US Department of Agriculture (USDA)

Statement of Work

Contents

Project 3
General Information 3
1.0 Scope of Work 3
2.0 Background 3
Contractor Requirements 3
3.0 Technical Requirements / Tasks / Contractor Provided Equipment and Supplies 3
4.0 Government Furnished Property and Services 7
5.0 Deliverables / Schedule 8

1240LS26Q0054 – Ely Ranger District Office Janitorial
Attachment 2 – Statement of Work
Project
Ely Janitorial Services

General Information

1.0 Scope of Work
The Ely Ranger District needs Janitorial services for the Ely District office. The Services needed would include the following: The contractor shall provide all management, tools, equipment, and labor necessary to ensure that janitorial services are performed at the Forest Service office located in Ely, NV and they are done in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance.

1.1.1 Base year: August 1, 2026 – July 31, 2027
1.1.2 Option year 1: August 1, 2027 – July 31, 2028
1.1.3 Option year 2: August 1, 2028 – July 31, 2029
1.1.4 Option year 3: August 1, 2029 – July 31, 2030
1.1.5 Option year 4: August 1, 2030 – July 31, 2031

2.0 Background
The building totals approximately 12,000 square feet of office. The entire building is on one level with a carpeted breezeway that connects to another building (all part of the "building office space"), with predominantly carpeted floor. There are two restrooms. The computer room is exempt from this contract. Services are to be performed before 7:00 am or after 5:00 pm, unless otherwise directed. The contractor shall clean all offices and restrooms Three times weekly: Tuesday, Thursday, and Friday, or any time on Saturday and/or Sunday.

It is anticipated that one janitor will be sufficient to perform all routine cleaning services required under this contract. Periodic cleaning services, occurring semiannually and including tasks such as cleaning blinds and carpets, may require the assignment of two janitors.

Contractor Requirements
3.0 Technical Requirements / Tasks/Contractor Provided Equipment and Supplies

Cleaning Services: The following services are to be performed upon each servicing, except those determined to be periodic services.

3.1.1 Non-Carpeted Floors (approximately 1,000 square feet) **(Hard Floors: Vinyl Tile, Ceramic Tile, Wood, Concrete, etc.).** Hard floors shall be maintained free of grit, soil, dust, scuff and heel marks, stains, spills, debris, litter and other foreign matter by effective routine cleaning. Cleaning shall be accomplished by the most appropriate method (vacuum, sweep, dust mop, damp mop, spot clean, etc.) and with cleaning solutions if applicable, for the specific floor type. After cleaning, floor surfaces to include grout shall have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Baseboards, corners, and wall/floor edges shall also be clean. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.

3.1.2 Carpeted Floors. (approximately 11,000 square feet) Carpets shall be maintained free of soil, dirt, debris, litter and other foreign matter by effective routine vacuuming. Efficient vacuum cleaners shall offer high airflow, high efficiency filtration, and an adjustable rotating brush agitation for more effective soil removal. Any spots and/or spills shall be removed by the carpet manufacturer's approved methods or other commercially accepted practices as soon as noticed. All tears, burns, and raveling shall be brought to the attention of the Contracting Officer Representative (COR). Area and throw rugs shall also receive this service. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.

3.1.3 Clean Floor (Walk-Off) Mats. Vacuum and/or clean interior and exterior floor mats. Mats shall be free of all visible lint, litter, debris, soil and other foreign matter. Soil and moisture underneath mats shall be removed and mats returned to their normal location.

3.1.4 Dusting. Surfaces must be free of dust, lint, cobwebs, and litter. Surfaces could include items such as credenzas, file cabinets, light fixtures, tables, shelves, bookcases, storage lockers, windowsills, handrails, pictures, clocks, window blinds, ceiling fans, upper and lower vents, etc., excluding computer terminals and keyboards.

3.1.5 Windows/Interior Glass. All windows and interior glass, including glass indoors, partitions, walls, display cases, and directory boards shall show no traces of film, dirt, smudges, water, or other foreign matter.

