PERFORMANCE WORK STATEMENT
Richard L. Schafer Dam, Success Lake
Office Janitorial
22 April 2026

A. General Information:

The work required under this contract provides for Office Janitorial Services at the Administration Area and the Tule Recreation Area at Success Lake. Success Lake is in Tulare County, California, approximately six miles east of Porterville. The contractor shall provide all labor, materials, supplies, equipment, and supervision necessary to accomplish all work required for this contract.

In the event that any portion of or the entire Park is permanently or temporarily closed, the segments of this contract pertaining to that area will not be required and therefore not utilized. The number of facilities may vary. Contractors will not perform work in those closed areas or facilities that are not in use and will not be compensated for work not done.

1. **Period of Performance:** This contract consists of a Base Year and Four (4) Option Years. The Government may elect to exercise up to four (4) option years following successful performance of Base Year.

2. **Authorities/Technical Direction:** The Contractor shall take no direction from any Government employee or any other person other than the Contracting Officer (KO) that changes the terms and conditions of this contract action, the scope, or any change that impacts the cost, price or schedule. Changes authorized by the Contracting Officer will be in the form of a written, official, signed modification to the contract action received by the Contractor before the Contractor will act upon those changes. The Contractor will comply with the Changes clause of this contract when the contractor believes direction has been given from persons other than the Government Contracting Officer that equate to a change by notifying the Contractor Officer as directed by the clause. Any direction given by any Government employee or any other person outside their authority must be reported to the Contracting Officer. Contracting Officer Representatives (CORs) are limited to the authorities stated in the COR appointment letters.

3. **Meeting:** Pre-Work Meeting: Prior to the beginning of the base contract and prior to each option year, the Prime Contractor shall meet with the COR at the work location to discuss all elements of this contract. At least one week prior to this meeting, the Prime Contractor shall submit to the COR all information required in section 4 of this PWS, as well as the name of the local supervisor and alternate supervisor. The COR will determine the date, time and location of this meeting.

4. **Contractor Submittals**
   - **a**. Certificates of Insurance $1,000,000,.00 (General Liability, Vehicle, Workmen's Compensation)
   - **b**. Safety Hazard Analysis
   - **c**. Safety Data Sheets (SDS) for compounds to be used for the contract.
   - **d**. Accident Prevention Plan (APP)
   - **e**. Quality Control Plan
   - **f**. AT-OPSEC Initial Training (with COR at meeting)
   - **g**. E-Verify
   - **h**. Invoice template

5. **Invoicing, Exposure Report – Form 94 and Payments:** Invoices for payment shall be submitted upon completion of tasks as outlined in the PWS of this contract. Final invoice(s) shall be marked **"Final"**. Invoices shall be submitted to:

Original invoice only WITHOUT additional information or supporting documentation:

USAED, FINANCE CINETER
ATTN: CEFC-FP
5270 Integrity Drive
Millington, TN 38054-5005
or
CEFC-payments@usace.army.mil

One copy of each invoice WITH all required information including any necessary supporting documentation:

US Army Corps of Engineers
Success Lake, ATTN: COR
Name and email will be provided at time of award

The contractor shall only be paid for those services performed. The Government shall pay the Contractor upon submission of proper invoices for services delivered and accepted for the portion of the work actually performed under the contract. Payment shall be made monthly in areas at the contract unit price

Part B. Scope of Work:

1. **General information:**
The contractor shall provide all labor, equipment, materials, supplies, transportation, and supervision necessary for servicing the following Government owned buildings – Office HQ, Shop, Southern Operations Branch Office, and Fee Building, as indicated. Normal working hours shall be Monday - Friday from 7:00 am to 4:30 pm with exception of Federal holidays. If the holiday falls on a Sunday, then the following Monday shall be observed as the holiday. When the holiday falls on a Saturday the preceding Friday shall be observed as the holiday.

2. **Equipment and Cleaning Supplies:**
The Contractor shall provide all equipment and cleaning supplies necessary to accomplish all work required in this contract. The condition of any equipment used in conjunction with this contract shall comply with all regulations specified in EM 385-1-1, as well as all applicable Federal, State, and Local laws, codes, and regulations. The Contractor shall be responsible to ensure that equipment meets these requirements. The Contractor may be required to provide the Government with proper documentation.

