contract are properly vetted, eligible for access, authorized to perform the work, and accurately represented. At a minimum, the contractor must implement lawful and effective internal controls to:

(1) Verify the identity, work authorization, and qualifications of all personnel assigned;

(2) Ensure only the individuals presented to USDA for PIV enrollment or identity verification perform work;

(3) Detect and address indicators of identity fraud, unauthorized substitution, or other workforce integrity risks; and

(4) Ensure continuous oversight of personnel, including remote workers, in accordance with any reporting requirements specified in the Contract.

(d) Mandatory Removal and Replacement. If the Government determines that a contractor employee fails to meet eligibility, security, integrity, or performance requirements, the Contracting Officer may direct the contractor to remove the individual from performance. The contractor must:

(1) Remove the employee immediately upon notice;

(2) Provide a qualified replacement at no additional cost to the Government; and

(3) Ensure continuity of operations so as not to impact mission requirements.

(4) Failure to promptly remove or replace employees when directed may result in remedies including withholding payment, termination, or other actions authorized under this contract.

(e) Impact on Contractor Performance. Contractor compliance with this clause, including timely removal and replacement of personnel, adherence to PIV requirements, and maintenance of workforce integrity, is a material requirement of this contract. Incidents of identity discrepancies, failure to maintain an eligible workforce, submission of personnel who do not match verified identities, unauthorized substitutions, or failure to comply with Government direction may result in termination and will be documented in the contractor's performance assessment and reflected in the Contractor Performance Assessment Reporting System (CPARS).

(f) Subcontractor Applicability. The contractor must include this clause in all subcontracts requiring routine unaccompanied physical access to a Federally controlled facility and/or routine unaccompanied access to a Federally controlled information system. The contractor is accountable for ensuring subcontractor compliance.

(g) No Government Direction of Hiring Practices. Nothing in this clause authorizes the Government to direct the contractor's internal hiring processes or require the disclosure of personal information beyond what is authorized by law, regulation, or contract terms. The contractor remains solely responsible for determining lawful methods to meet the requirements of this clause.

(End of Clause)

Solicitation Information

Award Type

It is anticipated that a firm-fixed price service contract consisting of one (1) one-year base period and four (4) one-year option periods shall be awarded as a result of this synopsis/solicitation. The total duration of this contract shall not exceed five (5) years.

The Government intends to make one award from this solicitation. Therefore, to be considered responsive, contractors must submit pricing for all items.

Evaluation and Basis for Award

The provision at FAR 52.212-2, Evaluation—Commercial Products and Commercial Services is not applicable to this solicitation. In lieu of this provision, quotes will be evaluated in accordance with FAR 12.203 based on the criteria listed below. Award will be made to the offeror representing the best value to the Government.

(a) Evaluation factors. The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors will be used to evaluate offers:

In a separate document, address the evaluation criteria questions below and include your response in your submission.

1. Relevant Past Performance History:

- Provide the number of years this specific entity has been providing Janitorial Cleaning Services. If part of the experience period was doing business under a different business name, identify that business and period separately. IT IS CRITICAL if you are subcontracting any part of this project, that you identify the same information for the sub-contractors throughout the evaluation questionnaire. Evaluation is looking at those performing the janitorial services as well as who administers the contract.

- Provide a listing of your projects for the past three-year period that most closely relate to this type of work. Include the dates of performance, the company name, the name of contact person, and their telephone number. References will be contacted. Also include any contract that was terminated (convenience and or cause) or cancelled and address why the contract was terminated or cancelled.

The Government may utilize any references provided by the Contractor, along with information available from past contracts/orders with the USDA and any information found using sources such as Federal Government sources or the Contractor Performance Assessment Reporting System (CPARS) to determine if the Contractor has acceptable or neutral Past Performance.

2. Quality of Services:

Demonstrate ability to perform services in accordance with the contract specifications. Conformance to good standards of workmanship. Offerors shall submit their Quality Control Plan and how they intend to meet Government performance standards for each task and subtask associated with this contract.

- The Quality Control Plan (QCP) should recognize the responsibility of the Contractor to carry out its quality control obligations and contain measurable inspection and acceptance criteria corresponding to the Performance Work Statement (PWS). The QCP shall specify:

1. How quality will be monitored to ensure performance standards are met.
2. How the work will be supervised.
3. Identify the personnel responsible for performing quality control.
4. How results of the monitoring will result in quality performance.
5. Create a checklist for inspection of the building that covers all services stated in the "Performance Work Statement"
6. A system to ensure that the Contractor's employees are notified of any deficiencies in their area of responsibility.
7. A plan to monitor and correct customer complaints.
8. A plan for immediately forwarding customer complaints that are not the responsibility of the Contractor to the COR.

3. Technical Approach

- Provide a listing of your in-house capabilities and the tasks if you intend to subcontract. Include a list of the facilities (for storage of supplies related to this project), supplies, tools and/or equipment you intend to use.
- Performance, schedule and staffing: List the names and experience of the employee(s) with appropriate skills and skill levels to accomplish the project with regard to the personnel qualifications.

4. Use of Biobased Products

As required by FAR 52.223-2, biobased products must be used in performance of this contract. Contractor shall describe current or past performance experience with the use of biobased products. For the purposes of this contract, the Contractor shall include a list of products intended for use on the Southern Research Station Headquarters Janitorial Services project. Identify each product's biobased Potent percentage and the product's intended use.

Table. Biobased Assessments

Rating	Description
Acceptable	Proposal clearly states the utilization of biobased products, list of products, certification, and percentage.
Unacceptable	Proposal does not clearly state the utilization of biobased products, does not include a list of products, lacks certification, and is lacking in clear understanding of operation plan.

Proposal does not clearly state the utilization of biobased products, does not include a list of products, lacks certification, and is lacking in clear understanding of operation plan.

5. Price:

The offeror shall provide pricing as requested in the **Schedule of Items - Attachment 1** of this Request for Quote. Failure to propose pricing for all individual line items may result in a quotation being excluded from further consideration. The offeror's quotation will be evaluated in accordance with

FAR 12.204, to determine if it is fair and reasonable. The Government will issue a contract to the offeror quote conforms to the solicitation requirements, and which offers the best value to the Government.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. The evaluation of options does not obligate the Government to exercise the option(s).

(c) Notice of award. A written notice of award or acceptance of an offer furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.
(End of provision)

Other Information

52.252-1 Solicitation Provisions Incorporated by Reference Feb 1998
This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): https://www.acquisition.gov/far-overhaul/far-part-deviation-guide/far-overhaul-part-52

52.212-1 Instructions to Offerors - Commercial Products and Commercial Services (Nov 2025)

FAR 52.212-1 is amended as follows:

IT IS THE OFFERERS RESPONSIBILITY TO SUBMIT THEIR BEST OFFER WITH ALL REQUIRED DOCUMENTATION.

Period for acceptance of offers.
The Offeror agrees to hold the prices in its offer firm for **90 calendar days** from the date specified for receipt of offers.

Questions
Questions shall be submitted via email to andrea.pollock@usda.gov and are due no later than July 1, 2026, at 4:30 PM Pacific Time. This will ensure enough time to respond before the solicitation period ends. Please include the solicitation name and number as the subject line of the email.

52.203-18 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation (Jan 2017)

52.209-2 Prohibition on Contracting with Inverted Domestic Corporations - Representation (Sep 2025)
52.209-11 Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Sep 2025)
52.240-90 Security Prohibitions and Exclusions Representations and Certifications (Nov 2025)

The following provisions are applicable if checked:

☒ 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sep 2024)
☒ 52.204-7 System for Award Management—Registration (Nov 2025)
☐ Alternate I (Nov 2025) to 52.204-7
☐ 52.204-90 Offeror Identification (Nov 2025)
☐ 52.207-6 Solicitation of Offers from Small Business Concerns and Small Business Teaming Arrangements or Joint Ventures (Multiple-Award Contracts) (Aug 2024)
☐ 52.209-12 Certification Regarding Tax Matters (Oct 2025)
☐ 52.219-2 Equal Low Bids (Nov 2025)
☐ 52.222-18 Certification Regarding Knowledge of Child Labor for Listed End Products (Feb 2021)
☐ 52.222-48 Exemption from Application of the Service Contract Labor Standards for Maintenance, Calibration, or Repair of Certain Equipment–Certification (Nov 2025)
☐ 52.222-52 Exemption from Application of the Service Contract Labor Standards for Certain Services-Certification (Nov 2025)
☐ 52.222-56 Certification Regarding Trafficking in Persons Compliance Plan (Oct 2020)
☐ 52.223-4 Recovered Material Certification (May 2008)
☐ 52.225-2 Buy American Certificate (Oct 2022)
☐ 52.225-4 Buy American-Free Trade Agreements-Israeli Trade Act Certificate (Nov 2025)
☐ 52.225-6 Trade Agreements-Certificate (Feb 2021)
☐ 52.226-3 Disaster or Emergency Area Representation (Nov 2007)
☐ 52.229-11 Tax on Certain Foreign Procurements—Notice and Representation (Jul 2025)

Other Applicable FAR Provisions

52.217-5 Evaluation of Options (Nov 2025)
52.233-2 Service of Protest (Sep 2025)
52.237-1 Site Visits (Apr 1984)

AGAR Provisions

452.203-70 Anti-Discrimination and Diversity, Equity, and Inclusion (DEI) Certification (Dec 2025)

(a) By submission of its offer, the offeror certifies that:

(1) It is compliant with all applicable Federal anti-discrimination laws and the Equal Protection principles of the U.S. Constitution.

(2) Neither it nor any proposed subcontractor or teaming partner operates or funds any program, policy, or initiative that promotes DEI in a manner that violates any applicable Federal anti-discrimination laws, including but not limited to Title VI and VII of the Civil Rights Act of 1964, or the Equal Protection principles of the U.S. Constitution.

(b) If the offeror participates in, facilitates, or funds programs that implicate Title VI of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972, as amended, including but not limited to grants to or for schools, colleges, universities, 4-H programs, non-governmental organization (NGO) programs, sports programs, and education-related grants to prisons or other detention facilities, by submission of its offer, the offeror certifies that it is compliant with those laws, including the requirements set forth in Executive Order 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government, and Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

(c) The offeror affirms that the above requirements are conditions of payment that go to the essence of the contract and are therefore material terms of the contract. Payments under the contract are predicated on compliance with the above requirements, and therefore the offeror will not be eligible for funding under the contract or to retain any funding under the contract absent compliance with the above requirements.

(d) This certification reflects a change in the Government's position regarding the materiality of the foregoing requirements and therefore any prior payment of similar claims does not reflect the materiality of the foregoing requirements to this contract.

(e) Submission of a knowing false statement relating to offeror's compliance with the above requirements and/or eligibility for the contract may subject the offeror to liability under the False Claims Act, 31 U.S.C. § 3729, and/or criminal liability, including under 18 U.S.C. §§ 287 and 1001.

(f) Failure on the part of the offeror or its subcontractors to comply with the terms of this clause may be grounds for the Contracting Officer to terminate the contract for default.
(End of Provision)

NOTICE FOR FILING AGENCY PROTESTS
United States Department of Agriculture (USDA) Protest Procedures

The United States Department of Agriculture (USDA) is committed to fair, transparent, and efficient acquisitions. Interested parties with concerns about this solicitation are encouraged to seek resolution through the following USDA procedures.

Tier 1: Contracting Officer Concern Resolution

Submission: Interested parties with concerns about either the solicitation or subsequent award should first submit their concern directly to the Contracting Officer, providing sufficient detail to allow the Contracting Officer to understand and assess the issue.

Process: The Contracting Officer will review the concern, seek clarification as needed, and engage with the interested party to attempt prompt resolution.

Review Timeline: The Contracting Officer will make every effort to provide a response or resolution within 10 business days of receiving the concern.

Effect on Award or Performance: Tier 1 engagement is not considered an official notification of filing an agency protest and does not pause solicitation deadlines, delay award decisions, or suspend contract performance.

Next Steps: If the matter cannot be resolved at Tier 1, the interested party may file a written agency protest under Tier 2.
USDA encourages all parties to seek resolution with the Contracting Officer before filing an agency protest.

Tier 2: Agency Protest
If concerns cannot be resolved at Tier 1, an interested party may file a written agency protest with either the Contracting Officer or the USDA Independent Review Authority. The decision by the USDA Independent Review Authority is an alternative to a decision by the Contracting Officer. The USDA Independent Review Authority will not consider an appeal of the Contracting Officer's decision on an agency protest.
The protest must state whether the protester elects review by the Contracting Officer, by the UDSA Independent Review Authority. If no election is stated, the Contracting Officer will decide the protest.

Required Information: Protests shall include the information set forth in FAR 33.104-4 (a)(3). Failure to submit the required information may result in a delay or dismissal of the protest.

Submission: Agency protests should be submitted electronically to SPE.inquiry@usda.gov and the Contracting Officer.

Timeliness: Protests must be filed within the timeframes specified in FAR 33.104.

Effect on Award or Performance: Contract awards or performance will be suspended during the protest period unless justified in writing for urgent and compelling reasons or determined to be in the best interest of the Government.

Review Timeline: USDA strives to resolve agency-level protests within 35 business days of receipt.

Election of Forum: By filing a protest with USDA, the protesters agree not to file a protest on the same matter with the Government Accountability Office (GAO) or any other external forum while the agency protest is pending. If such a protest is filed externally, the USDA agency protest will be dismissed.

Questions: Questions regarding this notice or protest procedures should be directed to the Contracting Officer identified in this solicitation.

Performance Work Statement

Southern Research Station Headquarters (SRS HQ) Janitorial Services

General Requirements

This is a non-personal services contract for janitorial services for the Forest Service, Southern Research Station, Headquarters Building located at 200 Weaver Boulevard, Asheville, North Carolina. The Government (GOV) shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn, is responsible to the government.

1.0 Purpose

The purpose of this contract is to ensure a clean, safe, and visually appealing workplace environment that promotes staff morale and presents each facility in its best condition, thereby enhancing public perception and overall attractiveness.

2.0 Description of Services

The Contractor shall provide all labor, supplies, supervision, tools, materials, equipment, and transportation necessary to provide custodial services in accordance with this specification. Custodial service applies to all designated spaces including, but not limited to, office and administrative spaces/offices, halls, restrooms, offices, work areas, entrance ways, lobbies, storage areas, elevators, and stairways. The work consists of completing the Line items in, Attachment 1, Schedule of Services, in accordance with this attachment, Attachment 3, Floorplans, Attachment 4, Space Identification (ID) to ensure all facilities remain safe, clean, and fully operational.

All services shall be performed in accordance with (IAW) this Performance Work Statement (PWS), and all applicable local, state, and federal standards, laws, and regulations.

3.0 Place of Performance

The work shall be performed Southern Research Station, Headquarters Building located at 200 Weaver Boulevard, Asheville, North Carolina.