3.1.6 Drinking Fountains. Contractor shall clean all drinking fountains. All porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountains shall be cleaned and disinfected. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, hard water deposits, and other obvious soil.

3.1.7 Cigarette Receptacles. Contractor shall remove all cigarette butts from receptacles located outside front and back doors to the building.

3.2 Restrooms and all sinks Cleaning Services: The following services are to be performed upon each service, except those determined to be periodic services.

3.2.1 Clean and Disinfect. All surfaces of sinks, toilets, urinals, lavatories, dispensers, plumbing fixtures, partitions, dispensers, doors, walls, partitions, stall doors, entry doors (including handle, kick plates, ventilation grates, metal guards), walls, and other such surfaces shall be cleaned and disinfected using germicidal detergent. Restrooms shall have a clean scent or no odor at all. Toilets and urinals will be free of spots, water spots, scale buildup, soap scum, odors, and any other deposits. Mirrors shall be clean and have no streaks or other removable matter. Partitions shall be smudge and stain free. Vents (within 72 inches of the floor) shall be clean. Restroom sinks, countertops, and fixtures shall be free from water and scale deposits, soil, streaks, and other removable matter. Walls and grout shall be free of all foam, spots, and detergent buildup.

3.2.2 Restroom Floor Care. All floor surfaces shall be maintained in accordance with paragraph 3.1.1 by effective routine cleaning. Moveable items shall be tilted or moved to sweep and damp mop underneath. Grout on the wall and floor tiles shall be free of dirt, scum, mildew, and residue.

3.2.3 Maintain Urinal. Contractor shall provide and maintain the required chemicals to clean urinals. Contractor shall service urinals at the same time and each time they are cleaning the restrooms.

3.2.4 Stock Restroom Supplies. Contractor shall ensure restrooms are stocked sufficiently so any provided supplies including toilet tissue, paper towels, and hand soap does not run out. Supplies shall be stored in designated areas.

3.2.5 Refuse Collection and Disposal. The Contractor shall use existing bulk containers to dispose of trash or refuse generated from accomplishment of services detailed in this SOW. The contractor shall adhere to all organizational recycling programs.

3.2.6 Trash Collection and Disposal. All trash containers shall be emptied and returned to their initial location as indicated. Boxes, cans, and papers placed near a trash receptacle and marked “TRASH” shall be removed. Any obviously soiled or torn plastic trash receptacle liners shall be replaced. The trash shall be deposited in the nearest outside trash collection container. Trash receptacles shall be left clean, free of foreign matter, and free of odors.

3.3 Periodic Cleaning Services: (Services performed on a weekly, monthly, bi-monthly, semi-annual, annual basis)

3.3.1 Periodic Oversight: (Every week) Wash glass doors in all entryways (inside and outside) with appropriate cleaner in accordance with paragraph 3.1.5. Clean ceiling corners of cobwebs in accordance with paragraph 3.1.4. Sweep outdoor sidewalks, stairs, and entryways to be free of debris.

3.3.2 Periodic Window Cleaning. (Every four months) Wash inside windows and remove dust, cobwebs and insects which have accumulated between window and screen. Wash windowsills and frames. In accordance with paragraph 3.1.4.

3.3.3 Periodic Cleaning: Wash and Dry Windows Inside and Outside. (April/September) Using the appropriate cleaner, wash and dry all windows on the inside and outside. Remove insect nests within three feet of windows on the outside. When completed there should be no traces of film, dirt, smudges, water, or other foreign matter.

3.3.4 Periodic Cleaning: Dust Venetian Blinds. (March/August) Dust venetian blinds in the window frames. Clean window frames to become free from soil and other foreign matter.

3.3.5 Periodic Cleaning of Light Fixtures. (May/October) Remove and wash all light fixtures and panels, clean between fluorescent tubes. Dust and remove insects, cobwebs and other foreign materials.

3.3.6 Periodic Carpet Restorative Cleaning. (**June/November)** Carpets shall be deep cleaned to remove embedded soil from carpet fibers. Deep cleaning shall employ an effective technique and/or method to address soil suspension, soil extraction and drying. After deep cleaning, the carpeted area shall show an improvement in visible appearance. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs, and other similar items. Chairs, trash receptacles, and other items shall be moved to clean carpets underneath and returned to their original location after the carpet has dried.