3. **Office HQ Building:**
The Office Building is approximately 30 feet by 60 feet or 1,800 square feet in area. The services to be performed are as follows:

a. Monday, Wednesday, and Friday.
    1. Clean/mop all floors and vacuum carpets.
    2. Empty all wastebaskets and replace liners.
    3. Dust, clean, and disinfect all public areas; contractor shall not move items left on desks.
    4. Sweep all outside steps, walkways, and back patio.
    5. Clean all rooms, including tabletops, sinks, and surrounding areas.
    6. Clean all restrooms:
        a. Scrub all sinks and fixtures.
        b. Scrub all water closets.
        c. Re-supply 2-ply tissue rolls, paper towels, toilet seat covers & hand soap.
        d. Clean shelves and mirrors.
        e. Wipe down walls and cabinets.

f. Wet mop.

b. Weekly
    1. Remove all spider webs on walls, doors, & windows.
    2. Clean Glass doors and windows.
c. Monthly, 1st week of the month
    1. Power wash exterior of building
    2. Clean all light fixtures
d. Semi-annually (April and October)
    1. Shampoo carpet.
    2. Strip and reapply wax in restrooms.

5. <u>Maintenance/Shop:</u> The Maintenance Building is approximately 24 feet by 61.5 feet or 1,476 square feet in area. The services to be performed are as follows:

e. Monday, Wednesday, and Friday.
    1. Clean/mop all floors and vacuum carpets.
    2. Empty all wastebaskets and replace liners.
    3. Dust, clean, and disinfect all public areas; contractor shall not move items left on desks.
    4. Sweep all outside steps, walkways, and back patio.
    5. Clean all rooms, including tabletops, sinks, and surrounding areas.
    6. Clean all restrooms:
        a. Scrub all sinks and fixtures.
        b. Scrub all water closets.
        c. Re-supply 2-ply tissue rolls, paper towels, toilet seat covers & hand soap.
        d. Clean shelves and mirrors.
        e. Wipe down walls and cabinets.
        f. Wet mop.
f. Weekly,
    1. Remove all spider webs on walls, doors, & windows.
    2. Clean glass doors and windows.
g. Monthly (1st week of each month).
    1. Pressure wash exterior of building
    2. Clean all light fixtures
h. Semi-annually (April and October)
    1. Shampoo carpet.
    2. Strip and reapply wax in restrooms.

6. <u>Southern Operations Branch Office:</u> The Residence Building is approximately 24 feet by 94 feet or 2,250 square feet in area. The services to be performed are as follows:

i. Monday, Wednesday, and Friday.
    1. Clean/mop all floors and vacuum carpets.
    2. Empty all wastebaskets and replace liners.
    3. Dust, clean, and disinfect all public areas; contractor shall not move items left on desks.
    4. Sweep all outside steps, walkways, and back patio.
    5. Clean all rooms, including tabletops, sinks, and surrounding areas.
    6. Clean all restrooms:
        a. Scrub all sinks and fixtures.
        b. Scrub all water closets.
        c. Re-supply 2-ply tissue rolls, paper towels, toilet seat covers & hand soap.
        d. Clean shelves and mirrors.
        e. Clean around walls and cabinets.
        f. Wet mop.

j. Weekly
    1. Remove all spider webs on walls, doors, & windows.
    2. Clean glass doors and windows.
k. Monthly (1st week of each month).
    1. Pressure wash exterior of building
    2. Clean all light fixtures
l. Semi-annually (April and October)
    1. Shampoo carpet.
    2. Strip and reapply wax in restrooms.

7. Tule Fee Building: The Tule Fee Building approximately 24 feet by 40 feet or 960 square feet in area and includes Foyer, restrooms, office area, and lifejacket room. The services to be performed are as follows:

a. Both Monday and Friday (from 1 April through 30 September).
   Only Friday (from 1 October through 30 March)
    1. Clean/mop all floors and vacuum carpets.
    2. Empty all wastebaskets and replace liners.
    3. Dust, clean, and disinfect all public areas; contractor shall not move items left on desks.
    4. Sweep all outside steps, walkways, and back patio.
    5. Clean all rooms, including tabletops, sinks, and surrounding areas.
    6. Clean all restrooms:
        a. Scrub all sinks and fixtures.
        b. Scrub all water closets.
        c. Re-supply 2-ply tissue rolls, paper towels, toilet seat covers & hand soap.
        d. Clean shelves and mirrors.
        e. Clean around walls and cabinets.
        f. Wet mop
m. Weekly
    1. Remove all spider webs on walls, doors, & windows.
    2. Clean glass doors and windows.
n. Monthly (1st week of each month).
    1. Pressure wash exterior of building
    2. Clean all light fixtures
o. Semi-annually (April and October each year).
    1. Shampoo carpet.
    2. Strip and reapply wax in restrooms.

C. Contractor's Responsibility:

1. **Personnel:**

a. General Requirements: The Contractor shall provide an adequate number of fully qualified personnel to perform the work specified herein. It shall be the Contractors responsibility to ensure that personnel fulfill the requirements of the contract.

b. Supervision: During regular working hours, the Prime Contractor shall designate in writing who shall have full authority to direct the work required by this contract. The designated supervisor shall be able to understand, speak, read and write the English language. It is required that the prime contractor conduct Quality control of work, in person at the job site, at a minimum of once a month.

