**PERFORMANCE WORK STATEMENT (PWS)**
FOR
**129th Rescue Wing (RQW) Janitorial Services**
*19 May 2026*

## 1.0 General:

1.1 Scope: This is a non-personal services Contract. The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to perform janitorial/custodial services**,** as defined in this PWS.

1.1.1 Objectives: The contractor shall perform services including, but are not limited to sweeping, vacuuming, scrubbing, and dusting furniture and fixtures, sanitation and stocking, trash removal, hard floor, carpet and tile floor care, mopping, emptying waste cans and replacement of supplies through stocking (i.e., toilet paper, paper towels, etc.) to multiple facilities on the 129th Rescue Wing (RQW), Moffett Air National Guard Base (ANGB). The objective is to maintain a clean, neat, and professional appearance within the facilities in accordance with all applicable laws, regulations, and standards.

1.2 Background: The 129th RQW requires comprehensive and systematic janitorial services to ensure its facilities are maintained in a state of cleanliness that supports the health, safety, and morale of all assigned personnel. The Moffett Air National Guard Base is in Santa Clara County, California. There are multiple buildings that require a clean and sanitary environment, which is essential for mission readiness, promoting a professional military appearance, and ensuring the long-term serviceability of government facilities.

1.3 Period of Performance (PoP): The Period of Performance shall be one (1) Base Year of 12 months and two (2) 12-month option years.

1.4 General Information:

1.4.1 Place and Performance of Services: The contractor shall provide services between the hours of **6:00 A.M. to 4:00 P.M. on Monday through Friday**, except on recognized US holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. Performance shall be at all buildings including Temporary Use Areas (TUAs) on Moffett Air National Guard Base in Santa Clara County, California. The contractor shall at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the workforce are essential. Teleworking is not authorized.

1.4.1.2 Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This

cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.1.3 The contractor's employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor's employees shall carry proper identification with them at all times and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. The contractor shall not perform services on these days:

1.4.2.1 New Year's Day: January 1st
1.4.2.2 Martin Luther King, Jr.'s Birthday
1.4.2.3 Washington's Birthday
1.4.2.4 Memorial Day
1.4.2.5 Juneteenth National Independence Day: June 19th
1.4.2.6 Independence Day: July 4th
1.4.2.7 Labor Day
1.4.2.8 Columbus Day
1.4.2.9 Veteran's Day: November 11th
1.4.2.10 Thanksgiving Day
1.4.2.11 Christmas Day: December 25th

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP.

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance

Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.5 Contracting Officer's Representative (COR): Refer to Part 2.0 of this PWS for the definition of a COR. As determined by the Contracting Officer (KO), a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

1.4.6 Access and General Protection/Security Policy and Procedures: The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer's Representative (COR). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the local installation's Security Forces, Director of Emergency Services or local Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DoD, Headquarters Air Force (HAF) and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1.4.6.1 The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials. Contractor will also complete a Defense Biometric Identification System (DBIDS) application for all contracted employees and submit a photo of their Real ID or passport with the application. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing.

1.4.6.2 Contractor personnel are required to wear or prominently display installation identification badges (DBIDS) or contractor-furnished contractor identification badges while visiting or performing work on the installation.

1.4.6.3 During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials for any employee who no longer requires access to the work site.

1.4.6.4 Upon completion or termination of the contract or expiration of the DBIDS badges, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

1.4.6.5 Antiterrorism Awareness Level I Training (AT Level I): All contractor employees, including subcontractor employees, requiring access to US Government installations, facilities and controlled access areas shall complete AT Level I training within 15 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. AT Level I may be accomplished by a Level I qualified instructor; completing the Force Protection computer-based training (CBT) course on the Advanced Distributed Learning System (ADLS) or Joint Knowledge Online at http://jko.jten.mil. Tracking for each contractor or subcontractor employee is the responsibility of the COR or unit AT Representative. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee to the COR within 15 calendar days after completion of training by each employee or subcontractor personnel.

