SCOPE OF WORK FOR JANITORIAL SERVICES
FOR THE FALCON DAM FIELD OFFICE
REQUISITION FY26R3161009 (O&M)

Revised 6/17/2026

The following janitorial services are to be provided to the International Boundary and Water Commission, United States, at the Falcon Field Office located at the Falcon Dam Site, 1 Reservoir Road, Falcon Heights, TX, two (2) days per week (Mondays & Wenden say) excluding Federal Holidays. POP: 12/05/2025 to 12/6/2026.

AREA TO BE CLEANED

1. New Operations and Maintenance Building. (Approximately 5000 Sq. ft)
   - (11) Offices inside new building
   - (1) Main Entrance Lobby
   - (1) Wrap Around Hallway inside new building
   - (1) Conference Room
   - (1) Break Room
   - (2) Bathrooms
   - (1) Shower / Locker Room
   - (1) Reproduction Room (Printer Room)

2. Two (2) restrooms, one located at mechanic shop and other located at wood shop. (Approximately 200 sq. ft)
3. One (1) Employee break room located at wood shop. (Approximately 300 sq. ft)
4. Two (2) rooms at Recreation Hall. (Approximately 2800 sq. ft)
5. Two (2) restrooms at Recreation Hall. (Approximately 200 sq. ft)

IBWC shall be responsible for providing all cleaning supplies required for the regular monthly cleaning services.

The contractor shall be responsible for the Recreational Hall waxing services, including the wax machine, tools, and all necessary supplies.

RESTRICTIONS

1. DO NOT MOVE FURNITURE, SUCH AS DESKS OR FILE CABINETS OR OTHER HEAVY ITEMS.

2. DO NOT REMOVE ANY PAPERS FROM THE TOPS OF DESKS.

SERVICES TO BE PERFORMED

1. Twice a year wax floor at the Recreation hall.
2. Empty all trash cans and replace plastic bags in trash cans.
3. Dust all desks and tops of copy machine, cabinets, tables and appliances.
4. Sweep and mop floors, including around the cracks. Remove cobwebs from walls.
5. Dust window blinds and light covers, clean all surfaces of window sills, and Venetian blinds, clean inside and outside of windows.
6. Clean all restrooms and shower/locker room:
   a. Wash toilets and basin with detergent and scouring pads
   b. Clean mirrors with glass cleaner
   c. Sweep and mop floors
   d. Disinfect all surfaces

NOTE: Please notify IBWC personnel when supplies are becoming low at least 45 days in advance.

NON-DISCLOSURE

All aspects of this work are considered property of the Government. No release of any information or opinion related to this work is permitted without written authorization of the International Boundary and Water Commission-US Section.

POINT OF CONTACTS:

Technical points of contact for this work is Jesus Guerra, Area Operations Manager, 956-224-0282, or other designated Government personnel at Falcon. The contact for any other information on this contract is Adrain Knights, Purchasing Agent, 915-832-4794.