US Department of Agriculture (USDA)

Performance Work Statement

Grounds Maintenance Services for the Hells Canyon National Recreation Area Office

Riggins, Idaho

Solicitation: 1240BE26Q0023
Contract: TBA

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Hells Canyon National Recreation Area Office
Grounds Maintenance Services (Riggins)

1.0 General Information

1.1 **General**: This is a non-personal services contract to provide Grounds Maintenance services to the Hells Canyon National Recreation Area Office (HCNRA). The Government 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.

1.2 **Background**: The HCNRA Riggins office administrative site is located approximately ½ mile south of Riggins, ID. The compound consists of 7 acres. An irrigation ditch separates the compound into two sections known as lower flat and upper flat.
Lower Flat consists of approx. 3 irrigated acres. Landscape consists of manicured lawn, trees, shrubs, 4 fruit trees, and 2 underground irrigation systems. Buildings include HCNRA office building, a warehouse, and a scat machine. Hardscape consists of paved and unpaved roads and parking.
Upper Flat consists of approx. 4 un-irrigated acres. Landscape is predominantly native vegetation. Buildings include a barn for hay storage, 2 storage sheds, and a boneyard for miscellaneous storage. Hardscape consists of unpaved roads, fenced horse pasture and an RV area.

1.3 **Description of Services**: The Contractor shall provide ground maintenance services for the Hells Canyon National Recreation Area seven-acre compound (HCNRA). The scope of the work includes the landscape maintenance of lawns, trees, shrubs, and cleanup of green debris over the period of performance. Periodic tasks include brush/fine grasses trimming, tree pruning, spring startup of sprinkler system and blowing out sprinklers at the end of the irrigating season. Short Notice Grounds and Maintenance Service are also included. Please see PWS Paragraph 3 Tasks, and PWS Annex A, HCNRA Diagram.

1.4 **Place of Performance**:
USDA FOREST SERVICE
Hells Canyon National Recreation Area Office
1339 South Highway 95
Riggins, ID 83549
208-628-3916
POC: Lynn Demerse, lynn.demerse@usda.gov, m 208-866-6208.

1.6 **Period of Performance (POP)**: The period of performance shall be 1 Base Period (12-months) and 4 Option Years (12-months each).

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

1.7 **Contract Type**: The Government shall award a Firm-Fixed Priced (FFP), service contract with up to four 1-year option periods.

1.8 **Post-Award Conference/Periodic Progress Meetings**: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office IAW Federal Acquisition Regulation (FAR) Subpart 42.5. The CO and/or COR shall meet periodically with the Contractor to review the contractor's performance. At these meetings the CO will apprise the Contractor of how the Government views the contractor's

performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues.

1.9 **Contractor Work Plan:** The Contractor shall develop and maintain a work plan to ensure services are performed in accordance with this PWS. At a minimum the plan shall include the contractor's daily work schedule and any planned sub-contracting. The work plan will be submitted to the COR within fourteen (14) days from the date of award. **Deliverable 01.** The Contracting Officer may direct modification(s) to the contractor's work plan to address performance issues.

1.10 **Quality Control Plan (QCP)**: The Contractor shall develop and maintain an effective QCP to ensure services are performed IAW 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 the Contractor assures that their work complies with the requirements of the contract. The Contractor's QCP shall be provided to the CO and COR within 14 business days after contract award. After acceptance of the QCP, the Contractor shall receive the CO's acceptance in writing of any proposed change to the QCP. **Deliverable 02**

1.11. **Contract Manager**: The Contractor shall provide a Contract Manager and designated alternate, as applicable, who has full authority to act for the Contractor on all contract matters relating to this contract. The Contract Manager or alternate shall be available during the Government's regular working hours. The Contract Manager and contact data shall be provided to the CO and COR within 14 days after contract award. **Deliverable 03**

1.12 **Government Key Personnel**: The following government personnel are considered key personnel: Contracting Officer and Contracting Officer's Representative.

1.13.1 **Contracting Officer (CO)**: The CO is the only person with the authority to: enter into, administer, and/or terminate contracts, make related determinations and findings on behalf of the government, and legally bind the government. The CO shall ensure that the contractor receives impartial, fair, and equitable treatment under this contract. The CO shall determine and document the final assessment of the contractor's performance in the government's past performance tracking system.