1.4.6.6 Communications Security/Information Technology (COMSEC/IT) Security: All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.6.7 Physical Security: The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.6.8 Key Control: All references to keys include key cards. The contractor shall establish and implement methods of ensuring that no keys/key cards issued by the Government are lost or misplaced or are used by unauthorized persons. No keys issued by the Government shall be duplicated. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

1.4.6.8.1 The contractor shall immediately report any occurrences of lost or duplicated keys/key cards to the COR.

1.4.6.8.2 In the event keys, other than master keys, are lost or duplicated, the contractor shall, upon direction by the Contracting Officer (KO), re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the Government replaces or re-keys the locks, the Government will deduct the total cost of lock replacement or re-keying from the monthly payment due the contractor. In the event a master key is lost or duplicated, the Government will replace all locks and keys for that system and will deduct the total cost from the monthly payment due the contractor.

1.4.6.8.3 The contactor shall prohibit the use of the Government issued keys/key cards by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contactor employees engaged in the performance of services in those areas, or personnel authorized entrance by the KO.

1.4.7 Reserved.

1.4.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall appraise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.4.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.4.9 Contract Manager (CM): The contactor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR, to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services

outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.11 Protection of Government and Contract Information: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/ , the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

**2.0 Definitions and Acronyms:**

2.1 Definitions:

2.1.1 Contracting Officer: means 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. Reference in this regulation (48 CFR chapter 1) to administrative contracting officer or termination contracting officer does not-

(1) Require that a duty be performed at a particular office or activity; or

(2) Restrict in any way a contracting officer in the performance of any duty properly assigned.

2.1.2 Contracting Officer's Representative (COR): means 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.

2.1.3 Contractor: A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.4 Day: means, unless otherwise specified, a calendar day.

2.1.5 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.6 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.7 High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

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

2.1.9 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.10 Line item: means 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

2.1.11 Option: means a 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.

2.1.12 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.13 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.14 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.15 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.16 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.17 Work Day: The number of hours per day the Contractor provides services in accordance with the contract.

2.1.18 Work Week: Monday through Friday, unless otherwise specified.

**2.2 Acronyms:**

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|---|---|
| AEI | Army Enterprise Infostructure |
| ANG | Air National Guard Base |
| AQL | Acceptable Quality Level |
| AR | Army Regulation |
| AT/OPSEC | Antiterrorism/Operational Security |
| BI | Background Investigation |
| BCE | Base Civil Engineer |
| CM | Contract Manager |
| COR | Contracting Officer Representative |
| FAR | Federal Acquisition Regulation |
| DA | Department of the Army |
| DD254 | Department of Defense Contract Security Classification Specification |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DoD | Department of Defense |
| DSCA | Defense Counterintelligence and Security Agency |
| FAR | Federal Acquisition Regulation |
| GFP/M/E/S | Government Furnished Property/Material/Equipment/Services |
| HQDA | Headquarters, Department of the Army |
| HSPD | Homeland Security Presidential Directive |
| IA | Information Assurance |
| IS | Information System(s) |
| KO | Contracting Officer |
| NGB | National Guard Bureau |
| OCI | Organizational Conflict of Interest |
| OSHA | Occupational Safety and Health Administration |
| PII | Personally Identifiable Information |
| PIPO | Phase In/Phase Out |
| POC | Point of Contact |
| PRS | Performance Requirements Summary |
| PWS | Performance Work Statement |
| QA | Quality Assurance |
| QASP | Quality Assurance Surveillance Plan |
| QC | Quality Control |
| QCP | Quality Control Program |
| RQW | Rescue Wing |
| SCA | Service Contract Act |

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|---|---|
| SCR | Service Contract Reporting |
| TE | Technical Exhibit |
| USD(I) | Under Secretary of Defense for Intelligence |

**3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S)**: The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Property: The Government will not be furnishing any property in support of the performance of the resulting contract.

3.2 Materials: The Government will provide cleaning supplies and restroom products (paper towels, soap, toilet paper, seat covers, cleaning solutions). Pickup of the supplies will be coordinated with the appointed COR or Government Representative.

3.3 Equipment: None

3.4 Services: None

3.5 Utilities: All utilities in the facility will be available for the contactor's use in the performance of this contract. The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

**4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):**

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.2 Reserved.

