CUSTODIAL SERVICES
PERFORMANCE WORK STATEMENT (PWS)
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Prepared by

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1. DESCRIPTION OF SERVICES

The Contractor shall provide all management, tools, equipment, and labor necessary to ensure that custodial services are performed at MacDill Air Force Base (AFB), in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance. The contractor shall accomplish all cleaning tasks and be required to provide and replenish soap and paper products in all restrooms identified in Appendices A and B, in order to meet the requirements of this PWS and the Service Summary (SS). Maximum cleaning frequencies are established in Appendix A, Air Force Custodial Common Levels of Service Standards. Facility cleaning levels and estimated square footages are established in Appendix B, Estimated Square Footages and Cleaning Level. Facility drawings of areas cleaned are established in Appendix C, Floor Plans and Maps. All work performed by the contractor shall be performed in accordance with all applicable laws, regulations, HAF standards, instructions, and commercial practices.

1.1 FACILITY CLEANING SERVICES

1.1.1 NON-CARPETED FLOORS (HARD FLOORS: VINYL TILE, CERAMIC TILE, WOOD, CONCRETE, ETC.)

Hard floors shall be maintained free of grit, soil, dust, scuff and heel marks, stains, spills, debris, litter and other foreign matter by effective routine cleaning. Cleaning shall be accomplished by the most appropriate method (vacuum, sweep, dust mop, damp mop, spot clean, etc.) and with cleaning solutions if applicable, for the specific floor type. After cleaning, floor surfaces to include grout shall have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Baseboards, corners, and wall/floor edges shall also be clean. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.

1.1.2 CARPETED FLOORS

Carpets shall be maintained free of soil, dirt, debris, litter and other foreign matter by effective routine vacuuming. The contractor shall use efficient commercial grade vacuum cleaners with HEPA filtration that offers high airflow for more effective soil removal. Any spots and/or spills shall be removed by the carpet manufacturer's approved methods or other commercially accepted practices as soon as noticed. All tears, burns, and raveling shall be brought to the attention of the facility manager. Area and throw rugs shall also receive this service. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.

1.1.3 STAIRWAYS/ELEVATORS/ACCESSIBLE LIFTS

All floor surfaces shall be cleaned in accordance with paragraph 1.1.1 or 1.1.2, as appropriate. Stair guards, handrails, wall caps and baseboards shall be free from grease and grime. The Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls, up to 6 ft. height from stair tread level, to provide or maintain a clean, uniform appearance. Elevators cleaning shall include all light fixtures, vents, doors, door tracks, buttons, walls, handrails, guide tracks, floors, and floor guide tracks.

1.1.4 CLEAN FLOOR (WALK-OFF) MATS

Vacuum and/or clean interior and exterior floor mats. Mats shall be free of all visible lint, litter, debris, soil and other foreign matter. Soil and moisture underneath mats shall be removed and mats returned to their normal location.

1.1.5 TRASH COLLECTION/REMOVAL (CENTRALIZED LOCATIONS).

Government personnel shall place trash in tied up plastic bags, or other appropriate containers labeled as "trash" in designated facility centralized locations. The contractor shall collect and dispose of all trash from these locations.

1.1.6 LACTATION ROOMS

The contractor to perform cleaning services for the designated lactation room(s) as specified under appendix B. Cleaning services shall include but are not limited to dusting, sanitizing surfaces, wipe down furniture, emptying trash receptacles, vacuuming, sweeping & mopping, and ensuring a hygienic environment conducive for lactation purposes.

The contractor shall conduct cleaning activities on the same scheduled day(s) as restroom cleaning for the assigned facility. The cleaning schedule, including dates and approximate times, must be visibly posted on the door of the lactation room.

The contractor shall use an EPA-registered antimicrobial product with disinfectant properties specifically designed to eliminate bacteria and pathogens. Before applying any EPA-registered disinfectant product, the contractor must check the label to ensure it is approved for the intended-use for the lactation room(s) settings.