1.13.2 **Contracting Officer's Representative (COR)**: A COR may be assigned to this contract to monitor all technical aspects and assist in contract administration. The COR may be 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 communication with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements (without increasing or decreasing contract scope), including Government drawings designs, and specifications; monitor Contractor's performance and notify both the CO and Contractor of deficiencies; and provide site entry of Contractor personnel. The COR is not authorized to change any of the terms and conditions of the contract.

1.14 **Inspection and Acceptance**: Inspection and acceptance will be at the location specified in this contract. The designated Contracting Officer's Representative (COR) will act as the representative of the Contracting Officer for purposes of inspection and acceptance of services to ensure compliance with the terms, conditions, and specifications of the subject contract. The COR has no authority to make any changes to the terms and conditions of the contract.

1.15 **Changes**: The government reserves the right to make changes, additions, or deletions to this contract at any time. Changes will only be authorized by a Contracting Officer.

1.16 **Invoicing**: All contractor invoices shall be submitted via the Invoice Processing Platform (IPP) 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.

1.17 **Special Qualifications**: The Contractor shall ensure bio-hazard cleaning and disposal of bio-hazard materials be performed by qualified and certified personnel, as per OSHA Code of Federal Regulations, 29 CFR 1910.1030 (a thru i and Appendix A).

1.18 **Bio-based Materials**: Contractor shall utilize products made from bio-based materials 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 (SDS) used in the performance of requirements of the PWS, IAW 29 CFR 1910.1200. SDS shall be provided within 14 days from the date of award for approval by the CO and COR. **Deliverable 04**

1.19 **Conservation of Utilities**: The contractor shall instruct employees in utility conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include but are not limited to the following: lights shall be used only in areas where and at a time when work is actually being performed; heating, ventilation and air conditioning (HVAC) controls shall not be adjusted by Contractor employees; and water faucets and valves shall be turned off after each use.

1.20 **Recycling**: Contractor shall recycle all recyclable discarded materials when appropriate. Grass clippings shall be mulched if possible. Branches/limbs and excess vegetation can be placed on the burn pile in upper lot.

2.0 Contract Requirements

2.1 **General**: HCNRA is open year around with peak visitation between May 1st thru October. Services will be required throughout the year at varying levels. The level of effort required by the contractor, task(s), quantity, frequency, and period of performance shall be specified on each CLIN.

2.2 **Facility Information**: The HCNRA Riggins office administrative site is located approximately ½ mile south of Riggins, ID. The compound consists of 7 acres. An irrigation ditch separates the compound into two sections known as lower flat and upper flat.
Lower Flat consists of approx. 3 irrigated acres. Landscape consists of manicured lawn, trees, shrubs, 4 fruit trees, and 2 underground irrigation systems. Buildings include HCNRA office building, a warehouse, and a scat machine. Hardscape consists of paved and unpaved roads and parking.
Upper Flat consists of approx. 4 un-irrigated acres. Landscape is predominantly native vegetation. Buildings include a barn for hay storage, 2 storage sheds, a boneyard for miscellaneous storage. Hardscape consists of unpaved roads, fenced horse pasture and an RV area. (See: PWS ANNEX A - HCNRA Diagram)

3 Technical Requirements/SpecifiedTasks

3.1 **Task 1 – HCNRA Compound Regular Grounds Maintenance, Lower Flat**: Consists of approx. 3 irrigated acres. Landscape consists of manicured lawn, edging, and trimming. Buildings include HCNRA office building, a warehouse, and a scat machine. Hardscape consists of paved and unpaved roads and parking. Contractor shall ensure the duties/tasks on this contract are performed weekly or as necessary to produce the end results as specified. This task is estimated at an average of 3 man-days per month.

Task 1 - HCNRA Compound Regular Grounds Maintenance of Lower Flat		
Task	**Required Service – Sub-Tasks**	**Minimum Acceptable Quality Level**
1.1	Lawn Mowing	Mowing will occur between 01 April and 30 September, as needed. Lawn mowing frequency shall be adjusted based on seasonal conditions to maintain a uniform, neat, and professional appearance always. The maximum average height of the grass shall not exceed 6" with 4" being preferred. It is preferred that clippings be mulched in place but if they cannot be mulched due to excessive mass, it is the contractor's responsibility to dispose of the clippings. Damage to sprinkler heads will be repaired or replaced by the contractor at no additional cost to the government. Contractors' employees will report any visible sprinkler issues to COR.
1.2	Edging	Sidewalks, driveways, curbs, and other hard surfaces located on the grounds will be edged at the time of mowing. Edging will include removal of vegetation