4.3 Reserved.

**5.0 Requirements**:
The contractor shall furnish all supervision, labor, equipment and PPE necessary to perform janitorial general cleaning services as detailed herein and in Technical Exhibit 1, Performance Requirements Summary (PRS). Contractors shall never use chemical strippers, aggressive pads, or improper cleaners.

5.1. General Cleaning and Common Areas:

5.1.1 Weekly:

5.1.1.1 Empty Trash and Recycling: The contractor shall ensure receptacles are emptied and liners are replaced weekly. This includes receptacles in restroom stalls.
5.1.1.2 High Surface Dusting: the contractor shall ensure all surfaces above 70” from finished floor are dusted weekly.

5.1.1.3 Clean/Disinfect fixtures: the contractor shall ensure all toilets, urinals, sinks, faucets, shower stalls and shower heads are cleaned and disinfected weekly.

5.1.1.4 Restock Dispensers: the contractor shall ensure all soap, paper towels, toilet paper, toilet seat covers, all dispensers are re-stocked weekly or as needed.

5.1.1.5 Mirrors and Chrome: the contractor shall ensure all mirrors and chrome finishes are cleaned and polished weekly or as needed.

5.1.1.6 Locker Room Benches and Locker Surfaces: the contractor shall ensure all locker room benches and locker surfaces are wiped down and disinfected weekly.

5.1.1.7 Handrails: the contractor shall ensure all handrails are wiped and disinfected weekly.

5.1.1.8 Drinking fountains: the contractor shall ensure all drinking fountains are wiped and disinfected weekly.

5.1.1.9 Low height dusting: the contractor shall ensure all horizontal surfaces below 70” are dusted weekly.

5.1.1.10 Entrance and interior glass: the contractor shall ensure all entrance glass, doors and interior partitions are cleaned and polished weekly.

5.1.1.11 Sanitize Surfaces: the contractor shall ensure all tables, chairs, and countertops are wiped and sanitized weekly or as needed.

5.1.1.12 Breakroom and Kitchen Microwaves: the contractor shall ensure all breakroom and kitchen microwaves are cleaned and sanitized weekly.

5.1.1.13 Carpet Vacuuming: the contractor shall ensure all visible carpets are vacuumed weekly or as needed.

5.1.1.14 Carpet Spot Cleaning: the contractor shall ensure any new spills, spots and stains are treated and removed weekly or as needed.

5.1.1.15 Dust Mopping/Sweeping: the contractor shall ensure all hard surface floors (VCT, ceramic tile and epoxy concrete) are dust mopped/swept weekly to remove dust and debris.

5.1.1.16 Damp Mopping VCT: the contractor shall ensure all VCT floor surfaces are wet mopped weekly using a neutral-pH solution.
5.1.1.17 Damp Mopping ceramic tile: the contractor shall ensure all ceramic tile floor surfaces are wet mopped weekly using a germicidal solution.

5.1.2 Monthly:

5.1.2.1 Deep Clean Trash/Recycling Receptacles: the contractor shall ensure all trash and recycling receptacles are deep cleaned and sanitized monthly.

5.1.2.2 Baseboards and Chair Rails: the contractor shall ensure all baseboards and chair rails are dusted and cleaned monthly.

5.1.2.3 Wash Windows: the contractor shall ensure interior and exterior of reachable windows are washed monthly.

5.1.2.4 Deep Clean Showers: the contractor shall ensure all showers are deep cleaned to remove mildew and soap scum buildup monthly.

5.1.3 Quarterly:

5.1.3.1 Ceramic Tile Floors Deep Clean: the contractor shall ensure all ceramic tile floors are machine scrubbed quarterly, focusing particularly on restrooms and breakrooms.

5.1.4 Semi-annually:

5.1.4.1 Carpet Hot Water Extraction: the contractor shall ensure all carpet areas are deep cleaned via hot water extraction semi-annual. To be scheduled with COR.

5.1.4.2 VCT Scrub and Recoat: the contractor shall ensure all VCT hard surface floors are deep scrubbed and recoated with two coats of finish semi-annually. To be scheduled with COR.