1.2 RESTROOMS/LOCKER ROOMS CLEANING SERVICES:

1.2.1 CLEAN AND DISINFECT

All surfaces of sinks, toilets, urinals, lavatories, showers, shower mats, dispensers, drinking fountains, plumbing fixtures, saunas, partitions, dispensers, doors, walls, partitions, stalls, stall doors, entry doors (including handle, kick plates, ventilation grates, metal guards), walls, and other such surfaces shall be cleaned and disinfected using a germicidal detergent. Restrooms shall have a clean scent or no odor at all. Showers, toilets, and urinals will be free of spots, water spots, scale buildup, soap scum, odors, and any other deposits. Mirrors shall be clean and have no streaks or other removable matter. Partitions shall be smudge, stain free. Vents (within 6 ft. of the floor) shall be clean. Restroom sinks, countertops, and fixtures shall be free from water and scale deposits, soil, streaks, and removable matter. Walls and grout shall be free of all film, spots, and detergent buildup. The contractor shall post the cleaning schedule at each restroom door and update them as necessary. At the minimum, the schedule shall include the day(s) the cleaning would take place and date/time last cleaned.

1.2.2 RESTROOM FLOOR CARE.

All floor surfaces shall be maintained in accordance with paragraph 1.1.1 by effective routine cleaning. Moveable items shall be tilted or moved to sweep and damp mop underneath. Grout on the wall and floor tiles shall be free of dirt, scum, mildew, and residue.

1.2.3 STOCK RESTROOM SUPPLIES.

Contractor shall ensure restrooms are stocked sufficiently so any provided supplies including toilet tissue, paper towels, and hand soap do not run out. Supplies shall be stored in designated areas. If supplies within the designated supply storage area run out prior to the next service date, the contractor shall refill within two hours of notification. Should supplies within the restroom run out between normally scheduled services, the Facility Manager shall have access to and be responsible for replenishing the dispensers or elect to wait until the next scheduled service.

1.2.4 DRINKING FOUNTAINS

Contractor shall clean all facility drinking fountains, typically located near or in the vicinity of restrooms and inside locker rooms. All porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountains shall be cleaned and disinfected. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and other obvious soil.

1.2.5 RESTROOM TRASH REMOVAL

All trash containers in restrooms and locker rooms shall be emptied, trash disposed, liners replaced, and containers returned to their original locations. The contractor shall provide and replace any obviously soiled, worn or torn plastic trash can liners. Trash receptacles shall be left clean, free of foreign matter and free of odors.

1.3 PERIODIC CLEANING SERVICES

1.3.1 PERIODIC HARD FLOOR MAINTENANCE.

Hard floors to include restroom floors shall receive periodic hard floor maintenance as specified in Appendix A. Hard floors shall be cleaned, scrubbed, sealed, polished/burnished, waxed, or deep scrubbed and recoated, as required for the appropriate surface to maintain, protect and ease normal routine floor cleanings. After periodic maintenance, floor surfaces to include grout shall have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water.

1.3.2 PERIODIC CARPET RESTORATIVE CLEANING.

Carpets shall be deep cleaned in order to remove embedded soil from carpet fibers. Deep cleaning shall employ an effective technique and/or method to address soil suspension, soil extraction and drying. After deep cleaning, the carpeted area shall show an improvement in visible appearance. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs, and other similar items. Chairs, trash receptacles, and other items shall be moved to clean carpets underneath and returned to their original location after the carpet has dried.

1.3.3 DUSTING.

(For Category 4 Facilities Only) Low dusting includes surfaces within 6 feet of the floor and must be free of dust, lint, cobwebs, and litter. High dusting includes surfaces above 6 feet up to 10 feet. Surfaces include, but are not limited to: tables, shelves, bookcases, storage lockers, moldings, windowsills, handrails, pictures, clocks, window blinds, ceiling fans, etc.

1.4 SPECIAL CLEANING REQUIREMENTS

The contractor shall accomplish all cleaning tasks as appropriate for Special Requirement Facilities (Youth Center, School Age Program, Fitness Center, and PAX Terminals) identified in Appendices A and B. Minimum cleaning frequencies are established in Appendix A, AF Common Output Level Standards.