		from cracks in sidewalks, steps and along curbs. All debris and growth will be removed from asphalt areas each time.
1.3	Grass trimming	Regular maintenance of the grounds will require that grass, weeds, and native vegetation be trimmed around trees, buildings, fence lines, signposts, water spigots, picnic tables, and rock landscaping at each mowing. Damage to trees, shrubs and bushes from trimming will be repaired or replaced at no additional cost to the government. Grass in "natural" area to the west of the sidewalk (see photo) shall be trimmed to match grass heights for 2' from the sidewalk. Area to the south of the visitor car park should be cut back as needed to not encroach on the asphalt. Grass along both sides of the fence (nonirrigated strip) parallelling the highway shall be maintained to 6-8" standard.
1.4	Pathways and parking areas	Concrete sidewalks, walkways, front wrap around porch and back steps will be blown off and/or swept to remove debris and leaves each time mowing/trimming occurs. Driveways and parking areas will have all clippings and debris removed from the asphalt area along the curbing each time mowing occurs
1.5	Warehouse area	Mowing shall occur regularly on irrigated areas to same levels as rest of the lawn. Non irrigated areas, up to the fence lines east and north, and the rise of the hill to the west, shall be maintained to a height of 6"-8". The area on the west where extra gear is piled shall be trimmed as much as possible without damage to the gear. Iris garden just north of warehouse steps shall be left untrimmed until August. Blackberrys and scrub shrubs shall be kept off building and cut to the ground as needed.
1.6	Brush and tree trimming	Brush and tree trimming shall occur as needed to not interfere with operations and to limit further damage. The lower compound has shrubs along the sidewalk and on the west side of the building that need cut back regularly to not interfere with walking and mowing. The Visitor Parking area has three large trees that need to have lower branches pruned off to a height to not interfere/damage RV's roof air conditioner units. The warehouse area has trees that need lower branches cut off to not interfere when driving under or backing up to the warehouse door. Limbs shall be cut back to not encroach on roadways to prevent damage to high clearance vehicles and rubber rafts on trailers. Major pruning of established trees shall be discussed with COR before making cuts.

Task 1 –Grounds Maintenance of Lower Flat Acceptable Quality Level, 95%

3.2 **Task 2 – Periodic Grounds Maintenance of Upper Flat**: Consists of approx. 4 un-irrigated acres. Landscape is predominantly native vegetation. Contractor shall ensure duties/tasks on this contract are performed as necessary to produce the end-results as specified. Estimated frequency (JC) is three times per season. Season is 1 May to 30 September. This task is estimated at 2 man-days per Job (JC)

Task 2 - HCNRA Compound Periodic Grounds Maintenance of Upper Flat		
Task	**Required Service – Sub-Tasks**	**Minimum Acceptable Quality Level**
2.1	The RV/trailer area in upper compound	The RV area shall be mowed/trimmed to a low-profile, 6" maximum, ground cover from the north end/neighbors' fence line to where the area narrows to the driveway. The area east of the RV's shall be maintained with grass trimmed low until the curve of the downslope but at least 4' from any RV's/trailers. All sprinklers, hoses and power cords shall be moved and replaced as necessary to limit damage. All dead vegetation shall be removed to burn pile. Work shall be schedule with COR so as not to interfere with staff schedules.
2.2	Barns, outbuildings and boneyard	Area between the ditch flat and along the roadway pasture fence line shall be maintained to a low profile no higher than 10" except near the barns and outbuildings which shall be maintained at 6". All dead vegetation shall be removed to burn pile. Work shall be done within 14 days' notice by COR

Task 2 –Periodic Maintenance of Upper Flat Acceptable Quality Level, 95%

3.3 **Task 3 –Maintenance Services**: Consists of pruning of apple trees in the lower flat, sprinkler system start up and end of season sprinkler systems blowout. This task is estimated at 6 man-days per year

Task 3– HCNRA Seasonal Grounds Maintenance		
Tasks	**Required Service – Sub-Tasks**	**Minimum Acceptable Quality Level**
3.1	Orchard Pruning	The 4 apple trees require annual pruning during the winter dormant season for the health of the trees and to produce quality fruit. Trees should not overhang the road to keep from interfering with loads on vehicles. Major pruning of established trees shall be discussed with COR before making cuts. Season is Mid-December to Mid-February.
3.2	Sprinkler start up and Backflow testing	At the onset of irrigation season sprinkler sytems will be turned on. Contractors employees will: Dig out and clean heads as needed. Identify heads that need replaced and notify COR. Complete backflow testing.
3.3	Sprinkler system blowout	At the end of the irrigating season COR will notify you of the need to blowout the sprinkler systems for winter. The blowout will require an air compressor with a CPM rating of 80-100. Work shall be completed within 14 days' notice by COR.