5.2 Performance Schedule: The Contractor shall provide a Master Cleaning Schedule for approval to the COR prior to commencement of work. Schedule should show what facilities will be serviced on which day of the week so government can properly notify building users.

5.3 Monthly Performance Reports: The Contractor shall submit to the COR Monthly Performance Reports. Reports should include but not limited to:

5.3.1 Safety and security incidents: any incidents involving the Contractor's staff or the building occupants will be reported immediately to the KO and COR. Contractor will call 9-11 if life threatening.

5.3.2 Problems or barriers to the completion of the daily tasks. Reporting of any damage to the building or Contractor's equipment. Include any areas of concern that need to be brought to the COR's attention.

5.4 Servicing Buildings: The contractor shall perform services at the following facilities:

5.4.1 Building 484
5.4.2 Building 545
5.4.3 Building 600
5.4.4 Building 649
5.4.5 Building 650
5.4.6 Building 652
5.4.7 Building 653
5.4.8 Building 662
5.4.9 Building 663
5.4.10 Building 665
5.4.11 Building 668
5.4.12 Building 680
5.4.13 Building 681
5.4.14 Building 683
5.4.15 Building 6506 (temporary trailers)

5.5 Custodial Service Requirements: The Contractor shall adhere to the minimum performance standards and frequencies outlined in Technical Exhibit 1, Performance Requirements Summary (PRS).

5.6 Performance Standards and Correction of Deficiencies: The Acceptable Quality Level (AQL) for all services is a 90% satisfaction rate, defined as no more than 10% of the items inspected being found deficient during any given month. When the Government identifies a performance deficiency, the Contractor shall be notified and shall have two (2) business days from the time of notification to correct the deficiency at no additional cost to the Government.

5.6.1 Government Remedies: Failure to correct deficiencies within the specified 2 business days shall be documented and may result in contract non-compliance actions. The Government reserves the right to all remedies available under the terms and conditions of this contract, up to and including deductions in payment for non-performed or unsatisfactory services.

5.7 Personnel and Wages: This contract is subject to the Service Contract Act (SCA) and all other applicable federal, state, and local labor laws. The Contractor shall comply with the latest applicable prevailing wage rates for Santa Clara County, as specified in the wage determinations issued by the U.S. Department of Labor (for SCA) and the California Department of Industrial Relations (for DIR). The Contractor is legally required to pay the higher of the applicable federal or state wage and fringe benefits for each labor category utilized in the performance of this contract. The latest applicable

wage determinations will be incorporated into the contract by the Contracting Officer at the time of award and upon the execution of any option years.

5.8 Insurance Requirements: 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 specified below:

5.8.1 Commercial General Liability: $1,000,000 per occurrence.

5.8.2 Workers' Compensation and Employer's Liability: As required by federal and state law.

5.8.3 Commercial Automobile Liability: $1,000,000 combined single limit for bodily injury and property damage.

5.8.4 Proof of insurance shall be submitted to the COR prior to performance of any work on-site.

5.9 Safety: All personnel shall wear appropriate Occupational Safety and Health Administration (OSHA) approved PPE for the work to be performed, provided by the Contractor. The contractor shall also develop a Site-Specific Safety Plan within 10 business days after contract award.

**6.0 Applicable Publications:** Publications applicable to this PWS are listed below:

| Publication (Chapter/Page) | Date of Publication | Website |
|---|---|---|
| Federal Acquisition Regulation | | https://www.acquisition.gov/ |
| Defense Federal Acquisition Regulation Supplement | | http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html or https://www.acquisition.gov/dfars |
| DoDM 1000.13-M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b) | 01/23/2014 (Change 1: 07/28/2020) | http://www.esd.whs.mil/Directives/issuances/dodm |
| Federal Information Processing Standards (FIPS) Publication 201-2 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9) | August 2013 | http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf |
| DoDM 5200.2 Procedures for the DoD Personnel Security Program (PSP) | 04/03/2017 | https://www.esd.whs.mil/Directives/issuances/dodm/ |
| DoDI 5200.46 DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC) | 09/09/14 (Change 1: 05/04/2018) | https://www.esd.whs.mil/Directives/issuances/dodi/ |
| Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors | 08/27/2004 | https://www.dhs.gov/homeland-security-presidential-directive-12 |