1.4.1 CHILD AND YOUTH PROGRAMS.

Designated Child and Youth facilities shall be maintained in accordance with AFI34-144 Child and Youth Programs, summarized below and Appendix A. Kitchen areas are not part of the contractor's responsibility for cleaning. MacDill AFB CDC and Youth Program operating hours are 0630 to 1800. All cleaning requirements will be performed either before or after Child & Youth operational duty hours except for any cleaning requirement standard performed more than 1 time daily. For those specific cleaning requirements of 2 or more times daily at least one cleaning will be performed during operational duty hours. Daily floor cleanings shall be accomplished during operational duty hours as indicated in Appendix A.

1.4.2 SPECIAL CLEARANCE REQUIREMENTS; CHILD DEVELOPMENT CENTER AND YOUTH CENTER.

1.4.2.1 BACKGROUNDS & CRIMINAL HISTORY CHECK

In accordance with DoDI 1402.05, "Criminal History Background Checks on Individuals in Child Care Services,", a Criminal history background check must be initiated and completed for each contractor employee before being allowed to work in the Child Development Centers and Youth Centers. The Services Squadron Security Monitor shall initiate, receive and maintain all background checks. All results shall be maintained by the CDC Director. The following steps are required to process the background check.

a. An Installation Records Check (IRC), inclusive of a check of the Air Force Central Services Registry (CSR), Security Forces, Family Advocacy Program, and Office of Special Investigations of the Defense Central Index of Investigations (DCII) has been completed on all employees who have lived or worked on a military installation, before they were hired.

The IRC includes all bases the individual lived or worked on in the last two years. (DODI 1402.05, E.6.1.2) (AFI 34-144, 10.7.8).

b. A State Criminal History Repository Check (SCHR) has been requested from all the states the individual employee or contractor has lived in during the last five years. NOTE: Only required if a completed Tier 1 is not on file. (DODI 1402.05, E.6.1.2) (AFI 34-144, 10.7.13)

c. Initiate a Federal Bureau of Investigation fingerprint check for all contractors.

d. Initiate Child Care Tier 1 investigation on contractors prior to working with children/youth. Childcare components for Child Care Tier 1 investigations include a State Criminal History Records Checks of current and former states of residence and employment. (AFI 34-144, 10.7.11)

e. Installation Security Office will not presume individuals are suitable for working alone with children or youth merely because an investigation has not been completed. (T-0). Follow up every 5 working days for Installation Records Checks. Check on the Child Care Tier 1 no later than 60 days after submission and every 30 days after. If no response from the State(s) is received within 60 days, suitability determination based upon the Tier 1 report may be made. (AFI 34-144, 10.7.15)

f. Conduct installation records, Federal Bureau of Investigation fingerprint and State Criminal History Record checks every five years for contractors. (AFI 34-144, 10.12.2)

g. All contract workers shall sign a statement (DD Form 2981, *Basic Criminal History and Statement of Admission)* indicating whether or not they have been arrested or convicted of any crime involving children, drugs, or alcohol. (AFI 34-144, 10.7.3) This statement must be updated annually or earlier if the contract worker is arrested or convicted of any crime involving children, drugs, or alcohol.

1.4.2.2 [CRIMINAL BACKGROUND HISTORY CHECK PROCEDURES.]

Potential contract employees shall report to the Services Squadron Security Monitor to initiate and complete a Questionnaire for Non-Sensitive Positions. During this time, the Security Monitor shall request the individual obtain and complete an Applicant Fingerprint Card from the MacDill AFB Security Forces Squadron located in building 203. The Security Monitor shall initiate an Installation Records Check (IRC) for each contract employee. The IRC must be completed before the contract employee is authorized to work in the Child Development and Youth Centers. The Security Monitor shall also initiate a Child Care Tier 1 national background check, which encompasses a State Criminal History Repository (SCHR) Check on each contractor employee. An unfavorable or derogatory report would include, but not be limited to, the following applicable crimes: any charge or conviction for a sex crime, an offense involving a child victim, a substance abuse felony, or a violent crime. The Security Monitor shall identify all report results whether favorable, unfavorable or derogatory to the Contracting Officer (CO). The CO shall provide the appropriate documentation for the CDC Director's file. No contract employee shall be allowed to work on MacDill AFB with an unfavorable or derogatory Child Care Tier 1 report.