4.0 Period of Performance

The period of performance (POP) shall be for 1 Base Period of 12-months and 4 Option Periods of 12-months each. Below is the estimated POP

Period	POP Start Date	POP End Date
Base Period (12-Month Base Period)	1 August 2026	31 July 2027
Option Period 1 (12-Month Option Period)	1 August 2027	31 July 2028
Option Period 2 (12-Month Option Period)	1 August 2028	31 July 2029
Option Period 3 (12-Month Option Period)	1 August 2029	31 July 2030
Option Period 4 (12-Month Option Period)	1 August 2030	31 July 2031

5.0 Contract Type

The Government will award a Firm-Fixed Price (FFP) Service Contract with a Base Period and four (4) twelve-month Option Periods.

6.0 Working Hours

The Government's regular working hours are Monday through Friday from 0800 to 1630, except federal holidays or when the government installation is closed due to local or national emergencies, administrative closings, or similar government directed closings.

The contractor is responsible for conducting business after government regular working hours, and to maintain at all times an adequate workforce for the uninterrupted performance of all tasks defined within this PWS.

7.0 Federal Observed Holidays

When a federal holiday occurs on a Saturday, federal employees are normally granted the previous Friday as the holiday observance. When a federal holiday occurs on a Sunday, federal employees are normally granted the following Monday as the holiday observance. Below is the list of recognized federal holidays:

Federal Holidays		
New Year's Day (January)	Juneteenth Day (June)	Veteran's Day (November)
Martin Luther King Jr's Birthday (January)	Independence Day (July)	Thanksgiving Day (November)
President's Day (February)	Labor Day (September)	Christmas Day (December)
Memorial Day (May)	Columbus Day (October)	

8.0 Contractor Key Personnel

Project Manager: The contractor shall provide a Project Manager and designated alternate, as applicable, who has full authority to act for the contractor on all contract matters relating to this contract. The Project Manager or alternate shall be available during the Government's regular working hours.

The designated Project Manager or alternate shall be the single onsite Point of Contact (POC) for award management. The PM shall have the authority to make decisions for the Contractor and shall be the single onsite Contractor representative responsible for all issues, concerns, or problems for this award instrument. The PM shall readily respond to questions, concerns, and comments, and shall proactively alert the Government to potential contractual issues.

The Project Manager shall meet the following technical and experience requirements. The PM shall have at least 5 years working in facility custodial and janitorial fields and two years of project management role or team supervision. The PM conduct shall always be professional.

The Project Manager shall possess the technical, professional, and interpersonal capability of performing the functions described in this PWS in a competent and professional manner. Additionally, this person shall have full understanding and comprehension of the Performance Work Statement (PWS).

The contractor shall inform the CO and COR in writing of any change in personnel, Project Manager.

Contractor shall provide the Project Manager's resume to the Contracting Officer for approval as part of the Key Personnel deliverable.

In case of substitutions to the PM, the Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to the current person being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receiving receipt of all required information of the decision on substitutions. The award instrument will be modified to reflect any approved changes of key personnel.

Quality Control Representative: The contractor shall provide a Quality Control Representative who shall be responsible for the contractor's Quality Control Plan (QCP) to ensure services are performed IAW the PWS. The Quality Control Representative shall implement and maintain full compliance of the QCP throughout the contract period.

The contractor shall maintain an approved Quality Control Plan. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the project requirements. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is how the contractor ensures work complies with the requirements of the contract.

The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work performed under the contract conforms to contract requirements. The Contractor shall maintain complete inspection records and make them available to the Government. All work shall be conducted under the general direction of the Contracting Officer and is subject to Government inspection and test at all places and at all reasonable times before acceptance to ensure strict compliance with the terms of the contract.

9.0 Contractor Special Qualifications

The contractor shall, at no additional cost to the government, obtain all licenses and permits required for performance of work and for complying with all applicable local, state, and federal laws and regulations.

The Contractor shall ensure bio-hazard cleaning and disposal of bio-hazard materials are performed by qualified and certified personnel, as per the Occupational Safety and Health Administration (OSHA) Code of Federal Regulations, 29 CFR 1910.1030 (A thru I and Appendix A).

10.0 Post-Award Conference and Periodic Progress Meetings

The contractor agrees to attend any post award conference convened by the contracting activity or contract administration office.

11.0 Changes

Changes from the government will only be authorized by a warranted CO, see FAR 52.212-4(d).

12.0 Travel

The contractor is responsible for all travel to and from the designated work site locations.

13.0 Inspection and Acceptance

See FAR 52.212-4(b)

14.0 Invoicing and Payment

All contractor invoices shall be submitted via the Invoice Processing Platform (IPP), www.ipp.gov, using contract line item numbers (CLINs). The contractor shall be required to establish account(s), access method(s), log-in(s), and necessary training in order to submit invoices through IPP. Invoices not submitted via IPP shall not be accepted or paid.

Note: The contractor shall only invoice for work performed and authorized under the contract. Payment will be made solely for items listed on the Schedule of Items. All other work is considered incidental to those pay items.

15.0 Service Interruptions

If any services must be interrupted (even temporarily) due to maintenance of contract work, the contractor shall notify the CO and COR at least 5 business days in advance. If the service is due to an emergency breakdown, the contractor shall notify the CO and COR as soon as practicable.

16.0 Contractor Furnished Material/Equipment and Biobased Materials

Contractor Furnished Supplies. The Contractor shall provide all supervision, labor, equipment, materials, supplies, and services to perform the requirements of this contract. Materials, equipment, and supplies provided shall meet the requirements specified in this section. Items not listed in this section or any other technical specifications of this contract shall be of an acceptable commercial grade and quality, approved by the COR.

The Contractor shall manage the total work effort associated with the custodial services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, and quality control. The Contractor shall provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices. The Contractor shall maintain an adequate workforce to complete work in accordance with the time and quality standards specified herein.

Contractor Furnished Material and Equipment. Materials and equipment shall be of the type and quality used in large scale commercial cleaning operations, shall meet the requirements specified herein, and shall be approved by the Contracting Officer before use. All toilet supplies and custodial materials and supplies provided by the Contractor shall

conform to the requirements of the latest edition of the applicable requirements listed herein. Those not covered by federal specifications shall be of commercial grade and quality. Within 10 days after award of this contract, the Contractor shall submit a list of the materials to be used for approval by the Contracting Officer Representative. The list shall include the manufacturers' name, brand name, and statement certifying that materials supplied meet or exceed contract requirements.

Contractor is required to purchase supplies in accordance with 48 CFR 52.208-9 and FAR 52.208-9 Contractor Use of Mandatory Sources of Supply or Services.

Supplies to be furnished by the Contractor shall conform to the requirements specified below.

(a) Soaps. Soaps for restrooms and kitchen shall conform to the following requirements. A liquid or foaming soap, approximately 15% concentrate, shall be provided for use in existing dispensers. If a different type of dispenser is needed, the contractor will provide this at no additional cost following approval by COR. The soap shall be mildly scented with an antibacterial solution and lotion or emollients, conforming to one of the following manufacturers' brand names as specified, or an approved equivalent.

a. Vestal
b. Calgon
c. Saniflush
d. QSC
e. GOJO

(b) Dish Soap. Soap for use in the kitchen sink shall conform to the following requirements. A liquid soap in a pump dispenser shall be mildly scented with an antibacterial solution and lotion or emollients, as approved by the COR

(c) Dishwasher Detergent. Detergent for use in the kitchen dishwasher shall conform to the following requirements. A liquid or granule detergent, in single use packs shall be provided for use in the kitchen as approved by the COR.

(d) Paper Towels and Toilet Paper. Paper towels and toilet paper shall conform to the following requirements. The Contractor is responsible for determining the quantity of supplies needed for this contract.

Paper towels shall suit the existing paper towel dispensers. The Contractor shall furnish adapters as required to suit existing paper towel dispensers at no additional cost to the Government. Paper towels should be commercial grade, highly absorbent, wet strength type. Factory reject type paper shall not be used in this contract. Towels shall be delivered in unopened cartons.

Toilet tissue shall be medium soft, commercial grade. The rolls shall fit existing dispensers. If a different type of dispenser is needed, the contractor will provide this at no additional cost following approval by COR. Factory reject type paper shall not be used in this contract. Paper shall be delivered in unopened cartons.

(e) Urinal Screen / Deodorizer. Urinal Screen / Deodorizer shall be standard commercial type as approved by the COR. Cake and screen deodorants shall be non-toxic, with a pleasant smell and shall fit existing urinals.

(f) Disinfectant Germicidal. An approved chemical agent used for cleaning in order to destroy any harmful microorganisms and odor.

(g) Waste Container Liners. Liners shall be of proper size to fit the containers and be constructed of durable plastic.

(h) Floor Wax. Floor wax shall be an acrylic slip resistant wax conforming to one of the following manufacturers' brand names as specified, or an approved equal.

a. Johnson's Complete
b. Carolina Reflections
c. Cello Brite

Equipment. All power-driven equipment for vacuuming, floor scrubbing, waxing, and polishing shall be of the industrial type, mechanically sound, safe to operate, and in a condition that will not harm or excessively wear existing finishes and floor coverings. Storage and use of the approved equipment shall be acceptable to the activity Building Manager. Biobased. The contractor shall utilize products made from bio-based materials (e.g., Janitorial cleaning supplies such as bio-based cleaners, degreasers, and toilet bowl cleaners) to the maximum extent practical without jeopardizing the intended use or detracting from the overall quality delivered to the end user or potential harm to surfaces. See http://www.biopreferred.gov/ for acceptable products. The contractor shall submit a list indicating the name of the manufacturer, brand name, intended use of each of the products and the Safety Data Sheets used in the performance of requirements of the PWS, IAW 29 CFR 1910.1200.

The table below shows the minimum biobased content percentage for products within the category to qualify for purchasing under the federal procurement preference. The table is not an all-inclusive list. See this website for additional information: https://www.biopreferred.gov/BioPreferred/faces/pages/ProductCategories.xhtml

Biobased Product Category	Minimum Biobased Content
Bathroom and Spa Cleaners	74%
Carpet and Upholstery Cleaners - General Purpose	54%
Carpet and Upholstery Cleaners - Spot Removers	7%
Cleaning Tools	22%
Disinfectants	25%
Floor Cleaners	77%
Floor Finishes and Waxes	25%
Floor Strippers	78%
Furniture Cleaners and Protectants	71%
General Purpose Household Cleaners	39%
Glass Cleaners	49%
Sanitary Tissues	25%

17.0 Security

The contractor shall be responsible for safeguarding all government property provided to the contractor for contractor use under this contract. At the close of each work period, all government property shall be secured.

The Contractor shall provide the Contracting Officer with a list of names, addresses, and telephone numbers of all the Contractor's employees who will be working at this facility. No employee will be permitted in the building prior to completing and submitting the required PII sheet and two fingerprint cards issued by the contracting agency. This list and completed forms shall be submitted prior to the first workday of the contract period, and any changes to the list shall be provided within twenty-four (24) hours of such change. Once contacted by the Forest Service, Personnel Security staff, each contract employee must complete and submit the eQuip application and form OF-306 within 14 business days. Contract employees are to respond to any follow-up requests from Personnel Security staff for missing application data within 2 business days. Contract employees must respond within 2 business days of notification that their Lincpass ID is ready to be scheduled. Failure to comply with these timelines will result in blocked access to the building.

Exterior Doors. All exterior doors should remain shut and locked. The one exception to this is the front entrance door while the Receptionist is present. If an exterior door needs to remain open for any length of time, there needs to be a Forest Service or contract employee present to ensure security of the building and that no unauthorized personnel enter. At no time should an exterior door remain open unattended.

Locked Areas. Locked areas in the facility are designated with a red L on the floorplans in Attachment 3.

The Contractor is required to re-lock these areas after completion of work, even if area is found to be unlocked when he arrives to perform services. The Contractor shall be provided a key(s) to gain access to areas requiring service. The COR should be immediately notified if a key is lost.

Identification of Employees. The Contractor and all employees shall wear badges or monograms providing ready identification. Employees shall be required to dress neatly, commensurate with the tasks being performed. At no time will anyone visiting the janitorial staff be permitted in the building unless they are providing contractual services and the COR is notified.

Security Monitoring System. The SRS Headquarters building is equipped with a security alarm system that is activated after regular Government working hours. The Contractor will be supplied with a key to bypass the alarm system when it is activated for entry and exit to the building. The key will allow transit through the door for up to 45 seconds. If the door is held open longer than the time allotted, the security system will alarm. For periods when the door needs to be held open for more than 45 seconds the alarm will need to be manually deactivated and the alarm monitoring service notified. The Contractor is responsible to contact the alarm monitoring service in the event of a false alarm. Failure to notify the alarm company could result in the alarm company dispatching law enforcement personnel to the building to verify the alarm. The Contractor will be responsible to pay any cost for this service call the alarm company will charge to investigate the false alarm. The cost incurred will be deducted from the next month's invoice submitted for services. The Contractor is responsible to re-activate the alarm system when leaving the facility after services are completed.

18.0 Access to Government Facilities

The contractor shall coordinate all contractor personnel access to government facilities with the COR at least 5 business days prior to any scheduled service or visit. Only contractor personnel performing work under this contract shall have access to government facilities. If no coordination is made, access will be denied. Contractor personnel entering government facilities shall abide by all security regulations.

19.0 Key Control

If the contractor is provided with keys, key cards, or door access codes to access buildings and rooms requiring cleaning, they must ensure these items are not lost, misplaced, or used by unauthorized personnel. The contractor is strictly prohibited from duplicating any keys.

All keys issued to the contractor shall be logged with a signature and date. Keys must remain in the possession of janitorial staff while performing services and be returned to the COR prior to the contract end date. Any lost keys must be reported to the COR immediately and replaced at the contractor's expense.

If keys (other than master keys) are lost or duplicated, the contractor shall, upon direction from the CO, re-key or replace the affected locks. Alternatively, the Government may choose to perform the re-keying or lock replacement. In such cases, the total cost will be deducted from the contractor's monthly payment. If a master key is lost or duplicated, the Government will replace all locks and keys within that system, and the full cost will be deducted from the contractor's monthly payment.

Note: Keys and key cards are non-transferable. If a contractor employee leaves employment, the contractor must immediately return all keys and key cards issued to that employee to the COR. The COR will issue new keys and key cards to replacement personnel.

20.0 Identification of Contractor Employees

All contractor personnel working in situations where their contractor status is not obvious to third parties are required to identify themselves by wearing clearly written and visible nametags at all times, as such to avoid creating an impression in the minds of members of the public that they are Government officials.

21.0 Conduct of Contractor Personnel

The CO may require the contractor to remove from the work site any employee working under this contract for reasons of misconduct, security, or found to be or suspected to be under the influence of alcohol, drugs, or other incapacitating agent. Contractor employee shall be subject to dismissal from the premises upon determination by the CO that such

action is in the best interests of the government. Such removal from the work site or dismissal from the premises shall not relieve the contractor of the requirement to provide sufficient personnel to perform the services as required by this PWS.

During execution of the work, the Contractor shall take special care to protect Government property including furniture, walls, baseboards, and other surfaces from materials/cleaners not intended to be used on that surface. Accidental splashes shall be removed immediately. The Contractor shall repair and return areas damaged, as a result of work under this contract, to their original condition, to include painting, refinishing, or replacement, if necessary, at no cost to the Government. The Contractor is prohibited from using Government telephones, facilities, or office equipment provided for official Government use. Smoking is not permitted in the building at any time.