2. **Safety**: All installation safety regulations shall be followed. Comply with the most current edition of USACE EM 385-1-1, and all applicable federal, state, and local laws, ordinances, rules and regulations including but not limited to 29 CFR 1910 and 29 CFR 1926.

EM 385-1-1 can be viewed at the following website:
http://www.publications.usace.army.mil/USACEPublications/EngineerManuals

All project-associated activities shall be performed without damaging or contaminating adjacent work and areas. Where such work or areas are damaged or contaminated, the Contractor shall restore work and areas to the original condition at no additional cost to the Government.

All accidents shall be reported to the Safety Office through the COR. This is to be accomplished within the same shift, preferably as soon after the accident as is practical. Fill out an Occupational Safety and Health Administration (OSHA) Form 300; and ENG 3394 shall be submitted to the Safety Office within 5 days after an accident. In the event of serious injury or damage, work will stop and everything will be left in place exactly as it was at the time of the accident, except when the possibility of more damage or injury exists. Medical expenses for Contractor personnel are the responsibility of the Contractor.

Use a qualified person to prepare the written site-specific Accident Prevention Plan (APP). Prepare the APP in accordance with the format and requirements of USACE EM 385-1-1. Cover all paragraph and subparagraph elements IAW USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan". The Activity Hazard Analysis (AHA) format shall be in accordance with USACE EM 385-1-1, Section 1. The analysis should be used during daily inspections to ensure the implementation and effectiveness of the activity's safety and health controls.

The equipment used by the Contractor for the specified service shall be in satisfactory operating condition and shall be maintained in good condition. The Government reserves the right to require the Contractor to discontinue the use of unsatisfactory equipment and to require that such equipment be replaced with acceptable equipment to maintain contract compliance. The decision of the Contracting Officer as to serviceability of the equipment shall be final. Equipment shall meet current Federal, State and local safety requirements and all applicable requirements of the USACE EM 385-1-1**.**

a. **Material Safety Data Sheets (MSDS):** Safety Data Sheets shall be provided in a binder to the COR for any compound used in the completion of this contract. MSDS shall be provided prior to the use of the compound. These sheets shall also be made immediately available posted in a location that is accessible to all contract employees.

b. **Exposure Data:** The Contractor shall submit a Safety Exposure Report, CESPD Form 94, to the COR with each invoice. Reports of all exposure hours shall be made and turned into the COR for any and all contractor employees. Reports shall be turned in with invoices. A master copy of Exposure Report, Form 94 shall be provided at the Pre-work meetingit shall be the Contractor's responsibility to provide additional copies.

3. **Security:**

a. General Security Requirements and Guidance: The security requirements described below apply to all contract personnel (including employees of the prime Contractor ("Contractor") and all subcontractor employees) supporting the performance requirements of this contract. The Contractor is responsible for compliance with these security requirements. Questions regarding security matters shall be addressed to the designated Government representative (e.g., Contracting Officer Representative (COR), Requiring Activity (RA) representative, or Contracting Officer (if a COR or other RA representative is not appointed). Contract personnel are critical to the overall security and safety of US Army Corps of Engineers (USACE) installations, facilities and

activities, and security awareness training contributes to those efforts. The Department of Defense (DoD) and Army security training requirements specified below, if applicable, are performance requirements; all applicable contract personnel shall complete initial training within 30 days of contract award or the date new contract personnel begin performance on the contract. Within five business days from the completion of training, the Contractor shall provide written documentation (e.g., email or memorandum) to the Government representative. The documentation shall include the names of contract personnel trained and which training they completed; the Contractor shall maintain training records as part of their contract files and be prepared to provide copies of training certificates to the Government representative. Contractor personnel and vehicles are subject to search when entering federal installations. Additionally, all contract personnel shall comply with Force Protection Condition (FPCON) measures, Random Antiterrorism Measures (commonly referred to as "RAMs"), and Health Protection Condition (HPCON) measures. The Contractor is responsible for meeting performance requirements during elevated FPCON and/or HPCON levels in accordance with applicable RA plans and procedures—this includes identifying mission essential and non-mission essential personnel. In addition to the changes otherwise authorized by the changes clause of this contract, should the FPCON or HPCON levels at any individual facility or installation change, the Government may implement security changes that affect contract personnel. The Contractor shall ensure all contract personnel are aware of their security responsibilities, including any site-specific requirements identified in local policies or procedures.

b. AT-OPSEC: Antiterrorism (AT) Level 1 Training: All contract personnel requiring routine access to Army installation, facilities, and controlled access areas, or requiring network access shall complete initial and annual refresher AT Level 1 awareness training.