3.4. **Task 4–Short-Notice Maintenance Services**: Periodically the HCNRA office's workload may exceed planned service capacity and additional services will be required. Frequency is estimated at 5 Man-Days per year.

Task 4 – Short-Notice Grounds and Equipment Maintenance Service		
Task	**Required Service – Sub-Tasks**	**Minimum Acceptable Quality Level**
4.1	Contractor to provide short-notice grounds maintenance service on a man-day basis.	Within 5 days of notification, provide man-day service consistent with the task standards specified in paragraphs 3.1 thru 3.3 with-in 5 days of notification by the COR.

4.0 <u>Deliverables Schedule</u>

4.1 The contractor shall submit an electronic copy of all deliverables to the CO and COR in PDF format and phrased in layperson language.

Deliverables Schedule			
Item	**Deliverable**	**Objective**	**Frequency**
1	Contractor Work Plan	Para 1.11. The Contractor shall develop and maintain a work plan to ensure services are performed in accordance with this PWS	No later than 14 days after contract award. To the COR.
2	Quality Control Plan	Para 1.12. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services	No later than 14 days after contract award. To the COR
3	Contract Manager	Para 1.13. Contractor shall provide a Contract Manager and designated alternate, as applicable, who has full authority to act for the Contractor.	No later than 14 days after contract award. To the COR.

4.	Biobased Products Under Service Contracts Report	Para 1.18. Report the product types and dollar value of any USDA-designated biobased products purchased by the contractor IAW FAR clause 52.223-2.	No later 14 days after contract award and no later than March 31 of each year to SAM.GOV and the COR.
5	Contractor Employee Background Checks	Para 5.3. Provide a list of all contractor personnel, including subcontractors, assigned to this contract and their point of contacts. Provide background checks for all personnel who will have access to the facility.	No later than 14 days after contract award. An updated copy shall be provided to the CO and COR as changes occur.
6	Accidents	Para 5.7. Report any accident within 24 hours from occurrence.	No later than 24 hours from occurrence to the COR.

5.0 Security and Safety Requirements

5.1 **Security**: Contractor personnel or any representative of the contractor entering Government facilities shall abide by all security regulations. Doors shall remain locked and secure; no public entrance is permitted. At the close of each work period, government facilities, equipment, and materials shall be secured.

5.2 **Identification of Contractor Employees**: All contract 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.

5.3 **Contractor Employee Background Checks:** Background checks are required to comply with Presidential Directive HSPD-12 that requires "for unescorted entry into a federal facility, the individual will have a background investigation on file." Within 14 days of contract award and a new employee being selected for work on this contract, provide a complete list of the name, address, social security number, date of birth, and work phone of each employee engaged in the performance of this contract. **Deliverable 05**

5.4 **Conduct of Personnel**: CO may require the contractor to remove from the job 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 job 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.

5.5 **Key Control:** If the contractor is provided with key fobs programed with door access codes (to allow access to buildings) and/or keys for storage, dumpster, rooms requiring cleaning, they shall ensure they are not lost or misplaced and are not used by unauthorized personnel. The contractor shall not remove the keys from the premises nor are these keys to be duplicated. All keys that are provided to the contractor will require a logged entry with signature and date. Keys shall be retained in possession of the janitorial staff while performing services and returned to the COR prior to contract end date. All keys lost by Contractor's personnel shall be reported to the COR immediately and shall be replaced at the Contractor's expense.

In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the CO, re-key or replace the affected lock(s); however, the Government, at its option, may replace the affected lock(s) or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of rekeying or the replacement of the lock(s) shall be deducted from the monthly payment due to the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total costs deducted from the monthly payment due to the Contractor.

5.6 **Safety**: Contractor personnel shall comply with all Wallowa Whitman National Forest directives and policies.

5.7 **Accidents**: Report any accident within 24 hours from occurrence to the COR. **Deliverable 06**

5.8 **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 laundering, or removed off-site.

6.0 Performance Requirement Measures

6.1 The government expects the contractor to work at an acceptable performance level throughout the life of the contract, and the contractor's performance shall be given significant consideration when evaluating recommendations for future government contracts and/or awards.