22.0 Contractor Personnel Requirements

Contractor shall comply with following requirements:

- Adhere to the following clauses:
  - FAR 52.204-9 Personal Identity Verification of Contract Personnel Certification
  - FAR 52.223-2 Reporting of Biobased Products Under Service and Construction Contracts

- When the premises covered under the contract require or utilize Linc Pass keycards for building entry, the Contractor's personnel/ employees must also visit a USDA Activation Center to obtain a physical LincPass keycard. Visitation of an Activation Center is not required for any Contractor's personnel employees whose worksite buildings utilize traditional keys or non-Linc Pass keycards.

- All Contractor employees working inside a federal building will be required to complete computer based online training courses. Once the new contractor employee's information has successfully been entered into the onboarding tracking software, they will be contacted by email. The emails will contain links to websites where the employee can complete the courses. Each course should take 45 to 60 minutes to complete. Contractor employees will need to have access to a computer to complete all training online.

Course Name	Frequency	Method of Training	Length of Training	Completion Date
* Information Security Awareness	Annually	AgLearn	60 minutes	1 year since last completion date.
USDA Records Management	Annually	AgLearn	60 minutes	60 days after assignment.
Section 508	Annually	AgLearn	60 minutes	45 days after assignment.

* This course needs to be completed within 7 days of receipt of the email notification. The course must be completed first. Failure to complete this course in the time allotted will result in a termination of the onboarding process. Once the course is complete the background check process may start.

- This contract requires tier 1 background investigation. Use Declaration of Federal Employment (OF306) as applicable. The OF306 is an encrypted (password-protect) PDF, with instructions, to be sent to the government email provided. The PDF should have password-protect for viewing, not just editing, otherwise data is just as open as not password-protecting it. Complete the National Background Investigation Services (NBIS) security questionnaire as applicable. The Background investigation will be initiated through the following internet browser address: https://eapp.nbis.mil/. A user ID and temporary password are issued through separate emails from the NBIS system. Fingerprinting (if you have not already enrolled for a LincPass or completed Field Print) is required for employees. These actions must be completed within 14 days. Extensions will be granted on a case-by-case basis. Contractor personnel shall not be allowed in any Government building if they have not passed the Federal background check and on-boarding procedures. The Background investigation shall be initiated through the following internet browser address: https://eapp.nbis.mil/ A user ID and temporary password are issued through separate emails from the NBIS system. The contractor shall provide to the COR three (3) days prior to start of work, each employee's full legal name, social security number and driver's license, if applicable, for security access and security training. Alerts regarding requirements needing attention are generally sent to the Contractor via email to the address(es) provided during the HSPD-12 Background Investigation application. The contractor shall ensure that all required personnel/employees respond within one week of each prompt for action or information (initial or additional) as part of the HSPD-12

Background Investigation requirement and its associated maintenance. For each member of the Contractor's personnel/employee(s) to access the Government facility unaccompanied by the Government (i.e. for overnight cleaning), submittal to the mandatory background investigation includes the provision of pertinent information to the Government, fingerprinting, and response to any queries from the Person Model point of contact. Maintenance activities may include but may not be limited to mandatory annual completion of a short information security training exam, materials for which will be available online or provided via email or in hard copy by the CO or COR.

- Fingerprinting is required for Contractor employees. Depending on the location of the Contractor employee the fingerprint location may take several hours to drive to. Total travel time and fingerprinting process may take 4 to 8 hours. Fingerprinting will be done in one of these two ways.
    - Enrollment within USAccess for a credential (LincPass): Notify PIV Sponsor if you have already been fingerprinted for your credential or if you plan to have an enrollment appointment within the next 14 days.
    - Field Print: If this method is used, you are required to schedule an appointment within 7 days.

- Upon employee termination with Contractor, Contractor will notify the COR, within 12 hours of termination, employee's full legal name, to remove from security system. Any building access keys, or employee Link Pass shall be promptly returned to the Government after employee termination.

- When the premises covered under the contract require or utilize Linc Pass keycards for building entry, the Contractor's personnel/ employees must also visit a USDA Activation Center to obtain a physical LincPass keycard. Visitation of an Activation Center is not required for any Contractor's personnel employees whose worksite buildings utilize traditional keys or non-Linc Pass keycards.

23.0 Safety

Contractor activities shall be conducted in a safe manner that minimizes accidents as well as any impacts on Government operations and members of the public. Contractor shall comply with applicable federal, state, and local codes and standards, including safety and occupational health requirements, as well as any additional specific requirement contained in this PWS.

Contractor employees shall not place mops, brooms, machines or other equipment in traffic lanes or other locations in such manner as to create safety hazards. When the cleaning of public traffic areas (lobbies, halls, or corridors) results in the temporary hazard of wet or slippery floor surfaces, parallel wet mopping or cleaning procedures shall be accomplished so that at no time will it be necessary for personnel to cross a wet surface to gain access to other parts of the area. Whenever possible, the contractor shall use adequate warning signs or devices to warn the public of the hazard.

24.0 Fire Protection and Prevention

All sweeping compounds, dust cloths and mop treating materials, floor oils and floor treatment materials (exclusive of waxes) shall be products, which are free of any spontaneous heating capability. Listings of these products as free of this capability by the Underwriters' Laboratory Inc. or other qualified nationally recognized testing organization, shall be considered as meeting these requirements. The contractor shall not store combustible supplies, including rags, paper, and other like items near possible sources of combustion such as, steam pipes, high wattage lamp bulbs, and other like items. However, dust rags may be stored in airtight metal containers at floor level. Rags, mops, brushes, wax, and other cleaning tools which contain a residue of animal, vegetable or mineral oils which are subject to spontaneous combustion shall be disposed of, processed by daily laundering, or removed off-site.

Technical Requirements

The contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, and all other items and non-personal services necessary to provide janitorial services for the Southern Research Station Headquarters. Services include, but are not limited to, dusting, cleaning, disinfecting, interior and exterior window cleaning, hard floor cleaning, carpeted floor cleaning, and spot-cleaning of surfaces to ensure all facilities remain safe, clean, and fully operational.

All services shall be performed in accordance with this Performance Work Statement, and all applicable local, state, and federal standards, laws, and regulations.

The contractor shall be responsible for coordinating all services with the COR at least 5 business days in advance.

The following establishes the required tasks and the minimum acceptable levels of service.

25.0 Cleaning Tasks

The Contractor shall provide the custodial services described herein. Custodial services requirements are divided into two groups: Basic Services and Other Services. An inventory of the areas to receive custodial services will be outlined in Attachment 4, Space ID's, a description of the services is included in Section VI, Custodial Performance Requirements and Section VIII, Frequency of Services.

At the request of the COR, the contractor Quality Control Representative must be capable of responding to the SRS Headquarters Asheville, NC within 24 hours of notification. Failure to provide adequate response to performance issues, shall result in issuance of a notice of compliance.

BASIC SERVICES. Basic services shall consist of the services listed for the specified spaces. Furniture or other equipment (including waste containers) moved while performing basic services shall be returned to their original position.

(1) Space Cleaning. Space cleaning shall consist of the following services each time a space is cleaned.

(a) Emptying Waste Containers/Trash Collection. All waste/trash containers identified in Attachment 3, Floorplans, shall be emptied. All items placed adjacent to waste containers and marked "TRASH or WASTE" shall also be removed and properly disposed of. All waste collected shall be disposed of in the appropriate dumpster. Waste that falls on the floor and on outside grounds during the waste removal shall be picked up and disposed of by the Contractor.

i. Any plastic liner soiled with food waste or if soiled or leaking shall be replaced with a new plastic liner. Each waste/trash container should have two additional liners placed in the bottom of the can prior to installing 3rd liner.

ii. If waste containers are soiled or have odors, they shall be cleaned inside and outside utilizing a disinfectant and shall be made free of odors. After cleaning, containers shall be wiped dry and new plastic liners installed.

iii. All shredders identified shall be emptied into a bag type container and the secured bag disposed of in the dumpster, marked "Wastepaper".

iv. Any cardboard collected shall be disposed of in the dumpster marked "Cardboard".

v. All containers marked "recycle" or "wastepaper" at desk areas in work spaces will be emptied into a separate container from trash and disposed of in the dumpster marked "Waste paper". The contractor is to identify on the work schedule which day this service will be performed.

(b) Low Dusting/Cleaning. All furniture, the top surface of all cabinets, partitions, equipment, handrails in stairways, ventilation grills, horizontal surfaces, and windowsills shall be dusted clean. Walls and doors shall be wiped clean (including glass in partitions and doors) to a height of 7′- 0" above the floor level. Corridor, lobby, and entrance walls and doors shall be dusted and cleaned if necessary. Miscellaneous hardware and bright metal work shall be wiped clean. Drinking fountains shall be cleaned and disinfected. All surfaces of drinking fountains shall be free of stains, smudges, and scale. All personal items on desks, shelves, windowsills shall not be moved by the Contractor to perform dusting.

(c) Kitchen/Break Room. All counter surfaces shall be wiped clean with a disinfecting cleaner. All tables and chairs shall be wiped cleaned. The floors shall be swept and mopped. Floors shall be mopped with an approved cleaning solution to remove dirt, streaks, smears, and stains. All waste containers shall be emptied and the liner replaced. Soiled waste containers shall be washed inside and outside utilizing a disinfectant and shall be free of odors. After washing, containers shall be wiped dry and new plastic liners installed. Walls shall be wiped clean. The outside and inside surface areas of the microwave, stove and oven shall be wiped clean. The outside surface

areas of the refrigerators, countertops, sink and sink areas shall be wiped clean utilizing a disinfectant. The Contractor shall replenish the hand soap, dish soap, dishwasher (single pack) detergent and paper towel dispensers. If the dispensers are emptied before the next scheduled servicing, the Contractor shall replenish them at no additional cost to the Government. The Contractor shall provide all required supplies.

(d) Exterior Cleaning. Paper, bottles, cans, and all other trash, refuse and debris shall be removed from garage, sidewalks, balconies, and other areas adjacent to the facility specified in Section J, Attachment 3, Floorplans and Attachment 4, Space ID's. All ash trays and cigarette/ash receptacles, identified in Attachment 3, Floorplans shall be emptied and cleaned free of tobacco residue. All removed items shall be bagged and deposited in the proper dumpster. All adjacent walls, placards, signs, attachments, floor, doors, windows, frames near entrances to the building, shall be cleaned and free of cob webs, insects and nests up to 12 ft.

(2) Floor Care. Floor care shall consist of the following each time services are performed in areas specified in Section J, Attachment 3, Floorplans and Attachment 4, Space ID's.. The SRS Facility/Congestion Traffic Areas, in Attachment 3, Floorplans, provides data that reflects the amount of traffic / congestion that occurs in each area.

(a) Sweeping/Dust Mopping. Concrete, terrazzo, luminant, ceramic and resilient tile floors and steps shall be swept or dust mopped clean to remove all loose dirt, dust, and debris.

(b) Vacuuming Carpets and Rugs. Prior to vacuuming carpets and rugs all debris such as staples, paper clips, etc. shall be removed and properly disposed of. Carpeted areas and rugs shall be vacuumed clean, free of all loose soil and debris.

(c) Damp Mopping. Prior to damp mopping, floors shall be swept/dust mopped. Interior, concrete, terrazzo, luminant, ceramic and resilient tile floors and steps shall be damp mopped clean with an approved cleaning solution.

(d) Spray Cleaning . Prior to spray cleaning, floors shall be damp mopped as specified above. Floors shall be spray cleaned to remove traffic marks, heavy soil, etc. The material used for spray cleaning shall contain a blend of detergents and polymers to emulsify surface soil without damaging surface of floor tile. When completed, a spray cleaned floor shall be free of dirt, grime, stains, scuff and heel marks. Waxing and buffing should be done directly after to return any dull areas to a uniform finish.

(e) Waxing and Buffing. In the event that spray cleaning is not sufficient to maintain a uniform high-gloss finish, floors shall be completely waxed and buffed. The Contractor shall use a liquid wax system containing not less than 18% solids. The floors shall be damp mopped and/or spray cleaned as specified above immediately prior to application of wax. Floors shall be buffed to a uniform gloss finish free from dirt, traffic marks, and stains. If buffing produces loose residue, it shall be removed in a manner that will leave the floor clean without destroying the high gloss produced by buffing. The floor finish shall be uniform from wall to wall, including corners.

(f) Walk-off Mats. Prior to vacuuming the walk-off mats, loose debris shall be removed and properly disposed of. Each time floors are swept/dust mopped or vacuumed, walk-off mats in that area shall be cleaned. Soil and moisture underneath mats shall be removed and the floor shall be cleaned as appropriate along with the rest of the floor. The mats shall be returned to their original locations afterwards. The Contractor shall report, in writing to the Contracting Officer, all walk-off mats that are worn out to the point of being ineffective.

(3) Restroom Services. Restroom services shall consist of the following each time services are performed.

(a) Cleaning Restrooms. Restroom fixtures, including water closets, urinals, showers, lavatories, and sinks shall be cleaned inside and outside utilizing a disinfectant. Pumice sticks and an approved toilet bowl cleaner shall be used to remove stains from urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories or sinks. Floors shall be swept clean and mopped with a disinfectant. Floor drains shall be cleaned and flushed with a disinfectant. Wainscoting, partitions, walls, and doors shall be cleaned and free of dirt, bugs, grime, stains, and graffiti. Stainless steel partitions should be cleaned and polished free of streaks, smudges and oily residue. Mirrors shall be cleaned and polished with no streaks. All fixtures and hardware shall be cleaned. Waste containers shall be emptied, clean, disinfected, and plastic liners replaced

when soiled. If present, shower stall rooms and locker/dressing rooms shall be considered part of the restrooms, and cleaned accordingly. All sanitary waste containers in the women's restrooms are to be emptied, clean and disinfected.

(b) Servicing Restrooms. Servicing restrooms shall include inspecting, replenishing, and cleaning dispensers. Restroom supplies shall include, but are not limited to, paper towels, toilet tissue, urinal screens/deodorizers, disposal seat covers, sanitary disposal bags and hand soap. The Contractor shall stock restrooms with sufficient supplies to insure that the supplies will last until the next scheduled service. If dispensers become empty before the next scheduled servicing, the Contractor shall replenish them at no additional cost to the Government. The Contractor shall provide all required restroom supplies.

OTHER SERVICES. Other Services shall consist of providing miscellaneous cleaning tasks within the scope of the contract.

(a) Stripping and Waxing Floors. Resilient flooring shall be swept/dust mopped and stripped to remove all built-up wax and imbedded dirt prior to waxing. After application of wax, areas shall be buffed (if required) sufficiently for maximum gloss and uniform sheen from wall to wall, including corners. The waxed floor shall present a clean appearance free from scuffmarks or dirt smears. The floor finish shall be uniform from wall to wall, including corners. Furniture or other equipment moved during floor stripping and waxing shall be returned to their original positions.