All tile floors shall be cleaned, scrubbed, stripped, sealed, polished, and waxed, as required for the appropriate surface to maintain, protect and ease normal routine floor cleanings. After periodic maintenance, floor surfaces to include grout shall have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water.

3.4 Contractor Provided Equipment and Supplies.

3.4.1 Contractor-Furnished Equipment. The contractor shall provide and maintain all equipment necessary to fulfil the requirements of this contract. The contractor may perform cleaning, minor repair and other normal maintenance requirements of equipment on site.

3.4.1.1. All equipment used in the performance of this contract shall be in good operable condition and carry a U/L (Underwriters Laboratory) listing. Equipment found to be unsafe and unable to function as designed shall not be used in performance of this contract. The contracting officer or designated representative may inspect the contractor's equipment and direct the removal of any unsafe or unusable equipment or vehicle from the installation.

3.4.1.2 The contractor shall provide adequate numbers of equipment items to effectively fulfill the scope of this contract. In addition, the contractor shall maintain or have backup capability to provide continued service in the event primary equipment is down for extended maintenance or repairs. Equipment failure shall not alleviate the contractor from fulfilling any requirement contained in this contract.

3.4.1.3 Contractor to provide the following equipment. Vacuum cleaner, equipped with attachments necessary for accomplishing the cleaning described in this Statement of Work.

3.4.2 Contractor Furnished Supplies.

1. Dusting supplies
2. Window cleaner and equipment
3. Carpet shampooer and supplies.
4. Other supplies as necessary to maintain office work area in a neat and clean manner.
5. Vacuum
6. Air Freshener - Spray

3.5 Miscellaneous Requirements

- Turn off unnecessary lights
- Report fire hazards, conditions, and items in need of repair to the COR
- Turn in lost and found articles to the Security Forces or the Facility Manager
- Notify the COR and/or Contracting Officer when unauthorized or suspicious people are seen on the premises
- Employees entering any building or area after it has been secured shall enter through one door and lock the door behind them. These buildings or areas shall not be left unsecured at any time, including the period when work is being done. Upon completing work in a building or area, Contractor employees shall ensure all doors and windows that were secured upon their arrival are closed and secured upon their departure.
- The Contractor shall display the appropriate caution signs when cleaning floors or any other surface that might pose a risk to injury for any personnel that are present.

It is desirable that contractors utilize the greatest number of biobased products possible while still meeting health specifications, environmental specifications and providing for overall quality of service.

For further information on biobased product requirements for this contract review the Statement of Work Section **3.4.2 Contractor Furnished Supplies.**

The Contractor must comply with Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), Executive Order (EO) 13423, "*Strengthening Federal Environmental, Energy, and Transportation Management,*" and the Federal Acquisition Regulation to provide biobased products.

The Contractor shall utilize products and material made from biobased materials (e.g.,biobased greases, biobased hydraulic fluids, biobased absorbents) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer Representative (COR). The following is an example list of products that may be used in this contract for custodial services for which biobased products are available. The list is not all inclusive. It is desirable that vendors be able to supply the greatest number of biobased products listed meeting the health and environmental specifications.

All-purpose cleaner
Heavy duty cleaner
Carpet shampoo
Gum remover
Disinfectant sanitizer
Extraction fluid
Floor stripper
Neutral cleaner (liquid)
Stain remover
Air freshener including dispenser
Bathroom cleaner
Brass polish/cleaner
Chrome polish/cleaner
Liquid hand soap including dispenser
Lime and scale remover (tub and tile cleaner)
Degreaser/cleaner
Deodorizer
Floor finish
Floor finish restorer
Floor sealer
Furniture polish
Glass cleaner
Grout sealer
Stainless steel polish
Toilet bowl cleaner
White board cleaner
Wood floor cleaner
laundry detergent
Cream cleaner
Solvent

Biobased products that are designated for preferred procurement under USDA's BioPreferred program must meet the required minimum biobased content as stated in the USDA Final Rule available at www.biopreferred.gov.