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| DoDI 5400.11<br>Department of Defense Privacy and Civil Liberties Programs | 01/29/2019 | https://www.esd.whs.mil/Directives/issuances/dodi/ |
| DoD 5400.11-R<br>Department of Defense Privacy Program | 05/14/2007 | https://www.esd.whs.mil/Directives/issuances/dodm/ |
| DoDD 8140.01<br>Cyberspace Workforce Management | 10/05/2020 | https://www.esd.whs.mil/Directives/issuances/dodd/ |
| DoD 8570.01-M<br>Information Assurance Workforce Improvement Program | 12/19/2005 (Change 4: 11/10/2015) | https://www.esd.whs.mil/Directives/issuances/dodm/ |
| DoD 5220.22-M<br>National Industrial Security Program Operating Manual (NISPOM) | 02/28/2006 (Change 2: 05/18/2016) | https://www.esd.whs.mil/Directives/issuances/dodm/ |
| AFI 10-245<br>Antiterrorism | 03/28/2013 (Certified current 03/30/2017) | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFI 31-101<br>Security Forces Standards and Procedures | 08/18/2020 | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFMAN 31-113<br>Security Forces Standards and Procedures | 03/05/2013 Change 1: 12/02/2015 | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFPD 17-1<br>Information Dominance Governance and Management | 04/12/2016 | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFMAN 17-1301<br>Computer Security (COMPUSEC) | 02/12/2020 | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |
| AFI 10-701<br>Operations Security | 7/24/2019 (Change 1: 06/09/2020) | https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 |

6.1 Applicable Forms: Forms applicable to the PWS are listed below:

| Form | Date | Website |
|---|---|---|
| DD 1172-2<br>Application for Identification Card/DEERS Enrollment | Mar 2017 | http://www.dtic.mil/whs/directives/forms/index.htm |
| I-9<br>Employment Eligibility Verification | 10/21/2019 | https://www.uscis.gov/sites/default/files/files/form/i-9.pdf |
| DD 441<br>Department of Defense Security Agreement | Feb 2020 | http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm |
| DD 250<br>Material Inspection and Receiving Report | Aug 2000 | https://www.esd.whs.mil/Directives/forms/dd0001_0499/ |

## TECHNICAL EXHIBIT 1

## Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

| Performance Objective | PWS Section Reference | Performance Standard | Acceptable Quality Levels (AQL) | Method of Surveillance | Frequency |
|---|---|---|---|---|---|
| **General (All Areas)** | | | | | |
| Special Prohibitions | 5.0 | Contractors never use chemical strippers, aggressive pads, or improper cleaners. | 100% compliance. Failure may result in contractor liability for floor replacement. | 100% Inspection By COR | |
| Empty trash & recycling | 5.1.1.1 | Receptacles are emptied and liners replaced weekly. This includes receptacles in restroom stalls. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| High dusting (>70") | 5.1.1.2 | All surfaces above 70" (ledges, cabinet tops) are dusted weekly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| Deep clean receptacles | 5.1.2.1 | All trash and recycling receptacles are deep cleaned and sanitized monthly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Monthly |
| Dust baseboards/ chair rails | 5.1.2.2 | All baseboards and chair rails are dusted monthly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Monthly |
| Wash windows | 51.2.3 | Interior and exterior of all reachable windows are washed monthly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Monthly |
| **Restrooms, Showers, & Locker Rooms** | | | | | |
| Clean/ disinfect fixtures | 5.1.1.3 | Toilets, urinals, sinks, shower stalls and shower heads are cleaned and disinfected weekly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| Restock dispensers | 5.1.1.4 | Soap, paper towels, and toilet paper are re-stocked weekly or as needed. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly/as needed |
| Clean mirrors & chrome | 5.1.1.5 | Mirrors and chrome fixtures are cleaned and polished weekly or as needed. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly/as needed |
| Wipe and disinfect | 5.1.1.6 | All locker room benches and exterior surfaces of all lockers are wiped | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, | Weekly |