(b) Cleaning Light Fixtures. The Contractor is required to clean the light fixtures up to 12 feet above the floor level. Globes, reflectors, covers, diffusers, and plastic side panels shall be removed and cleaned. After cleaning and reassembling, light fixtures shall be free of bugs, dirt, dust, grease, and other foreign matter.

(c) High Dusting/Cleaning. High cleaning includes cleaning horizontal and vertical surfaces above 7′ - 0" but not higher than 12' – 0" from floor level including all overhead piping and ceiling areas. All dust, lint, litter, and soil shall be removed from all surfaces. Walls shall be free of dirt, smudges, and markings. Ceilings and ventilation grills are to be free of cobwebs and loose dirt. The Contractor is to perform the High dusting/cleaning on the same day(s) in conjunction with performing low dusting/cleaning.

(d) Cleaning Exterior Glass. The Contractor shall thoroughly clean all exterior glass surfaces, window frames, sills, and sashes, from the ground line up to and including the second floor. All glass surfaces shall be cleaned and left free of streaks and stains, and shall be wiped dry. All paint, putty, film, and foreign matter found on glass surfaces shall be removed. Where storm windows exist, exterior window cleaning shall include both sides of the storm window and the outside of the inner glass, and shall be counted as three separate surfaces for reimbursement purposes.

(e) Cleaning Interior Glass. The Contractor shall thoroughly clean all interior glass surfaces and associated window frames, sills, and sashes up to 12' – 0" from floor level. All glass surfaces shall be cleaned and left free of streaks and stains, and all adjacent surfaces wiped dry. All paint, putty, film, and foreign matter found on glass surfaces shall be removed.

(f) Cleaning Venetian Blinds. Venetian blinds, including mini-blinds up to 12 '- 0" from floor level, shall be cleaned free of all dust and embedded dirt and. The Contractor is to clean the Venetian blinds in conjunction with cleaning the Interior Glass. If removed for cleaning, the blinds shall be re-hung in working order by the Contractor.

(g) Shampooing Carpets and Rugs. Prior to shampooing, carpets and rugs shall be vacuumed free of all loose soil and debris. Carpets and rugs shall be shampooed free of streaks, stains, and spots, and shall have a bright uniform color. After drying, furniture or other equipment moved for the shampooing shall be returned to their original positions.

(h) Cleaning Chairs in Main Conference Room. Chairs shall be cleaned free of all loose soil, hair, stains, spots and other debris and placed for drying. After drying, chairs shall be returned to their original positions.

(i) Service Calls. Service calls for cleaning shall consist of providing miscellaneous minor cleaning tasks within and beyond the scope of basic services. Historically, the activity has experienced approximately 1 such call per quarter**.** The Contractor shall respond to service call requests for cleaning within **2** hours during regular working hours. Once begun, the cleaning effort shall continue until completed. Service calls within the scope of services may include all line items listed under basic or other services. These service calls occur when special events will be occurring at the facility. Service calls beyond the scope of the basic services include, but are not limited to, such items as:

- Clean up of overflowed restroom fixtures.
- Clean up of spills.
- Cleaning muddy or wet entrances
- Clean up of broken glass.

Deliverables Schedule

26.0 Key Deliverables

Unless otherwise specified, the COR/designee will have five (5) business days to review draft deliverables and make comments. The Contractor will have three (3) business days to make corrections. Upon receipt of the final deliverables, the COR/designee will have three (3) business days for final review prior to acceptance or providing documented reasons for non-acceptance.

The COR/designee will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the award instrument. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR/designee of the specific reasons for rejection. The Contractor shall have five (5) business days to correct the rejected deliverable and return it per delivery instruction

	Deliverable	Objective	Due
1	Quality Control Plan (QCP)	The contractor shall develop, implement, and maintain an effective QCP to ensure all services are performed IAW this PWS. The QCP shall detail the procedures used to identify, prevent, and ensure non-recurrence of defective services. The QCP shall serve as the contractor's primary method for ensuring that all work complies with the requirements of the contract and any resulting task orders.	The contractor shall submit an electronic copy to the CO and COR NLT 5 business days after contract award. An updated copy shall be provided to the CO and COR as changes occur.
2	Schedule of Services	The contractor shall provide a timeline for all services to be performed under this contract, upon request from the COR.	The contractor shall submit an electronic copy to the CO and COR NLT 5 business days after contract award. An updated copy shall be provided to the CO and COR as changes occur.
4	Biobased Products Under Service Contracts Report	The contractor shall report in SAM.gov the product types and dollar value of any USDA-designated biobased products purchased, IAW FAR Clause 52.223-2.	The contractor shall submit an electronic copy to the CO and COR NLT October 31 of each year.
5	Safety Data Sheet (SDS)	The contractor shall submit SDS for each one of the products to be used in the performance of this contract. SDS needs to be approved by the COR. Once products are approved for use, a copy shall be located where products are stored prior to start of full contract performance.	The contractor shall submit an electronic copy to the CO and COR NLT 5 business days after contract award. An updated copy shall be provided to the CO and COR as changes occur.
6	List of Contractor Personnel	The contractor shall provide a list of all contractor personnel assigned to this contract. The list shall include full legal name, phone number, and email address.	The contractor shall submit an electronic copy to the CO and COR NLT 5 business days after contract award. An updated copy shall be provided to the CO and COR as changes occur.

7	Invoices	The contractor shall submit all invoices via the Invoice Processing Platform (IPP) (IPP), www.ipp.gov, using Contract Line Item Numbers (CLINs). Invoices not submitted via IPP shall not be accepted or paid.	The contractor shall submit all invoices in IPP NLT 10 business days after work completion.

The Contractor's initial work schedule shall indicate the hours of the day and the day of the week services will be performed that day. If a task will take multiple days, list areas services will be performed in for each day. The schedule should be submitted in a similar format in Exhibit 3, shall list the type of work to be performed and the areas to be worked. When scheduled services performed twice weekly or less frequently fall on a holiday, alternate dates shall be specified. The initial work schedule shall be submitted to the Contracting Officer for approval within 15 days after award. Once approved, all work shall be performed in strict compliance with the work schedule to facilitate the Government's inspection of the work. Changes to the work schedule shall be submitted for the Contracting Officer's approval at least three working days prior to performance. In preparing the work schedule, the Contractor shall comply with the following general requirements:

(1) Except as may otherwise be specified, all work shall be performed after the Government's regular working hours, as specified in the "DEFINITIONS-TECHNICAL" clause. If the Contractor desires to work on Saturdays, Sundays, or holidays, prior approval shall be requested in writing and obtained from the Contracting Officer.

(2) The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Scheduling and reports on the status of Service Call and Other Services work shall be provided when requested by the COR.

(3) The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of Government business and mission. In those cases where some interference may be essentially unavoidable, the Contractor shall be responsible to make every effort to minimize the impact of the interference, inconvenience, customer discomfort, etc.

(4) The contractor must adhere to the service frequencies in Exhibit 1 of this document.

Performance Requirements Measures

27.0 Contractor’s Performance Reqirements

The Contract Performance Requirements listed in the attached PRS summarize specific tasks which are to be performed under this contract. The Performance Requirements associated with each Contract Requirement are shown in the PRS and include:

Work Requirements are a series of tasks associated with each particular Contract Requirement and are listed in column 1 of the PRS. The Work Requirements are typically specified in terms of timeliness of performance, the quality of work, and the preparation of documentation (if applicable).

The Standard of Performance for each Work Requirement is identified in column 2 of the PRS by reference to the Technical Requirements / Tasks in Section 3.0 which specifies in detail the work to be performed.

The Acceptable Quality Level for each Work Requirement is identified in column 3 of the PRS. The Acceptable Quality Level, when exceeded, indicates that the Contractor's monthly overall performance is unsatisfactory. The AQL does not represent a threshold for payment deductions. Deductions can be taken for any defects (with appropriate credit for rework) regardless of whether the AQL was exceeded.

The Method of Surveillance for each work requirement is identified in column 4 of the PRS. The MOS indicates the methods used for purposes of Quality Assurance by the COR.

The Negative/Positive Incentives for each work requirement are identified in columns 5 of the PRS. Where there is more than one negative incentive noted, one or all may be used.

The following performance requirements measures, and surveillance will be used for this contract:

28.0 Performance Requirements Summary

Work Requirements	*Quality/ Performance Standards*	*Acceptable Quality Level (AQL)*	*Positive/Negative Incentive % for NOT meeting the Task*
Space Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	1. Rework of line items that are not D2, D3 or D5 at no cost to the government. 2. Deduction for D2, D3 or D5 line items. 3. Negative performance rating.
Floor Care	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	1. Rework of line items that are not D2, D3 or D5 at no cost to the government. 2. Deduction for D2, D3 or D5 line items. 3. Negative performance rating.
Restroom Services	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	1. Rework of line items that are not D2, D3 or D5 at no cost to the government. 2. Deduction for D2, D3 or D5 line items. 3. Negative performance rating.
Service Calls	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Stripping & Waxing Floors	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	1. Rework of line item at no cost to the government or deduction for incomplete items. 2. Negative performance rating.
Cleaning Light Fixtures	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Low Dusting /Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
High Dusting /Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Cleaning Interior Glass	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Cleaning Venetian Blinds	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Cleaning Exterior Glass	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Carpet Cleaning	Requirements in Attachment 2 will be	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items.

	met in specified areas of Attachment 3 and 4		2. Negative performance rating
Main Conf. Rm. Chairs Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Locked Areas Requirements	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	100% acceptability to meet this requirement	1. Charged for missing or damaged items. 2. Negative performance rating.
Security Requirements	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	100% acceptability to meet this requirement	1. Charged for missing or damaged items. 2. Negative performance rating.

29.0 Customer Complaints

Customer complaints will be substantiated by the COR for validity. Should the COR determine that the complaint is valid, the COR will inform the Contractor orally and in writing and give the Contractor additional time to correct the defect, if additional time is available. The COR will determine how much time is available.

Should the Contractor disagree with the complaint after investigation, the Contractor shall notify the COR. The COR will review the matter to re-examine the validity of the complaint.

Any Government personnel or visiting public may observe unacceptable services, incomplete work, or required services not performed and they may contact the COR to communicate a complaint.

Government-Furnished Space and Utilities

30.0 Government-Furnished Space

The Government will make available to the Contractor a space to store custodial supplies and equipment at the facility reference in Attachment 3, Floorplans. The Contractor shall be responsible and accountable for taking adequate precautions to prevent fire or water hazards, odors, and vermin. The Contractor shall be held responsible for the cost of any repairs caused by negligence or abuse on his/her part, or on the part of his/her employees.

The Government Furnished Space in the SRS Headquarters Building for Contractor equipment storage will be on the Second Floor, Space 228, 1 Janitor Closet, 45 square feet area, and on the Third Floor, Space 304, 1 supply storage space, 21 square feet area.

The Contractor shall obtain written approval from the Contracting Officer prior to making any modifications or alterations to the space provided. Any such modifications or alterations approved by the Government will be made at the expense of the Contractor. At the completion of the contract, all facilities shall be returned to the Government in the same condition as received, except for reasonable wear and tear.

31.0 Government-Furnished Utilities

The Government will furnish utility services at existing outlets, for use in those facilities provided by the Government and as may be required for the work to be performed under the contract: electricity, fresh water, sewage service, and refuse collection (from existing collection points). Information concerning the location of existing outlets may be obtained from the Contracting Officer's Representative. Utilities specified will be furnished at no cost to the Contractor.

Definitions, Acronyms, and Applicable Laws, Regulations and Guidance

32.0 Definitions

Acceptance: The act of an authorized representative of the Government by which the Government, for itself or as agent of another, assumes ownership of existing identified supplies tendered or approves specific services rendered as partial or complete performance of the contract.

Business Day: Refers to any day in which government normal business operations are conducted. For this contract, a business day will be IAW PWS Paragraph 6.0, Government Regular Working Hours.

Calendar Day: Refers to the period of elapse time, using Coordinated Universal Time or local time that begins at midnight and ends 24 hours later at the next midnight.

Clean: Clean shall be defined as free of bugs, dirt, dust, graffiti, grime, odors, spots, streaks, stains, smudges, film, discoloration, litter, debris, foreign matter, and other residue or evidence of soil. Any maintenance solution or cleaning product residue that is not an air-dry product shall be removed.

Contracting Officer (CO): A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer. "Administrative Contracting Officer (ACO)" refers to a Contracting Officer who is administering contracts. "Termination Contracting Officer (TCO)" refers to a Contracting Officer who is settling terminated contracts. A single Contracting Officer may be responsible for duties in any or all of these areas.

Contracting Officer's Representative (COR): An individual, including a Contracting Officer's Technical Representative (COTR), designated, and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

Contractor: A supplier or service provider that enters into a contract with the Government to provide specific supplies or services to the Government. The term in this contract refers to the prime.

Contractor Representative: A project manager, foreman or superintendent assigned in accordance with the "CONTRACTOR EMPLOYEES" clause, Section H.

Day: Unless otherwise specified, it means a calendar day.

Defective Service: A service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable: Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

Disinfect: Cleaning in order to destroy any harmful micro-organisms by application of an approved chemical agent.

Equipment: A tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling.

Facility: An establishment, structure, or assembly of equipment designated for a specific function; something designed, built, installed, etc., to serve a specific function affording a convenience or service.

Fixture: All installed items attached to building plumbing system including restrooms and drinking fountains.

Government-Furnished Property (GFP): Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

Government Property: All property owned or leased by the Government. Government property includes both government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Government Technical Monitor (GTM): An individual designated and authorized in writing by the Contracting Officer to assist the Contracting Officer and Contracting Officer's Representative as an inspector to monitor contractor performance.

Inspection: Examining and testing supplies or services (including, when appropriate, raw materials, components, and intermediates assemblies) to determine whether they conform to contract requirements.

Invoice: A contractor's bill or written request for payment under the contract for supplies delivered or services performed.

Line Item: the basic structural element in a procurement instrument that describes and organizes the required product or service for pricing, delivery, inspection, acceptance, invoicing, and payment. The use of the term "line item" includes "subline item," as applicable.

Line Item Number (LIN): Either a numeric or alphanumeric format to identify a line item.

Non-Personal Services Contract: A contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. Non-personal service contracts are authorized by the Government IAW FAR 37.012, under general contracting authority, and do not require specific statutory authorization.

Option: Unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the term of the contract.

Performance Objectives: Describe the work that is to take place.

Performance Requirements Summary (PRS): Identifies the key performance indicators of the contract that will be evaluated by the Government to ensure the contractor meets standards.

Performance Standard: Describe the desired results that are to be achieved. A measure of comparison; an acceptability criterion; a benchmark or yardstick against which a service will be measured.

Quality Assurance (QA): Refers to the various functions, including inspection, performed by the Government to determine whether a contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Assurance Surveillance Plan (QASP): An organized written document used by the Government for quality assurance surveillance. A plan describing how the government will survey, observe, test, sample, evaluate and document the contractor's performance in meeting critical performance standards identified in the contract.

Quality Control (QC): Refers to the various functions performed by the contractor to control and improve the quality of goods and services provided.

Quality Control Plan (QCP): An organized written document used by the contractor for quality control. A contractor's internal quality assurance procedures for measuring, tracking, reporting, and analyzing contract performance. A contractor's QCP is separate from the government's QASP.