All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, controlled access areas, or require network access, shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. Upon request, the contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at the following website: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf; or it can be provided by the RA ATO in presentation form which will be documented via memorandum.

c. Physical Security and Access Control Requirements: All contract personnel requiring physical access to a federal installation or facility shall comply with the access control procedures of that location. Contract personnel requiring unescorted access to meet contract performance requirements on a DoD installation in the US shall be vetted by the installation/facility Provost Marshal/Directorate of Emergency Services/Security Office using the National Crime Information Center-Interstate Identification Index (commonly referred to as "NCIC-III") and Terrorist Screening Database (commonly referred to as "TSDB"). Contract personnel shall comply with all personal identity verification requirements specified in installation/facility policies and procedures. Contract personnel who do not meet requirements for unescorted access to USACE facilities shall coordinate escorted access with the Government representative, as needed. Contract personnel who receive keys, access cards, or lock combinations that provide access to government-owned property shall comply with key and lock control procedures of the RA.

d. Suspicious Activity Reporting Training (e.g., iWatch, CorpsWatch, or See Something, Say Something): All contract personal should revive initial and annual refresher training from the RA representative on the local suspicious activity reporting program. This locally developed training provides contract personal with general information on suspicious behavior, and guidance on

reporting suspicious activity to the project manager., security representative or law enforcement entity.

e. **Pre-screen Candidates Using E-Verify Program:** Contractors shall comply with the requirements set forth in FAR clause 52.222-54 Employment Eligibility Verification and FAR Subpart 22.18 in using the E-Verify Program at (https://www.e-verify.gov/) (website subject to change) to meet the contract employment eligibility requirements. Contractors are encouraged to cooperate with Federal and State agencies responsible for enforcing labor requirements to include eligibility for employment under United States immigration laws in accordance with FAR 22.102-1(i). An initial list of verified/eligible candidates shall be provided to the COR no later than three business days after the initial contract award. When contracts are with individuals, the individuals will be required to complete a Form I-9, Employment Eligibility Verification, and submit it to the Contracting Officer to become part of the official contract file.

4. **Storage Area:**

a. The Government shall not provide the Contractor a designated area of storage.

5. **Performance Meeting:**

a. The Prime Contractor Supervisor shall be available within a 24-hour period to correct any deficiency with the COR regarding performance of the Contractor employees.

Part D – Government Responsibilities:

1. **Inspection/Acceptance of Services:**
The Government will not pay for services not performed. The COR will conduct random checks to ensure compliant services are being performed.

Part E - Quality Assurance Surveillance Plan (QASP) and Performance Assessment Plan:

a. Monitoring Performance. During the course of the evaluation period, the COR will track Contractor performance. Interim (mid-term) evaluations may be provided to identify strengths and weaknesses in the Contractor's performance during the period being evaluated. At the end of the period, the COR will assess the Contractor's performance in accordance with the Quality Assurance Surveillance Plan (QASP) and report to the Contracting Officer.

b. COR Recommendation. The COR will consider all evaluations and any other pertinent information and will prepare a report to the Contracting Officer with findings and recommendations. The Contractor will be provided a copy of the draft findings and recommendations of the COR and will be afforded the opportunity to identify factual errors. The COR's draft recommendation is not subject to negotiation, and the COR will not engage in discussions with the Contractor. Any errors identified by the Contractor will be addressed by the COR in its final report. The Contractor will be provided a copy of the final COR report at the same time the report is submitted to the Contracting Officer.

c. Payment Determination. The Contracting Officer may meet with the COR to discuss the COR's report. The Contracting Officer will make a final determination in writing as to the percentage of work successfully completed, and the resulting payment to be made. A copy of the determination will be provided to the Contractor no later than 45 calendar days after the end of the period being evaluated. All Contracting Officer decisions regarding payment re-calculations are unilateral decisions made solely at the discretion of the Government.

d. The Quality Assurance Surveillance Plan is one evaluation method the government uses to surveillance performance to determine whether the Contractor meets the standards of performance as defined in the PWS. The absence of a QASP for any contract requirement, however, shall not detract from its enforceability or limit the rights or remedies of the government under any other provision of the contract in determining the quality of the Contractor performance.

Performance Requirement Summary (PRS)	**Acceptable Quality Level (AQL)**	**Means of Measurement**	**Remedy**
Contractor shall comply with the Performance Work Statement Tasks as outlined in Part B.	**a. Timeliness -** 100% Completion of all tasks in accordance with provided schedules. **b. Quality -** All work is performed to an industry standard 95% of the time	Periodic or 100% Surveillance Inspection by the Government Customer Compliant	Contractor shall re-perform at no additional cost to the government until AQL is reached.