| | | | | | |
|---|---|---|---|---|---|
| | | down and disinfected weekly. | | Customer Complaint / By COR | |
| Deep clean showers | 5.1.2.4 | Showers are deep cleaned to remove mildew and soap scum buildup monthly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Monthly |
| **Stairwells** | | | | | |
| Clean handrails | 5.1.1.7 | All handrails are wiped and disinfected weekly | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| **Corridors, Lobbies & Common Areas** | | | | | |
| Clean drinking fountains | 5.1.1.8 | Drinking fountains are cleaned and disinfected weekly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| Dust surfaces (<70") | 5.1.1.9 | All horizontal surfaces up to 70" are dusted weekly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| Clean entrance/ interior glass | 5.1.1.10 | Entrance glass, doors, and interior partitions are cleaned and polished weekly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| **Breakrooms / Kitchenettes** | | | | | |
| Sanitize surfaces | 5.1.1.11 | Tables, chairs, and countertops are wiped and sanitized weekly or as needed. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly/as needed |
| Clean microwaves | 5.1.1.12 | Interior and exterior of microwaves are cleaned and sanitized weekly. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| **Floor Maintenance - Carpet** | | | | | |
| Vacuuming | 5.1.1.13 | All visible carpets are thoroughly vacuumed weekly or as needed. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly/as needed |
| Spot Cleaning | 5.1.1.14 | New spills, spots, and stains are treated and removed weekly or as needed. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly/as needed |
| Hot Water Extraction | 5.1.4.1 | All carpeted areas are deep cleaned via hot water extraction semi-annually. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Semi-annually |
| **Floor Maintenance - VCT** | | | | | |
| Sweeping/ Mopping | 5.1.1.15 | Floors are dust mopped or swept weekly or as needed to remove dust and debris. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |

| | | | | | |
|---|---|---|---|---|---|
| Damp Mopping | 5.1.1.16 | Floors are damp mopped weekly with a neutral-pH solution. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| Scrub & Re-coat | 5.1.4.2 | Floors are deep scrubbed and re-coated with two coats of finish semi-annually. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Semi-annually |
| **Floor Maintenance - Tile & Grout** | | | | | |
| Sweeping / Mopping | 5.1.1.15 | Floors are dust mopped or swept weekly or as needed to remove dust and debris. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| Damp Mopping | 5.1.1.17 | Floors are damp mopped weekly with a germicidal solution. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |
| Machine Scrubbing | 5.1.3.1 | Floors are machine scrubbed quarterly, especially in restrooms/breakrooms. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Quarterly |
| **Floor Maintenance - Epoxy Concrete** | | | | | |
| Dust Mopping | 5.1.1.15 | Floors are dust mopped or swept weekly or as needed to remove dust and debris. | 90% satisfaction rate. Deficiencies corrected within 2 business days. | Periodic Inspection, Random Monitoring, Customer Complaint / By COR | Weekly |

TECHNICAL EXHIBIT 2

Deliverables Schedule

| WS Reference / Deliverable Title | Frequency / Due Date | Medium/ Format | Submit To |
|---|---|---|---|
| 1.4.3 Quality Control Plan | Contractor is required to provide a plan NLT 10 days after award | Electronic/PDF | COR/KO |
| 1.4.5.3 / AT Level 1 Training Certificates | Initially: Within 15 days after award. Recurring: Within 15 calendar days after each new employee completes training and annual completion. | Electronic | COR |
| 1.4.5.11 / OPSEC Training Certificates | Initially: Within 30 days after award. Recurring: Within 15 calendar days after each new employee completes training and annual completion | Electronic | COR |
| 1.4.6.1 Employee Roster & Security Information | Initial: Upon contract award. Ongoing: Updated within 2 business days of any change. | Electronic | COR |
| 5.2 Performance Schedule | One-time: Prior to commencement of work. | Electronic | COR |
| 5.3 Monthly Performance Report | Recurring: Due by the 5th business day of each month. | Electronic | COR |
| 5.8.4 Proof of Insurance | One-Time: Prior to commencement of any work on-site. | Electronic | COR |
| 5.9 Site-Specific Safety Plan | One-Time: Within 10 business days of contract award. | Electronic | COR |