Regular Working Hours: The Contractor will perform the required Custodial services after the Government's regular (normal) working hours of 06:00 am to 4:30pm Mondays through Fridays except (a) Federal Holidays and (b) other days specifically designated by the Contracting Officer.

Response Time: Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site, with appropriate tools, equipment, and materials, ready to perform the required work. Response times are designated in the appropriate technical clauses in Section C.

Service Contract: A contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply.

Serviceable Condition: Refers to items that are usable; ready for use; in proper operating condition; durable; clean and in good condition; usable for its intended purpose.

Shredder Containers: Shredder Containers are defined as a receptacle that is attached to a shredding machine and contains shredded paper.

Space: An area to receive custodial services, which may or may not be considered a room by common definition. Examples of space are definable sections of hallways, stairwells, lobbies, offices, entrances, and elevators.

Sub-Contractor: One that enters into a contract with a prime contractor. The Government does not have privy of contract with the sub-contractor.

Waste Containers: Waste containers are defined as trash receptacles, waste baskets, trash cans, wastepaper baskets, ash receptacles, or any container holding trash, wastepaper, or refuse of any type that is labeled as such.

33.0 Definitions for Frequency of Service

Annual (A): Services performed once during each 12-month period of the contract.

Semi Annual (SA): Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.

Quarterly (Q): Services performed 4 times during each 12-month period of the contract at intervals of 80 to 100 calendar days.

Monthly (M): Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days.

Weekly (W): Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.

Daily (D2): Services performed once each calendar day, Tuesday and Friday, excluding Federal holidays unless otherwise noted.

Daily (D3): Services performed once each calendar day, Monday, Wednesday and Friday, excluding Federal holidays unless otherwise noted.

Daily (D5): Services performed once each calendar workday, Monday, Tuesday, Wednesday, Thursday and Friday, excluding Federal holidays unless otherwise noted.

34.0 Applicable Laws, Regulations, and Guidance

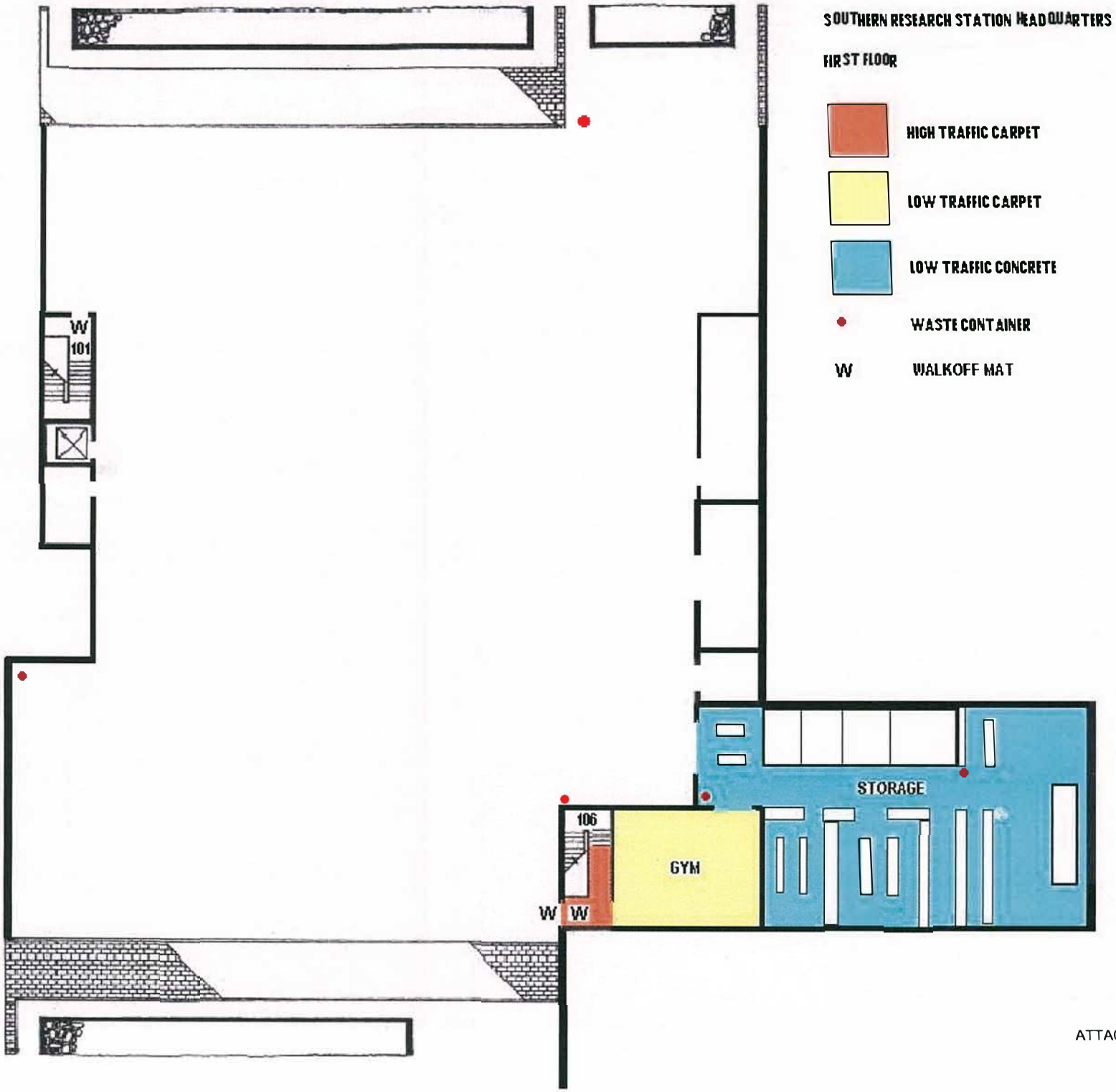
The contractor shall perform the required services IAW the specifications in this PWS, and all applicable federal, state and local standards, laws and regulations. The contractor shall comply with the most current editions of:

OSHA: Occupational Safety and Health Administration (https://www.osha.gov)

OSHA 29 CFR 1910.1030: Occupational Safety and Health Standards, Bloodborne Pathogens (https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030)

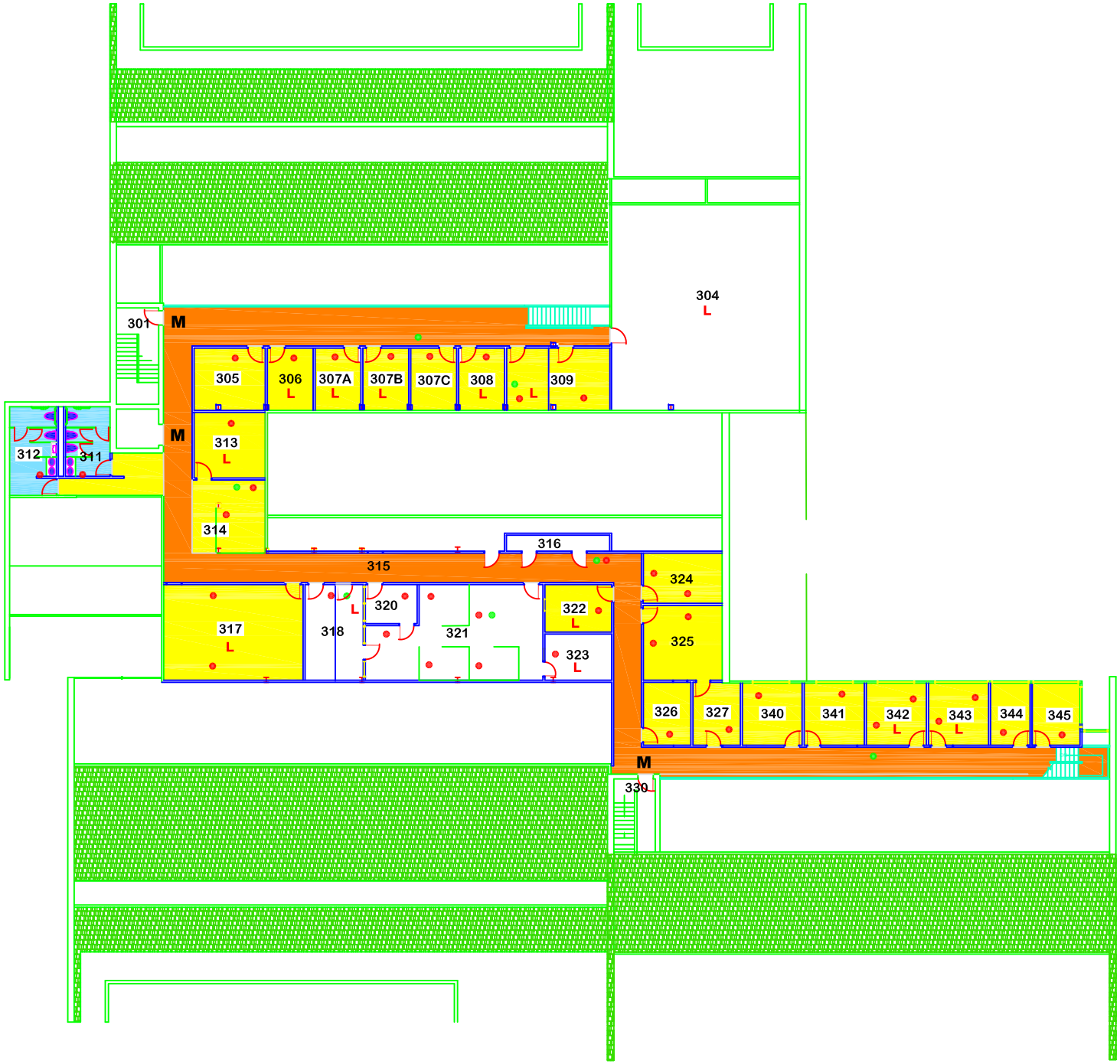
OSHA 29 CFR 1910.1200: Occupational Safety and Health Standards, Hazard Communication (https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200)

USDA Bio-Preferred: United States Department of Agriculture, Bio-Preferred (https://www.biopreferred.gov/BioPreferred/)



ATTACHMENT 9

Attachment 06



LEGEND

- EXTERIOR WALL
- INTERIOR WALL
- LOW TRAFFIC CARPET
- HIGH TRAFFIC CARPET
- CERAMIC TILE FLOORING
- RESILIENT TILE FLOORING
- WASTE PAPER BEND
- WASTE CONTAINER
- SHREDDER
- L — MUST REMAIN LOCKED

SRS HQ SPACE ID'S

SRS HQ **1ST FLOOR** **AREAS TO RECEIVE SERVICES**

High Traffic Area

SPACE #	SPACE TYPE	SPACE CLEANING	FLOOR CARE	RR SERVICES	LOW DUSTING	HIGH DUSTING
101	STAIRWELL	N/A	D2	N/A	M	SA
PARKING GARAGE	GARAGE	D2	N/A	N/A	M	N/A
106	STAIRWELL	N/A	D2	N/A	M	SA
GYM	BASEMENT	D2	D2	N/A	M	SA
STORAGE	BASEMENT	D2	D2	N/A	M	SA

SRS HQ SPACE ID'S

SRS HQ	2ND FLOOR	AREAS TO RECEIVE SERVICES				
High Traffic Area						
SPACE #	SPACE TYPE	SPACE CLEANING	FLOOR CARE	RR SERVICES	LOW DUSTING	HIGH DUSTING
201	OFFICE	D2	W	N/A	M	SA
202	OFFICE	D2	W	N/A	M	SA
203	OFFICE	D2	W	N/A	M	SA
204	OFFICE	D2	W	N/A	M	SA
205	OFFICE	D2	W	N/A	M	SA
206	OFFICE	D2	W	N/A	M	SA
207	PERSONNEL CUBICLES	D2	W	N/A	M	SA
208	STAIRWELL	N/A	D2	N/A	M	SA
209	AV STORAGE	N/A	N/A	N/A	N/A	N/A
210	CONF. RM. STORAGE	N/A	N/A	N/A	N/A	N/A
211	CORRIDOR	D2	D2	N/A	M	SA
212	LAB 1	D2	D2	N/A	M	SA
213	LAB 2	D2	W	N/A	M	SA
214	CORRIDOR	W	D2	N/A	M	SA
215	LAB 3	D2	D2	N/A	M	SA
216	AUTO CLAVE	D2	D2	N/A	M	SA
217	FIRST AID	D2	D2	N/A	M	SA
218	CHEM STORAGE	N/A	N/A	N/A	N/A	N/A
219	CORRIDOR	N/A	D2	N/A	M	SA
220	WOMEN'S RR	D2	D2	D2	M	SA
221	MENS RR	D2	D2	D2	M	SA
222	MAIN CONFERENCE RM	D2	W	N/A	M	SA
223	STORAGE RM	N/A	W	N/A	N/A	N/A
224	KITCHEN	D2	D2	N/A	M	SA
225	VENDING AREA	D2	D2	N/A	M	SA
226	EFETAC CONF. RM	D2	W	N/A	M	SA
227	MENS RR	D2	D2	D2	M	SA
228	**JANITOR CLOSET**	D2	D2	N/A	M	SA
229	WOMEN'S RR	D2	D2	D2	M	SA
230	RECEIVING RM	D2	D2	N/A	M	SA
231	STORAGE RM	N/A	W	N/A	M	SA
232	FRONT LOBBY	D2	D2	N/A	M	SA
233	CORRIDOR	N/A	D2	N/A	M	SA
234	CORRIDOR	N/A	D2	N/A	M	SA
235	LIBRARY	D2	W	N/A	M	SA
236	OFFICE	D2	W	N/A	M	SA
237	EXECUTIVE CONF. RM.	D2	W	N/A	M	SA
238	SHIPPING & RECEIVING	D2	W	N/A	M	SA
239	MAIL ROOM	D2	W	N/A	M	SA
240	PERSONNEL CUBICLES	D2	W	N/A	M	SA
241	DIRECTORS OFFICE	D2	W	N/A	M	SA
242	AD OFFICE	D2	W	N/A	M	SA
243	AD OFFICE	D2	W	N/A	M	SA
244	AD OFFICE	D2	W	N/A	M	SA
245	AD OFFICE	D2	W	N/A	M	SA
246	AD OFFICE	D2	W	N/A	M	SA

SRS HQ SPACE ID'S

SRS HQ	2ND FLOOR	AREAS TO RECEIVE SERVICES				
High Traffic Area						
SPACE #	SPACE TYPE	SPACE CLEANING	FLOOR CARE	RR SERVICES	LOW DUSTING	HIGH DUSTING
247	RSS AD	D2	W	N/A	M	SA
248	STAIRWELL	D2	D2	N/A	M	SA
249	SVR ROOM	N/A	N/A	N/A	N/A	N/A
250	OFFICE	D2	W	N/A	M	SA
251	OFFICE	D2	W	N/A	M	SA
252	OFFICE	D2	W	N/A	M	SA
253	OFFICE	D2	W	N/A	M	SA
254	OFFICE	D2	W	N/A	M	SA
255	OFFICE	D2	W	N/A	M	SA
256	CORRIDOR	D2	D3	N/A	M	SA
257	PERSONNEL CUBICLES	D2	W	N/A	M	SA
258	OFFICE	D2	W	N/A	M	SA
259	OFFICE	D2	W	N/A	M	SA
260	OFFICE	D2	W	N/A	M	SA
261	OFFICE	D2	W	N/A	M	SA
262	OFFICE	D2	W	N/A	M	SA
263	OFFICE	D2	W	N/A	M	SA
264	OFFICE	D2	W	N/A	M	SA
265	OFFICE	D2	W	N/A	M	SA
MOHOGANY ROW PATIO	PATIO	N/A	W	N/A	N/A	N/A
FHP PATIO	PATIO	D2	W	N/A	N/A	N/A
LOADING DOCK	LOADING DOCK	D2	W	N/A	N/A	N/A

