2026 Laurentian Ranger Station Statement of Work

Superior National Forest
St. Louis County

DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

BACKGROUND

The intent of the statement of work is specifying the requirements for cleaning the office facilities at the Laurentian Ranger District in Aurora, MN.

DESCRIPTION AND LOCATION

The work location is at 318 Forestry Road, Aurora, MN 55705. There are bathrooms and office space within the following 5 buildings at the site that need janitorial services:

- Main administrative office
- Bunkhouse
- North Warehouse
- South Warehouse
- Fire/LEO office

PERFORMANCE PERIOD

The Contractor shall be required to commence work under this contract starting October 1, 2026, and continue through September 30, 2027.

PRE-WORK CONFERENCE

Prior to commencement of work, the Contracting Officer (CO) or the Contracting Officer Representative (COR) will schedule a meeting with the contractor to discuss the contract terms, work requirements and schedule. At the conference, the Contractor shall designate, in writing, the name and phone number of the Contractor's on-site representative and their contract responsibilities and authority.

GOVERNMENT FURNISHED ITEMS

The Government will provide the following items to the Contractor:

- Hand Soap
- Paper toweling for dispensers
- Toilet paper
- Garbage bags
- Light bulbs

TASKS

Administrative office and warehouse bathrooms

Twice per week:

- Clean all the floors and steps, sweep/mop when needed
- Vacuum carpets
- Vacuum entry way doormats, underneath them as well
- Clean kitchen sink with germicidal disinfectant
- Clean microwave
- Tables in conference room and kitchen area will be washed
- Contractor will clean and scrub/mop the bathrooms in the office and in the warehouses with germicidal disinfectant and replenish supplies. Cleaning includes, but is not limited to fixtures, sinks, exhaust fan, ceramic tile, urinals, toilets, floors, chair, etc.
- Clean/disinfect drinking fountain in the hallway
- Recycle containers will be emptied. Recycle items will be taken to the recycle center by the Contractor.
- Garbage cans will be emptied. Replace liners as needed. Garbage will be placed in the dumpster by the warehouse
- Check the windows on the 3 exterior doors and the bathroom mirrors, clean them as needed
- Sweep concrete floor in the North Warehouse exercise room

Additional Requirements

- Other non-personal furniture (window ledges, registers, ceiling vents, etc.) will be dusted twice per year in December and April
- Wash stair railing (inside) every December and April. There are 3 railings totaling 33 feet
- Windows, screens, and blinds will be washed inside and out in April and Sept/Oct
- Change light bulbs when needed, including exit lights. Old light bulbs will be taken to the recycle center by the Contractor
- Empty smoking materials from waste receptacle located near rear entrance
- SDS sheets will be furnished for all cleaning supplies and stored in the cleaning closet
- We need to use green products
- We need names of all the cleaning personnel including subs.

Bunkhouse (one story)

General

- Wash all windows inside and out in April only, not December (entire bunkhouse)
- Wipe down all trim/baseboard (entire bunkhouse)

- Wash all blinds (entire bunkhouse)
- Wipe out windowsills (entire bunkhouse)
- Sweep/mop hallway
- Sweep/mop utility room

Kitchen area

- Wash off counter tops
- Wash out drawers, cabinets both upper and lower including the cabinet in the corner with the rotator and cupboard shelves-remove and replace all contents
- Wash down inside and outside of microwave
- Clean sink using germicidal disinfectant
- Wash out fridge and freezer. There are two fridges with freezers
- Wipe off stove top and wipe out oven. If needed use oven cleaner to remove baked on food
- Sweep and mop kitchen floor
- Wipe off table

Living Room area

- Sweep and mop floor
- Dust off TV stand and side table
- Vacuum couch and chairs/remove cushions, clean the couch cushions.

2 Bathrooms-each with 1 shower, 1 toilet, 1 sink

- Clean showers using germicidal disinfectant
- Clean toilets using germicidal disinfectant
- Clean sinks using germicidal disinfectant
- Clean mirrors
- Sweep and mop floor
- Wipe out medicine cabinet
- Clean washer and dryer
- Clean the sealing vents

6 Bedrooms

- Vacuum Carpets
- Dust dressers and wipe out drawers/remove and dispose of any clothes

<u>Fire/LEO office</u>

Twice per week

- Sweep/mop when needed, both the linoleum and hardwood
- Clean/shake entryway door mats
- Clean kitchen sink with germicidal disinfectant
- Clean microwave
- Contractor will clean and scrub/mop the bathroom on the main floor with germicidal disinfectant and replenish supplies. Cleaning includes, but is not limited to fixtures, sink, exhaust fan, toilet, floor, shower, etc.
- Recycle containers will be emptied. Recycle items will be taken to the recycle center by Contractor
- Garbage cans will be emptied. Replace liners as needed. Garbage will be placed in the dumpster by the warehouse

Additional Requirements

- Do not clean the LEO office
- Other non-personal furniture (window ledges, registers, ceiling vents, etc.) will be dusted twice per year in December and April
- Windows, screens, and blinds will be washed inside and out in September
- SDS sheets will be furnished for all cleaning supplies and stored in the cleaning closet
- We need names of all the cleaning personnel including subs.

CLEANING SCHEDULE

Work will be performed twice weekly at the administrative office, warehouse bathrooms, and Fire/LEO office. The work will be completed between 6PM on Fridays and 6AM on Mondays. The second cleaning shall be performed on Wednesdays after 6PM and before 6AM on Thursdays, unless advance written approval is given by Contracting Officer's Representative.

Work will be performed in April and in or before December at the bunkhouse.

SQUARE FOOTAGES OF AREAS

<u>Administrative Office</u>

- Main floor- approximately 2540 square feet
- Basement- approximately 1860 square feet
- Tile- approximately 376 square feet
- Carpet- approximately 3370 square feet
- Storage/utility room- concrete floor approximately 270 square feet

<u>Warehouse Bathrooms</u>

- Each is approximately 100 square feet

Bunkhouse

- Bunkhouse- approximately 2100 square feet
- Tile- approximately 930 square feet
- Carpet- approximately 660 square feet

Fire/LEO Office

- Hardwood- approximately 450 square feet
- Linoleum- approximately 220 square feet

BATHROOM DESCRIPTIONS

- Administrative office women's main bathroom- 1 sink, 1 toilet
- Administrative office men's main bathroom- 1 sink, 1 toilet, 1 urinal
- Administrative office basement bathroom- 1 sink, 1 toilet
- North warehouse bathroom- 1 sink, 1 toilet, 1 shower
- South warehouse bathroom- 1 sink, 1 toilet, 1 urinal
- Bunkhouse- 2 bathrooms each with 1 sink, 1 toilet, 1 shower
- Fire/LEO office main bathroom- 1 sink, 1 toilet, 1 shower

BIOBASED PRODUCTS

It is a federal government requirement to use biobased products for custodial contracts. Please see link www.biopreferred.gov for a list of available biobased products. You can select the CATALOG tab, you can select a category, Custodial Services is an option, there are also other useful categories. These or their equivalents are required for this contract.

The Contractor will furnish any necessary cleaning supplies or equipment not outlined above in Government Furnished Items.

INSPECTION AND ACCEPTANCE

The Contracting Officer's Representative will regularly monitor the Contractor's work and require re-work of any items not performed as required.

END OF STATEMENT OF WORK