6.2 **Acceptable Performance**: Acceptable performance is achieved if 100% of the requirement is successfully satisfied. The Contractor's acceptable performance will be rated in COR reports and in the Contractor Performance Assessment Reporting System (CPARS) as Satisfactory, Very Good, or Exceptional as applicable.

6.3 **Unacceptable Performance**: Unacceptable performance is achieved if less than 100% of the requirement is satisfied (e.g., work specified by contract is incomplete or work is not IAW the PWS and manufacturer's specifications). If the performance is deemed unacceptable for any objective (required task), the COR will determine the possible cause of this unacceptable performance. Unacceptable performance caused by actions of the Contractor shall be reported to the Contractor's on-site representative and request its signature on documentation acknowledging notification. Unacceptable performance caused by actions of the Government shall not be held against the Contractor. If the Contractor disputes the results of surveillance, the COR must refer the Contractor to the CO for resolution. The Contractor's unacceptable performance will be rated in COR reports and in CPARS as Marginal or Unsatisfactory.

6.4 **Performance Requirements Summary**: Not Used

6.5 **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. Should the Contractor disagree with the complaint after investigation of the site, the Contractor shall notify the COR. The COR will review the matter to re-examine the validity of the complaint. The COR will re-inspect the services for compliance prior to acceptance.

7.0 Government Furnished Property (GFP)

7.1 The Government shall furnish the following items of government property to the Contractor for use in the performance of this contract. Notify COR when GFP is low within 2 weeks of anticipated need. All GFP shall be used and maintained by the Contractor during the performance of this contract.

Government Furnished Property			
Item	**Description**	**Quantity**	**Location**
1	Dumpster for Trash Disposal	1	HCNRA
2	Water	As needed following conservation of utilities practices.	HCNRA
3	Electric Power	As needed following conservation of utilities practices.	HCNRA

8.0 Contractor Furnished Property

8.1 The Contractor shall furnish all supplies, tools, materials, and equipment (ex. Mowers, trimmers, leaf blowers, saws etc.) necessary to satisfactorily meet or exceed the performance standards of this contract.

8.2 Consumables: The Contractor shall provide all consumable products including small engine fuels and oils.

9.0 Definitions

9.1 **Acceptable Quality Level**: The allowable leeway or variance from a standard before the government will reject the specific service. An AQL does not say that the contractor may knowingly offer defective service. It implies that the government recognizes that defective performance sometimes happens unintentionally. As long as the percent of defective performance does not exceed the AQL, the service will not be rejected by the government. The contractor, however, must re-perform the defective service when possible.

9.2 **Business Day**: Refers to any day in which government normal business operations are conducted.

9.3 **Clean**: This term shall be defined as free of dirt, odors, dust, spots, streaks, film, stains, smudges, litter, debris, foreign matter, and other residue or evidence of soil. Any floor maintenance solutions or cleaning product residue that may have splashed or is not an air-dry product shall be removed. Chairs, trash receptacles, and other moveable items shall be moved to maintain floors underneath.

9.4 **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.

9.5 **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.

9.6 **Contractor**: The term Contractor as used herein refers to both the prime Contractor and any sub-contractors. The prime Contractor shall ensure that his/her sub-contractors comply with the provisions of the contract. The term in this contract refers to the prime.

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

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

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

9.10 **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.

9.12 **Frequency of Service**: For the purpose of this contract, the frequency of services shall be defined as stated below:

9.11.1 **Semi-Annual**: Services to be performed twice in a 12-month period (usually every 6 months) during the term of the contract.

9.11.2 **Weekly**: Services to be performed once a week during the term of the contract.

9.12 **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.

9.13 **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.

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

9.15 **Man-Day:** Unit of one day's work by one person.

9.16 **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.

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

9.18 **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.

9.19 **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.

9.20 **Quality Assurance (QA)**: A method used by the Government to provide some measure of control over the quality of purchased goods and services received.

9.21 **Quality Assurance Surveillance Plan (QASP):** An organized written document used for quality assurance surveillance. The document contains specific methods to perform surveillance of the Contractor for each item of the Performance Requirements Summary.

9.22 **Quality Control (QC):** A method used by the Contractor to control the quality of goods and services provided.

9.23 **Random Sampling:** A method of looking at a few individual items in a lot to determine the quality of that lot against a standard.

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

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

9.26 **Trash Receptacle**: Trash receptacles such as wastebaskets, trashcans, wastepaper baskets, ashtrays, or any container holding trash, paper, or refuse of any type.

10. ATTACHEMENTS:

PWS ANNEX A - HCNRA Diagram