SRS HQ SPACE IDENTIFICATION

SRS HQ	**3RD FLOOR**	**AREAS TO RECEIVE SERVICES**				
High Traffic Area						
SPACE #	**SPACE TYPE**	**SPACE CLEANING**	**FLOOR CARE**	**RR SERVICES**	**LOW DUSTING**	**HIGH DUSTING**
301	STAIRWELL	D2	D2	N/A	M	SA
304	MECHANICAL ROOM	D2	W	N/A	N/A	N/A
305	OFFICE	D2	W	N/A	M	SA
306	OFFICE	D2	W	N/A	M	SA
307A	OFFICE	D2	W	N/A	M	SA
307B	OFFICE	D2	W	N/A	M	SA
307C	OFFICE	D2	W	N/A	M	SA
308	OFFICE	D2	W	N/A	M	SA
309	OFFICE	D2	W	N/A	M	SA
310	MENS RR	D2	D2	D2	M	SA
311	WOMENS RR	D2	D2	D2	M	SA
313	OFFICE	D2	W	N/A	M	SA
314	SECRETARY SPACE	D2	W	N/A	M	SA
315	CORRIDOR	D2	D2	N/A	M	SA
316	ELECTRICAL CLOSET	N/A	N/A	N/A	N/A	N/A
317	OFFICE	D2	W	N/A	M	SA
318	COPY ROOM	D2	W	N/A	M	SA
319	OFFICE	D2	W	N/A	M	SA
320	OFFICE	D2	W	N/A	M	SA
321	OFFICE	D2	W	N/A	M	SA
322	OFFICE	D2	W	N/A	M	SA
323	OFFICE	D2	W	N/A	M	SA
324	OFFICE	D2	W	N/A	M	SA
325	OFFICE	D2	W	N/A	M	SA
326	OFFICE	D2	W	N/A	M	SA
327	OFFICE	D2	W	N/A	M	SA
330	STAIRWELL	D2	D2	N/A	M	SA
340	OFFICE	D2	W	N/A	M	SA
341	OFFICE	D2	W	N/A	M	SA
342	OFFICE	D2	W	N/A	M	SA
343	OFFICE	D2	W	N/A	M	SA
344	OFFICE	D2	W	N/A	M	SA
345	OFFICE	D2	W	N/A	M	SA

US Department of Agriculture (USDA)

Quality Assurance Surveillance Plan

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Project Name
SRS HQ Janitorial Service

Solicitation Number
1240BE26Q0083

Section 1: Introduction
This Quality Assurance Surveillance Plan (QASP) is pursuant to the requirements listed in the performance work statement (PWS) entitled Southern Research Station, Headquarters Janitorial Service. This plan sets forth the procedures and guidelines that the USDA, Forest Service will use in ensuring the required performance standards or services levels are achieved by the contractor.

1.1 Purpose
The purpose of the QASP is to describe the systematic methods used to measure performance and to identify the reports required and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards identified in the PWS. This QASP is designed to define roles and responsibilities, identify the performance objectives, define the methodologies used to monitor and evaluate the contractor's performance, describe quality assurance reporting, and describe the analysis of quality assurance monitoring results.

1.2 QASP Relation to the Contract

1.2.1 QASP Revisions
The Contracting Officer Representative (COR) may make revisions or changes to the QASP procedures and surveillance methods or increase or decrease the degree of surveillance methods at any time during the contract performance period. Changes to the Metric must be incorporated into the PWS, Performance Requirement Summary (PRS) and QASP by a bilateral modification to contract that is issued by the Contracting Officer (CO). A copy of the QASP is provided to the contractor to enable the contractor to enhance its Quality Control (QC) program to perform in accordance with its Quality Control Plan (QCP).

1.2.2 Surveillance of Performance Progression
As the performance period progresses, the levels of surveillance may be altered for service areas where performance is either consistently excellent or unsatisfactory. If consistently good performance, then the amount of surveillance may be reduced. If observations reveal consistent deficiencies, increased surveillance may be implemented.

1.3 QASP Relation to the Quality Control Plan (QCP)
The QCP is a required element of contract and the Contractor shall adhere to its established quality control processes and procedures in managing and performing work as described in the contract. While the QCP represents the way in which the Contractor will ensure its quality and timeliness of services, as defined in the PWS, the QASP represents the way in which the Government personnel specified in *Section 3: Contractor and Government Responsibilities, Paragraph 3.2, Government Responsibilities* will evaluate the contractor's performance. The contractor's QC program and the residual organization's QASP should be complementary programs that ensure successful contractor performance.

Section 2: Performance Description
Performance of the contractor will be monitored through the surveillance methods described in Section 4: Surveillance Methods to Perform Quality Assurance to assess the Contractor's performance against PWS requirements.

2.1 Performance Standards and Acceptable Quality Levels (AQLs)
For selected activities in the PWS, the PRS provides a performance standard and an AQL. A performance standard is the expected level of contractor performance. An AQL defines the level of performance that is satisfactory. Depending on the service evaluated and the evaluation method selected, performance standards and AQLs may be stated as a number of occurrences or as a percentage. Performance standards and AQLs for random sampling and 100 percent inspection are generally stated as percentages. For periodic inspections, performance standards may be stated as either percentages or as absolute numbers.

The contract requires the Contractor to perform all work as specified. Any inaccuracies or omissions in services or products are referred to as "defects" on the part of the Contractor. The Contractor shall be responsible for all identified defects and may be required to perform the work at no cost to the government. The AQLs take into account that in some instances an allowable level of deficiencies (deviations) is possible while overall performance continues to meet the government's desired level of service.

2.1.1 Allowable Deviation

The AQLs define the level or number of performance deficiencies the Contractor is permitted to reach under this contract. AQLs take into account the difference between an occasional defect and a gross number of defects. AQLs can be expressed as a percentage of or as an absolute number (e.g., three per month). There may be instances where 100 percent compliance is required, and no deviation is acceptable (e.g., where safety is involved).

2.1.2 Substantially Complete

In some cases, service outputs are evaluated using subjective values (e.g., excellent, satisfactory, unsatisfactory). The criteria for acceptable performance and for defects must be defined for these service outputs. The concept of "substantially complete" should be the basis for inspections based on subjective scales. Work is considered "substantially complete" where there has been no significant departure from the terms of the contract and no omission of essential work. In addition, the Contractor has performed the work required to the best of its ability and the only variance consists of minor omissions or deficiencies.

2.2 Non-Performance

Non-performance occurs when the contractor's performance does not meet the AQL for a given requirement. Requirements may contain multiple performance elements, and therefore, deficiencies may occur in one or more aspects of performance (e.g., timeliness, accuracy, completeness, etc.) or subject areas of effort.

When surveillance indicates that the contractor's service output is not in compliance with the contract requirements, the Contracting Officer's Representative (COR) must determine whether the Contractor or the Government caused the deficiency. If the cause of the defect rests with the Government, corrective action must be taken through Government channels. If the cause of the defect is due to action or inaction by the contractor, the contractor is responsible for correction of the problem at no additional expense to the Government.

2.2.1 Documentation

Documentation of work non-performed or unacceptable work is essential for tracking Contractor performance. The COR will document deficient work by compiling facts describing the inspection methods and results and to substantiate nonconformance with the contract. A sample documentation reporting form is provided in Appendix B or form FS6300-12, Work Order and Notice of Non-Compliance. The documentation, with any recommendations, will be forwarded to the contractor representative. In the case of the Contractor, the COR will decide whether to elevate the problem to the CO for corrective action.

2.2.2 Remedial Actions

The Federal Acquisition Regulation allows for penalties in the event that the Contractor fails to perform the required services. Penalties are defined as those actions taken under the direction of the CO against the contractor within the general provisions of the contract for nonconformance to the PWS and PRS.

Section 3: Contractor and Government Responsibilities

3.1 Contractor Responsibility

The Contractor is responsible for delivering products or services in accordance with the contract. Implementing its QCP, which describes the Contractor's methods for ensuring all products and services under the contract meet established performance standards and AQLs. Maintaining, and providing for audit, quality control records and reports and all records associated with the investigation and complaint resolutions. Appointing a single quality control point-of-contact to act as a central recipient of communication from the COR or CO.

3.2 Government Responsibility

3.2.1 Contracting Officer (CO)

The CO is responsible for administering and monitoring contract compliance, contract administration, and cost control and for resolving any differences between the observations documented by COR and the contractor's performance. The CO may delegate various day-to-day contract administration duties to a Administering ACO (ACO) and/or the COR for performance management and administrative actions such as invoice approval and issuance of Contract Discrepancy Reports may be, and normally are, delegated by the CO to the COR. The CO shall approve any revisions to the QASP processes or standards.

3.2.2 Contracting Officer Representative (COR)

The COR, is designated in writing, by the CO. The COR will ensure that the QA function is properly executed, plays a key role in contract administration and performs the contract surveillance and monitoring. Some key contract administration duties include, but are not limited to, performs surveillance as required by this QASP; make recommendations to the CO for issuance of Contract Discrepancy Reports or letters of commendation and acceptance or rejection of completed work and for administrative actions based on unsatisfactory or non-performed work, and revisions or changes to the QASP; and assists the CO in identifying necessary contract modifications and preparing reports of Contractor performance and cost.

The COR may use the form(s) included in the Appendices to perform the inspection or other forms as approved by the CO. The Contractor overall guidance is also provided by FAR clause 52.212-4 (a), Inspection/Acceptance in Section C of the contract.

3.2.3 Customers

Customers or organizations/offices that the Contractor provided support may be requested to assist the COR in conducting QA to provide information relating to the Contractor's performance through Customer Feedback. Information gained from Appendix C: Customer Feedback record may be used in conjunction with other methods of observation to rate the performance of the Contractor.

Section 4: Surveillance Methods to Perform Quality Assurance

4.1 Surveillance Methods

The surveillance methods used in the QA process are the Government's tools to monitor the Contractor's products and services. The best means of determining whether the Contractor has met all contract requirements is to inspect the Contractor's service products and analyze the results. Further, documented inspection results are an effective tool in contract administration that can confirm the successful achievement of all performance requirements or highlight areas where defects exist and improvements are necessary.

The method of surveillance will be measured based on the outcome of COR inspections and the number validated, customer complaints. The COR will inspect services based on supplied contractor's service schedule and Appendix A, Performance Requirements Summary (PRS). Inspections can be varied depending on type of service outlined in PRS.

4.1.1 Inspections

4.1.1.1 Validated Customer Complaints - All customers (building occupants) will be given a telephone number and/or email address through which they can promptly report complaints. When a complaint is received it will be recorded on a customer feedback record form in Appendix C or the Customer Complaint Investigation form in Appendix F. The COR will validate the complaint by verifying details and documenting findings.

4.1.1.2 25 Percent Inspection – this method requires partial inspection, at a minimum of 25% for non-critical contract requirements. Findings of inspections and validated customer complaints will be documented on Appendix B, Discrepancy Report or form FS6300-20, Contract Daily Diary.

4.1.1.3 100 Percent Inspection – this method requires complete inspection of each service interval and will be used for critical contract requirements. Findings of inspections and validated customer complaints will be documented on Appendix B, Discrepancy Report or form FS6300-20, Contract Daily Diary.

4.1.1.4 Re-performance & Re-Inspection - The contractor will be given a copy of these findings and given a chance to re-perform the task on the next scheduled workday or approved rescheduled date. The work will be reinspected for completion on the following workday.

4.1.2 Performance Standards and AQLs
The performance standards and AQLs may be stated as either percentages or absolute numbers.

4.1.3 Evaluation Procedures
Observed defects for a service monitored by inspection is compared to the performance standard and AQL in the PRS.

4.1.4 Deductions
Payment deductions will be made for all documented defects under the AQL on the PRS, as calculated on Appendix H, Monthly Payment Analysis Form. At the end of the month, the COR will summarize the results of the month's inspections and validated customer complaints that were not reperformed. These will be calculated based on the observed defect rates (ODRs) for payment deductions and recommended to the CO on Appendix H, Monthly Payment Analysis Form.

4.2 Analysis and Results

When the inspections, customer feedback and complaint validations have been completed, the COR will perform an analysis of the Contractor's performance. The purpose of the analysis is to ensure Government is receiving high-quality products and services from the Contractor. The COR will review the results, rate the Contractor's compliance with the performance standards and AQLs, and characterize the Contractor's overall performance. Analysis of all types of contract monitoring will result in one of the following outcomes:

4.2.4 Analysis

4.2.4.1 If the AQL for a work requirement is equal to or greater than the PRS AQL requirement the Contractor's rating is satisfactory for that requirement.

4.2.4.2 If the AQL for a work requirement is less than the PRS AQL requirement the Contractor's rating is unsatisfactory and the COR should recommend to the CO that payment deductions be made. Payment deductions will be made as calculated on Appendix H, Monthly Payment Analysis Form. Increased surveillance should be used during the coming evaluation period.

4.2.4.3 If the AQL continues to be less in subsequent months, the COR should recommend to the CO that a Cure Notice be issued to the Contractor, or that stronger action be taken. Increased surveillance should be used during the coming evaluation period. Payment deductions will be made as calculated on Appendix H, Monthly Payment Analysis Form.

.

4.2.1 Performance Ratings
The Government may reduce its level of surveillance when the COR determines that the Contractor provides sustained performance that significantly exceeds the requirements with no significant deficiencies.