The Contractor should provide data for their biobased products such as biobased content. In addition to the biobased products designated by the U.S. Department of Agriculture in the BioPreferred Program, the Contractor is encouraged to use other biobased products. The Contractor shall submit with the initial proposal a complete list of biobased products, indicating the name of the manufacturer, cost of each material, and the intended use of each of the materials that are to be used in carrying out the requirements of the contract. Additionally, the winning Contractor on each anniversary date of the contract shall compile a complete list of biobased products, including the information above, purchased to carry out the contract requirements. The Contractor shall list volume to be used and total cost for each individual product. This information will be used for reporting purposes.

The Contractor shall comply with the provision at FAR 52.223-1, Biobased Product Certification. The Contractor shall comply with the clause FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

Within thirty (30) days of contract award, the Contractor shall submit an Operations and Maintenance Plan. This submittal shall be approved by the COR in writing. The Contractor shall not commence work until this submittal is approved by the COR in writing. The Plan must be reviewed and updated annually, and as required by the COR. The Plan must contain and define the following elements: The Contractor's written policy stating its commitment to the use of biobased products, employee health and safety, and sound environmental management practices.

Detail on how the Contractor intends to keep abreast of the development and increasing availability of biobased products and how any new or improved products will be incorporated on an ongoing basis into contract performance.

Proposed biobased custodial products which must be selected in accordance with the criteria included above. At a minimum, the Plan must identify products by brand name for each of the product types.

NOTE: A Contractor may propose more than one product within a product category and/or propose a product or products addressing more than one product category. The product guides which define standard operating procedures for instructing staff in the proper use, storage, and disposal of biobased products; proper maintenance of equipment; and other procedures/instructions to accomplish work under this contract.
The Contractor shall provide data on the quantity and dollar values of biobased products used in this contract. The data will be submitted to the COR quarterly. A demonstration of proper use, an effective training program, and technical assistance are essential to the success of the purchase and use of some biobased products that may function differently than a conventional product.

4.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

4.1 Janitorial Closet. Janitorial closet (10.5' X 7') will be available for use by the Contractor, without cost, for the purpose of storing cleaning and paper products only. The Contractor will be required to maintain odorless and clean closets. Closets will be free of clutter and debris. Cleaning supplies will be stored and organized in such a manner as to allow easy access and movement in closet. Closet provided for janitorial service use will be locked if locks are available. The government will not be responsible for Contractor's stored supplies kept in the building or janitor's closets or for the Contractor's employees' personal belongings. The closet is not large enough to store a large janitorial cart; therefore, the contractor shall ensure that equipment used on-site is limited to what can be stored within the space provided.

4.2 Government Furnished Supplies and Equipment:

1. Paper towels
2. Toilet Paper
3. Hand soap for bathrooms
4. Wastebasket liners
5. Disinfectant
6. Ladder

4.3 Government Furnished Utilities. The Government will furnish electricity, water and sewage services as necessary for accomplishment of work in accordance with this contract.

4.3.1 Utility Conservation. The Contractor shall adhere to all base level utility conservation practices or requirements. The Contractor shall be responsible for operating under conditions that prevent waste of utilities.

5.0 Deliverables / Schedule

5.1 Hours of Operation. The contractor shall perform the services required under this contract during the following hours. The contractor is not required to perform services on Federal Holidays.

5.1.1 Normal Work Hours. The contractor shall clean all offices and restrooms Three times weekly: Tuesday, Thursday, and Friday or any time on Saturday and/or Sunday with the exception of special events. The Ely Ranger District shall be responsible for notifying the contractor at least five days in advance.

All services shall be performed before 7:00 a.m. or after 5:00 p.m. Services performed outside the building may be accomplished anytime during the week. The Contractor may find it necessary to deviate from the normal work hours of operation, to ensure timely completion of work under this SOW at no additional cost to the government.

5.2 Federal Holidays.

Federal Holidays

New Year's Day - 1 January
Martin Luther King Jr. Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day -last Monday in May
Juneteenth - 19 June
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December