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional	Exceeds Many	Few Minor	Highly Effective
Very Good	Exceeds Some	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented
Unsatisfactory	Does Not Meet Most	Serious: Recovery Not Likely	Ineffective

Appendix A: Performance Requirement Summaries

The following performance requirements measures and surveillance will be used for this contract:

PERFORMANCE REQUIREMENT SUMMARY

Work Requirements	*Quality/ Performance Standards*	*Acceptable Quality Level (AQL)*	*Method of Surveillance*	*Positive/Negative Incentive % for NOT meeting the Task*
Space Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items that are not D2, D3 or D5 at no cost to the government. 2. Deduction for D2, D3 or D5 line items. 3. Negative performance rating.
Floor Care	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items that are not D2, D3 or D5 at no cost to the government. 2. Deduction for D2, D3 or D5 line items. 3. Negative performance rating.
Restroom Services	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items that are not D2, D3 or D5 at no cost to the government. 2. Deduction for D2, D3 or D5 line items. 3. Negative performance rating.
Service Calls	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Stripping & Waxing Floors	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	95% acceptability to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line item at no cost to the government or deduction for incomplete items. 2. Negative performance rating.
Cleaning Light Fixtures	Requirements in Attachment 2 will be met in specified areas	No instances of failure to meet this requirement	Inspections by Government and customer	1. Rework of line items at no cost to the government or deduction for incomplete items.

	of Attachment 3 and 4		feedback / complaints	2. Negative performance rating
Low Dusting /Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
High Dusting /Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Cleaning Interior Glass	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Cleaning Venetian Blinds	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Cleaning Exterior Glass	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
Carpet Cleaning	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	No instances of failure to meet this requirement	Inspections by Government and customer feedback / complaints	1. Rework of line items at no cost to the government or deduction for incomplete items. 2. Negative performance rating
	Requirements in Attachment 2 will be met in	No instances of failure to meet this requirement	Inspections by Government and	1. Rework of line items at no cost to the government or

Main Conf. Rm. Chairs Cleaning	specified areas of Attachment 3 and 4		customer feedback / complaints	deduction for incomplete items. 2. Negative performance rating
Locked Areas Requirements	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	100% acceptability to meet this requirement	Inspections by Government and customer feedback / complaints	1. Charged for missing or damaged items. 2. Negative performance rating.
Security Requirements	Requirements in Attachment 2 will be met in specified areas of Attachment 3 and 4	100% acceptability to meet this requirement	Inspections by Government and customer feedback / complaints	1. Charged for missing or damaged items. 2. Negative performance rating.

Appendix B: Discrepancy Report

The following document is only an example, which is not all inclusive, that can be revised and used, if applicable.

DISCREPANCY REPORT			**1. DISCREPENCY REPORT NO.**
2. TO: (Contractor / Project Manager Name)		**3. FROM:** (Name of COR)	
CONTRACT NUMBER:		**DATE:**	
PREPARED	**ORAL NOTIFICATION**	**RETURNED BY CONTRACTOR**	**ACTION COMPLETE**
4. DISCREPENCY OR PROBLEM (Describe in Detail. Include PWS references. Attach Continuation Sheet if Necessary)			
5. SIGNATURE OF COR			
6. TO: (Name of COR)		**7. FROM:** (Contractor / Project Manager)	
8. CONTRACTOR RESPONSE AS TO CAUSE, EFFECT, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE (Attach Continuation Sheet if necessary. Cite applicable Contractor QC program procedures or new QC procedures)			
9. SIGNATURE OF CONTRACTOR REPRESENTIVE		**10. DATE**	
11. GOVERNMENT EVALUATION (Acceptance, partial acceptance, or rejection. Attach Coordination Sheet if necessary)			
12. GOVERNMENT ACTIONS (Cure notice, show cause, other)			

CLOSE OUT			
	NAME AND TITLE	**SIGNATURE**	**DATE**
KTR NOTIFIED			
COR			

Appendix C: Customer Feedback Record

The following document is only an example, which is not all inclusive, that can be revised and used, if applicable.

CUSTOMER FEEDBACK RECORD	
DATE AND TIME OF COMPLAINT	CONTRACT NUMBER/ OR PROJECT:
SOURCE OF COMPLAINT ORGANIZATION INDIVIDUAL	
NATURE OF COMPLAINT	
PWS REFERENCE	
VALIDATION	
DATE AND TIME CONTRACTOR INFORMED OF COMPLAINT	NAME OF CONTRACTOR REPRESENTATIVE INFORMED OF COMPLAINT
ACTION TAKEN BY CONTRACTOR (Responsible officer):	
RECEIVED AND VALIDATED BY	
Determination: Complaint Valid ☐ Complaint Invalid ☐	

Appendix D: Guide / Inspection List

The following document is only an example, which is not all inclusive, that can be revised and used, if applicable.

CONTRACT NUMBER: _____

SERVICE FUNCTION: _____

PWS SECTION: _____

1	**Method of Surveillance:**			
2	**Lot Size:**			
3	**Sample Size:**			
4	**Performance Requirement:** Performance is Excellent (E) when _____or fewer defects are discovered per month. Performance is Satisfactory (S) when _____or fewer defects are discovered per month. Performance is Unsatisfactory (U) when _____or more defects are discovered per month.			
5	**Sampling Procedure:** Instructions on how to select the sample must be clear and complete			
6	**Inspection Procedure:** The procedure must be detailed enough to allow a yes/no objective decision as to the acceptability of performance by anyone making the inspection. Explain when evaluation is to occur and what is acceptable/unacceptable			
		Performance: Excellent (E), Satisfactory (S), Unsatisfactory (U), Not Applicable (N/A)		
	PRS Requirements	**Timeliness**	**Quality of Work**	**Notes**
	Overall Rating Of Inspection (E, S, U or N/A)			

COR/Inspector Comments: _____

_____

Contractor Signature: _____ Date: _____

COR Signature: _____Date: _____

Appendix E: Example Quality Assurance Monitoring

The following document is only an example, which is not all inclusive, that can be revised and used, if applicable.

CONTRACT NUMBER: _____

SERVICE or STANDARD: _____

_____

_____

SURVEY PERIOD: _____

SURVEILLANCE METHOD (*Check the applicable item***):**

❒ Random Sampling ❒ 100% Inspection ❒ Periodic Inspection ❒ Customer Complaint

LEVEL OF SURVEILLANCE (*Check the applicable item***):**

❒ Monthly ❒ Quarterly ❒ As needed

PERCENTAGE OF ITEMS SAMPLED DURING SURVEY PERIOD: _____ %

ANALYSIS OF RESULTS:

Observed Service Provider Performance Measurement Rate: _____%

Service Provider's Performance (*Check the applicable item***):**

❒ Meets Standards

❒ Does Not Meet Standards

Narrative of Performance During Survey Period: _____

_____

_____

_____

_____

Prepared By: _____ *Date:* _____

Appendix F: Customer Complaint Investigation

The following document is only an example, which is not all inclusive, that can be revised and used, if applicable.

CONTRACT NUMBER: _____
SERVICE or STANDARD:

_____
_____
_____

SURVEY PERIOD: _____
DATE COMPLAINT RECEIVED: _____
SOURCE OF COMPLAINT: _____ (Name)
_____ (Organization)
_____ (Phone No.) _____ (Email Address)

NATURE OF COMPLAINT:

_____
_____
_____
_____

RESULTS OF COMPLAINT INVESTIGATION:

_____
_____
_____
_____

DATE SERVICE PROVIDER INFORMED OF COMPLAINT: _____
CORRECTIVE ACTION TAKEN BY SERVICE PROVIDER:

_____
_____
_____

Received and Validated By: _____
Prepared By: _____ Date: _____

Appendix G: Surveillance Activity Checklist

The following document is only an example, which is not all inclusive, that can be revised and used, if applicable.

Performance Requirement	Performance Standard	Method of Measurement	Performance Metrics	Method of Surveillance	Date Accomplished	Compliance (Exceed, Met, Partial Met)

Exhibits

Exhibit 1

SRS HQ JANITORIAL SERVICES FREQUENCIES

CUSTODIAL REQUIREMENTS	D2	W	M	Q	SA	A	
SPACE CLEANING							
Emptying Waste Containers	X						
Low Dusting/Cleaning			X				
Kitchen/Break Room	X						
Exterior Cleaning			X				
Floor Care							
Sweeping/Dust Mopping	X						
Vacuum Carpets & Rugs HT	X						** High Traffic Areas
Vacuum Carpets & Rugs LT			X				All other areas
Damp Mopping		X					
Spray Cleaning & Buffing			X				
Waxing & Buffing			X				
Walk-Off Mats	X						
Restroom Services							
Cleaning	X						
Servicing	X						
Other Services							
Stripping & Rewaxing						X	
Cleaning Light Fixtures						X	
High Dusting/Cleaning					X		
Cleaning Interior Glass						X	
Cleaning Exterior Glass						X	
Cleaning Venetian Blinds						X	
Carpet Cleaning					X		
Main Conf. Rm. Chairs Cleaning						X	

** High Traffic areas are indicated in orange on site floor plan maps

Exhibit 2

INVENTORY OF FACILITIES

BUILDING: SOUTHERN RESEARCH STATION HEADQUARTERS (SRS HQ)
LOCATION: 200 WEAVER BOULEVARD, ASHEVILLE, NC

FLOOR SURFACE /FIXTURE/ WALK-OFF MAT INVENTORY CHART

Floor Space:	Floor Surface	Sq. Ft.:	No. Of Fixtures:	No. of Walk-off Mats	Traffic:
Lobby	CT	1068		1	High
Corridors	RT	1115	3	1	High
Carpet Passages	CA	8000	2		High
Carpet Work Areas	CA	14060			Low
Balconies	C	2420		2	Low
Patio	C	172		1	High
Loading Dock	C	684		1	High
Exercise Room	RF	440			High
Basement	C	598		2	Low
Kitchen & Breakroom	RT	359	4		High
Stairs	RT	391			High
Stairs	CA	196		2	High
Elevator	RT	54			High
Janitorial Closet	RT	50	1		Low
Supply Storage	W	21			Low
Restrooms					
3 (Men's)	CT	527	17		High
3 (Women's)	CT	443	17		High

BUILDING SUMMARY

Total Cleanable Square footage……. 33,648 SF
Total Concrete (C)…….. 3,874 SF
Total Carpet (CA)…… 23,177 SF
Total Ceramic Tile (CT)…… 2,018 SF
Total Rubber Floor (RF)…… 440 SF
Total Resilient Tile (RT)…….. 2531 SF (includes FHP labs, autoclave rm., first aid rm. and mail room and doesn't include the terrazzo floor in telecom shop)
Total Wood (W)……..272 SF
Number of employees/visitors in building on daily basis.....27
Number of fixtures …… …… 44
Paper Towel Dispensers ……..... 10
Toilet Paper Dispensers …… 15
Feminine Napkin Dispensers …… 9
Soap Dispensers ……13
Urinal Screen / Deodorizer..... 4
Waste Receptacles …… 156

Common Shredder…… 3
Walk-off Mats …… 11
Glass Pane Doors…… 4
Windows Assemblies …… 70
Windows Assemblies with Blinds…… 58
Light Fixtures…… 435

DEFINITIONS

Traffic – Congestion and population density of the space

High – Corridors, stairs, common areas and areas where direct service is provided to the public.

Low - Special function areas, offices, administrative areas, areas closed to public.

Fixtures – installed items attached to building plumbing system, including but not limited to drinking fountains, sinks, showers, urinals and toilets.

Shredders - Located on 2nd and 3rd Floors as identified on Section J, Attachment 3, Floorplans .

Exterior Cleaning Areas - Includes Loading Dock, Ramp, Steps, Sidewalks, All Entrances, Balconies, Patio, Garage, Dumpster Area, Ash Trays & Trash Receptacles.

Exhibit 3

USDA FORESTRY
GCC Janitorial Cleaning Schedule - FY2026-2027

Line Item	Description of Services	Freq.	QTY	Date Scheduled to Start	Date Scheduled to be Completed	Inspect Date	Additional Day / Area
0001	**Space Clean**						
a	Emptying Waste Containers	W	52	Every Friday	Every Friday		
b	Low Dusting	M	12	Second Friday of month	Third Monday of month		
c	Kitchen and Break Rm.	D2	104	2 days per week	2 days per week		
d	Exterior Cleaning	M	12	First Tuesday of month	First Tuesday of month		
0002	Floor Care						
a	Sweeping/Dust Mopping	D2	104	2 days per week	2 days per week		
b	Vacuuming, High Traffic	W	52	Every Friday	Every Friday		
c	Vacuuming, Low Traffic	M	12	First Tuesday of month	First Friday of month		
d	Damp Mopping	W	52	Every Tuesday	Every Tuesday		
e	Spray Cleaning	M	12	First Friday of Every Month	First Friday of Every Month		
f	Waxing & Buffing	M	12	First Friday of Every Month	First Friday of Every Month		
g	Walk-Off Mats	D2	104	2 days per week	2 days per week		
0003	Restroom Services						
a	Cleaning Restrooms	D2	104	2 days per week	2 days per week		
b	Servicing Restrooms	D2	104	2 days per week	2 days per week		
0004	**Other Services**						
a	Service Calls		4	As Needed	Within 24 hours of Request		
b	Stripping & Re-Waxing Floors	A	1		11/19/2026	11/22/2026	
c	Cleaning Light Fixtures	A	1		10/9/2026	10/12/2026	
d	High Dusting/ Cleaning	SA	2		10/09/26, 03/12/26	10/12/26, 03/15/26	
e	Cleaning Interior Glass	A	1		10/02/26 - 10/04/26	10/5/2026	10/2/2026 - Exec row/lobby 10/3/2026 – AQM/FHP 10/4/2026 - 3rd Fl.
f	Cleaning Exterior Glass	A	1		4/2/2027	4/5/2027	
g	Cleaning Venetian Blinds	A	1		10/02/26 - 10/04/26	10/5/2026	10/2/2026 - Exec row/lobby 10/3/2026 - AQM /FHP 10/18/2026 - 3rd Fl.

h	Carpet Cleaning	SA	2		10/16/2026 - 10/18/26, 03/19/27 - 03/21/27	10/19/26, 03/22/26	10/16/2026 - Exec row 10/17/2026 - AQM /FHP 10/4/2026 - 3rd Fl.
i	Main Conf. Rm. Chairs Cleaning	A	1		1/8/2027	1/11/2027	

"

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Wage Determination No.: 2015-4369
Revision No.: 30
Date Of Last Revision: 5/13/2026

Daniel W. Simms
Director

Division of
Wage Determinations

State: North Carolina

Area: North Carolina Counties of Buncombe, Henderson and Madison

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.55
01012 - Accounting Clerk II		19.70
01013 - Accounting Clerk III		22.04
01020 - Administrative Assistant		29.02
01035 - Court Reporter		21.27
01041 - Customer Service Representative I		14.54
01042 - Customer Service Representative II		15.87
01043 - Customer Service Representative III		17.81
01051 - Data Entry Operator I		17.28
01052 - Data Entry Operator II		18.86
01060 - Dispatcher, Motor Vehicle		22.33
01070 - Document Preparation Clerk		16.95
01090 - Duplicating Machine Operator		16.95
01111 - General Clerk I		15.91
01112 - General Clerk II		17.35
01113 - General Clerk III		19.47
01120 - Housing Referral Assistant		23.73
01141 - Messenger Courier		18.20
01191 - Order Clerk I		18.72
01192 - Order Clerk II		20.43
01261 - Personnel Assistant (Employment) I		18.22
01262 - Personnel Assistant (Employment) II		20.38
01263 - Personnel Assistant (Employment) III		22.71
01270 - Production Control Clerk		23.81
01290 - Rental Clerk		18.59
01300 - Scheduler, Maintenance		19.02
01311 - Secretary I		19.02
01312 - Secretary II		21.27
01313 - Secretary III		23.73
01320 - Service Order Dispatcher		19.96
01410 - Supply Technician		29.02
01420 - Survey Worker		18.74
01460 - Switchboard Operator/Receptionist		17.56
01531 - Travel Clerk I		18.53
01532 - Travel Clerk II		20.79
01533 - Travel Clerk III		23.08
01611 - Word Processor I		16.95
01612 - Word Processor II		19.02
01613 - Word Processor III		21.27
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		23.60
05010 - Automotive Electrician		22.00
05040 - Automotive Glass Installer		20.82
05070 - Automotive Worker		20.82
05110 - Mobile Equipment Servicer		18.53
05130 - Motor Equipment Metal Mechanic		23.28
05160 - Motor Equipment Metal Worker		20.82
05190 - Motor Vehicle Mechanic		23.28
05220 - Motor Vehicle Mechanic Helper		17.32
05250 - Motor Vehicle Upholstery Worker		19.70
05280 - Motor Vehicle Wrecker		20.82
05310 - Painter, Automotive		22.00
05340 - Radiator Repair Specialist		20.82
05370 - Tire Repairer		18.37
05400 - Transmission Repair Specialist		23.28
07000 - Food Preparation And Service Occupations		
07010 - Baker		15.62

07041 - Cook I 17.18
07042 - Cook II 19.30
07070 - Dishwasher 14.03
07130 - Food Service Worker 15.64
07210 - Meat Cutter 18.32
07260 - Waiter/Waitress 11.44

09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter 22.58
09040 - Furniture Handler 14.99
09080 - Furniture Refinisher 22.58
09090 - Furniture Refinisher Helper 17.77
09110 - Furniture Repairer, Minor 20.21
09130 - Upholsterer 22.58

11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles 15.63
11060 - Elevator Operator 15.80
11090 - Gardener 22.93
11122 - Housekeeping Aide 15.80
11150 - Janitor 15.80
11210 - Laborer, Grounds Maintenance 18.08
11240 - Maid or Houseman 14.39
11260 - Pruner 16.62
11270 - Tractor Operator 21.43
11330 - Trail Maintenance Worker 18.08
11360 - Window Cleaner 17.18

12000 - Health Occupations
12010 - Ambulance Driver 19.81
12011 - Breath Alcohol Technician 26.85
12012 - Certified Occupational Therapist Assistant 35.14
12015 - Certified Physical Therapist Assistant 30.00
12020 - Dental Assistant 24.30
12025 - Dental Hygienist 41.91
12030 - EKG Technician 38.02
12035 - Electroneurodiagnostic Technologist 38.02
12040 - Emergency Medical Technician 19.81
12071 - Licensed Practical Nurse I 24.00
12072 - Licensed Practical Nurse II 26.85
12073 - Licensed Practical Nurse III 29.92
12100 - Medical Assistant 19.19
12130 - Medical Laboratory Technician 23.86
12160 - Medical Record Clerk 19.18
12190 - Medical Record Technician 21.45
12195 - Medical Transcriptionist 22.74
12210 - Nuclear Medicine Technologist 58.99
12221 - Nursing Assistant I 13.52
12222 - Nursing Assistant II 15.21
12223 - Nursing Assistant III 16.60
12224 - Nursing Assistant IV 18.63
12235 - Optical Dispenser 25.63
12236 - Optical Technician 24.00
12250 - Pharmacy Technician 18.47
12280 - Phlebotomist 18.95
12305 - Radiologic Technologist 32.78
12311 - Registered Nurse I 26.23
12312 - Registered Nurse II 32.08
12313 - Registered Nurse II, Specialist 32.08
12314 - Registered Nurse III 38.81
12315 - Registered Nurse III, Anesthetist 38.81
12316 - Registered Nurse IV 46.53
12317 - Scheduler (Drug and Alcohol Testing) 33.25
12320 - Substance Abuse Treatment Counselor 26.55

13000 - Information And Arts Occupations
13011 - Exhibits Specialist I 20.98
13012 - Exhibits Specialist II 25.98
13013 - Exhibits Specialist III 31.78
13041 - Illustrator I 20.18
13042 - Illustrator II 24.99
13043 - Illustrator III 30.56
13047 - Librarian 28.78
13050 - Library Aide/Clerk 17.36
13054 - Library Information Technology Systems
Administrator 25.98
13058 - Library Technician 20.76
13061 - Media Specialist I 18.75
13062 - Media Specialist II 20.98
13063 - Media Specialist III 23.38
13071 - Photographer I 19.14
13072 - Photographer II 21.42
13073 - Photographer III 26.53
13074 - Photographer IV 32.47
13075 - Photographer V 39.28
13090 - Technical Order Library Clerk 21.80
13110 - Video Teleconference Technician 22.86

14000 - Information Technology Occupations
14041 - Computer Operator I 20.30
14042 - Computer Operator II 22.69
14043 - Computer Operator III 25.31
14044 - Computer Operator IV 28.12
14045 - Computer Operator V 31.14
14071 - Computer Programmer I (see 1) 21.76
14072 - Computer Programmer II (see 1) 26.96
14073 - Computer Programmer III (see 1)
14074 - Computer Programmer IV (see 1)

14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		20.30
14160 - Personal Computer Support Technician		30.17
14170 - System Support Specialist		30.97
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.30
15020 - Aircrew Training Devices Instructor (Rated)		40.28
15030 - Air Crew Training Devices Instructor (Pilot)		48.28
15050 - Computer Based Training Specialist / Instructor		33.30
15060 - Educational Technologist		29.41
15070 - Flight Instructor (Pilot)		48.28
15080 - Graphic Artist		23.46
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		48.28
15086 - Maintenance Test Pilot, Rotary Wing		48.28
15088 - Non-Maintenance Test/Co-Pilot		48.28
15090 - Technical Instructor		21.79
15095 - Technical Instructor/Course Developer		26.65
15110 - Test Proctor		17.58
15120 - Tutor		17.58
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		11.57
16030 - Counter Attendant		11.57
16040 - Dry Cleaner		14.30
16070 - Finisher, Flatwork, Machine		11.57
16090 - Presser, Hand		11.57
16110 - Presser, Machine, Drycleaning		11.57
16130 - Presser, Machine, Shirts		11.57
16160 - Presser, Machine, Wearing Apparel, Laundry		11.57
16190 - Sewing Machine Operator		15.09
16220 - Tailor		16.07
16250 - Washer, Machine		12.52
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.76
19040 - Tool And Die Maker		29.10
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		22.39
21030 - Material Coordinator		23.81
21040 - Material Expediter		23.81
21050 - Material Handling Laborer		18.09
21071 - Order Filler		17.69
21080 - Production Line Worker (Food Processing)		22.39
21110 - Shipping Packer		20.75
21130 - Shipping/Receiving Clerk		20.75
21140 - Store Worker I		14.35
21150 - Stock Clerk		18.72
21210 - Tools And Parts Attendant		22.39
21410 - Warehouse Specialist		22.39
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		30.44
23019 - Aircraft Logs and Records Technician		24.11
23021 - Aircraft Mechanic I		28.92
23022 - Aircraft Mechanic II		30.44
23023 - Aircraft Mechanic III		31.93
23040 - Aircraft Mechanic Helper		21.20
23050 - Aircraft, Painter		27.31
23060 - Aircraft Servicer		24.11
23070 - Aircraft Survival Flight Equipment Technician		27.31
23080 - Aircraft Worker		25.49
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I		25.49
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II		28.92
23110 - Appliance Mechanic		25.57
23120 - Bicycle Repairer		21.54
23125 - Cable Splicer		39.00
23130 - Carpenter, Maintenance		22.89
23140 - Carpet Layer		24.20
23160 - Electrician, Maintenance		24.40
23181 - Electronics Technician Maintenance I		24.91
23182 - Electronics Technician Maintenance II		26.96
23183 - Electronics Technician Maintenance III		28.55
23260 - Fabric Worker		22.89
23290 - Fire Alarm System Mechanic		25.46
23310 - Fire Extinguisher Repairer		21.54
23311 - Fuel Distribution System Mechanic		28.34
23312 - Fuel Distribution System Operator		22.56
23370 - General Maintenance Worker		21.69
23380 - Ground Support Equipment Mechanic		28.92
23381 - Ground Support Equipment Servicer		24.11
23382 - Ground Support Equipment Worker		25.49
23391 - Gunsmith I		21.54
23392 - Gunsmith II		24.20
23393 - Gunsmith III		27.06
23410 - Heating, Ventilation And Air-Conditioning Mechanic		24.75
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)		26.11

23430 - Heavy Equipment Mechanic		30.12
23440 - Heavy Equipment Operator		23.18
23460 - Instrument Mechanic		27.06
23465 - Laboratory/Shelter Mechanic		25.57
23470 - Laborer		18.09
23510 - Locksmith		25.57
23530 - Machinery Maintenance Mechanic		30.81
23550 - Machinist, Maintenance		22.66
23580 - Maintenance Trades Helper		17.80
23591 - Metrology Technician I		27.06
23592 - Metrology Technician II		28.54
23593 - Metrology Technician III		29.97
23640 - Millwright		27.06
23710 - Office Appliance Repairer		22.30
23760 - Painter, Maintenance		19.78
23790 - Pipefitter, Maintenance		29.05
23810 - Plumber, Maintenance		27.45
23820 - Pneudraulic Systems Mechanic		27.06
23850 - Rigger		27.06
23870 - Scale Mechanic		24.20
23890 - Sheet-Metal Worker, Maintenance		25.53
23910 - Small Engine Mechanic		19.80
23931 - Telecommunications Mechanic I		28.33
23932 - Telecommunications Mechanic II		29.87
23950 - Telephone Lineman		26.09
23960 - Welder, Combination, Maintenance		25.01
23965 - Well Driller		27.06
23970 - Woodcraft Worker		27.06
23980 - Woodworker		21.54
24000 - Personal Needs Occupations		
24550 - Case Manager		20.35
24570 - Child Care Attendant		15.74
24580 - Child Care Center Clerk		19.62
24610 - Chore Aide		15.65
24620 - Family Readiness And Support Services Coordinator		20.35
24630 - Homemaker		20.35
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender		25.29
25040 - Sewage Plant Operator		23.90
25070 - Stationary Engineer		25.29
25190 - Ventilation Equipment Tender		18.81
25210 - Water Treatment Plant Operator		23.90
27000 - Protective Service Occupations		
27004 - Alarm Monitor		20.77
27007 - Baggage Inspector		18.68
27008 - Corrections Officer		22.22
27010 - Court Security Officer		20.27
27030 - Detection Dog Handler		20.89
27040 - Detention Officer		22.22
27070 - Firefighter		17.81
27101 - Guard I		18.68
27102 - Guard II		20.89
27131 - Police Officer I		23.47
27132 - Police Officer II		26.09
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		15.24
28042 - Carnival Equipment Repairer		16.30
28043 - Carnival Worker		11.81
28210 - Gate Attendant/Gate Tender		21.02
28310 - Lifeguard		14.20
28350 - Park Attendant (Aide)		23.51
28510 - Recreation Aide/Health Facility Attendant		17.16
28515 - Recreation Specialist		29.12
28630 - Sports Official		18.73
28690 - Swimming Pool Operator		18.77
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		24.20
29020 - Hatch Tender		24.20
29030 - Line Handler		24.20
29041 - Stevedore I		22.89
29042 - Stevedore II		25.57
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	46.07
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	31.77
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	34.99
30021 - Archeological Technician I		19.90
30022 - Archeological Technician II		22.26
30023 - Archeological Technician III		27.57
30030 - Cartographic Technician		27.57
30040 - Civil Engineering Technician		28.23
30051 - Cryogenic Technician I		30.54
30052 - Cryogenic Technician II		33.72
30061 - Drafter/CAD Operator I		19.90
30062 - Drafter/CAD Operator II		22.26
30063 - Drafter/CAD Operator III		24.81
30064 - Drafter/CAD Operator IV		30.54
30081 - Engineering Technician I		17.62
30082 - Engineering Technician II		19.78

30083 - Engineering Technician III		22.13
30084 - Engineering Technician IV		27.40
30085 - Engineering Technician V		33.53
30086 - Engineering Technician VI		40.57
30090 - Environmental Technician		24.13
30095 - Evidence Control Specialist		27.57
30210 - Laboratory Technician		24.81
30221 - Latent Fingerprint Technician I		25.98
30222 - Latent Fingerprint Technician II		28.70
30240 - Mathematical Technician		27.57
30361 - Paralegal/Legal Assistant I		21.86
30362 - Paralegal/Legal Assistant II		27.08
30363 - Paralegal/Legal Assistant III		33.13
30364 - Paralegal/Legal Assistant IV		40.07
30375 - Petroleum Supply Specialist		33.72
30390 - Photo-Optics Technician		27.57
30395 - Radiation Control Technician		33.72
30461 - Technical Writer I		28.37
30462 - Technical Writer II		34.70
30463 - Technical Writer III		41.98
30491 - Unexploded Ordnance (UXO) Technician I		29.28
30492 - Unexploded Ordnance (UXO) Technician II		35.43
30493 - Unexploded Ordnance (UXO) Technician III		42.46
30494 - Unexploded (UXO) Safety Escort		29.28
30495 - Unexploded (UXO) Sweep Personnel		29.28
30501 - Weather Forecaster I		30.54
30502 - Weather Forecaster II		37.15
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	24.81
30621 - Weather Observer, Senior	(see 2)	27.57
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		35.43
31020 - Bus Aide		14.69
31030 - Bus Driver		19.80
31043 - Driver Courier		17.41
31260 - Parking and Lot Attendant		15.17
31290 - Shuttle Bus Driver		15.54
31310 - Taxi Driver		15.30
31361 - Truckdriver, Light		18.63
31362 - Truckdriver, Medium		19.80
31363 - Truckdriver, Heavy		24.13
31364 - Truckdriver, Tractor-Trailer		24.13
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		17.27
99030 - Cashier		13.83
99050 - Desk Clerk		15.63
99095 - Embalmer		35.84
99130 - Flight Follower		29.28
99251 - Laboratory Animal Caretaker I		17.78
99252 - Laboratory Animal Caretaker II		19.03
99260 - Marketing Analyst		30.92
99310 - Mortician		35.84
99410 - Pest Controller		19.44
99510 - Photofinishing Worker		15.39
99710 - Recycling Laborer		22.55
99711 - Recycling Specialist		26.72
99730 - Refuse Collector		20.72
99810 - Sales Clerk		14.85
99820 - School Crossing Guard		17.64
99830 - Survey Party Chief		25.87
99831 - Surveying Aide		18.44
99832 - Surveying Technician		24.52
99840 - Vending Machine Attendant		18.34
99841 - Vending Machine Repairer		21.90
99842 - Vending Machine Repairer Helper		18.34

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Note: Executive Order 13658 generally applies to contracts subject to the Service Contract Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least $13.65 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the cor
Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $5.55 per hour, up to 40 hours per week, or $222.00 per week or $962.00 per month

HEALTH & WELFARE EO 13706: $5.09 per hour, up to 40 hours per week, or $203.60 per week, or $882.27 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least $27.63 per hour (or at least $684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of $3.35 per week (or $.67 cents per day). However, in those instances where the uniforms furnished are made of """"wash and wear"""" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the """"Service Contract Act Directory of Occupations"""", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the """"Service Contract Act Directory of Occupations"""" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."""