a. Installation Records Check (IRC). An investigation conducted through the records of all installations of an individual's identified residences for the 2 years before the date of application. This record check must include police (base and/or military police, security office, criminal investigations, or local law enforcement) local files check, Drug and Alcohol Program, Family Housing, and Medical Treatment Facility for Family Advocacy Program, to include Service Central Registry records, and mental health records, and any other record checks as appropriate, to extent permitted by law.
b. Child Care Tier 1. A personnel security investigation consisting of a records review of certain national agencies to include a technical fingerprint search of the files of the Federal Bureau of Investigation (FBI). Contractor

employees may be permitted to work before completion of the Child Care Tier 1 provided the employee is working within sight of an individual who has successfully completed a background check

c. Contractor employees have the right to obtain a copy of the background check report from the Security Monitor. Contractor employees have the right to challenge the accuracy and completeness of any information contained in the report through the Privacy Program described in DoDI 5400.11-R. The CO shall inform the contractor of employees whose criminal history background checks result in an unfavorable or derogatory report. The contractor shall immediately remove this employee from their service at the CDC or youth center.
d. Contractor employees who have previously received a background check must provide proof of the check to the Security Monitor who will determine if and when a new background check is required.

1.4.3 REQUIRED TRAINING

All contract employees working at the CDC, and or Youth Activity Center shall be required to attend annual training on child abuse prevention, identification and reporting. (AFI 34-144, 11.16.1) The training will be conducted during normal duty hours by a government certified trainer. It shall be the Contractor's responsibility to ensure new employees working at the CDC, and or Youth Activity Center receives this training.

1.4.3.1 IDENTIFICATION.

All employees shall wear a nametag or other identifying apparel per AFI 34-144, paragraph 14.3.5.

1.4.4 IMMUNIZATIONS.

All Contractor employees assigned to the CDC, and or Youth Activity Center shall be free of communicable diseases to include tuberculosis, prior to entering either facility. All contract employees must have the following immunizations required by AFI 48-110_IP/, *Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases*, "Immunizations and Chemoprophylaxis" prior to an employee being allowed to work. This includes the annual flu vaccine. The Contractor shall be responsible for providing certification that all of his/her employees meet the above conditions. Payment for any required immunizations will be incurred at the Contractor's expense.

Mumps	Measles
Rubella	Tetanus
Diphtheria	Polio
Hepatitis B	Varicella
Tuberculosis Skin Test	
Influenza	

1.4.5 REQUIRED DOCUMENTATION.

The Contractor shall provide a summary spreadsheet listing, to the CDC director and COR, of all employees proposed to work in CDC and/or Youth Activity Center with the employees name, position, date background checks were initiated and completed, date child abuse training was completed, certification that immunization requirements have been met and employee statement (1.4.2.1, e.) for assignment to work in the CDC and or Youth Activity Center. In the event that an employee is replaced, even temporarily, the replacement shall meet all requirements set forth in paragraph 1.4.2.1 through 1.4.4, inclusive, be completed prior to beginning work. Failure to fulfill these requirements, in sufficient time to replace an employee, will not relieve the Contractor of their responsibilities under this contract. Failure to provide these statements will prohibit Contractor employee(s) entrance into the CDC and/or Youth Center. It shall be the Contractor's responsibility to update the spreadsheet as necessary. Contractor employees shall submit a negative test report from the Health Department or their doctor and current immunization records to the CDC Director prior to starting work on an annual basis.

1.4.6 CLEANING REQUIREMENTS CHILD DEVELOPMENT CENTER.

Physical contact shall not be allowed and contractor employees shall not be alone with children unsupervised.

1.4.6.1 DISINFECTING, CLEANING AND SANITIZING SOLUTIONS.

The Contractor shall store cleaning solutions in a non-brand name container and clearly labeled. The solution shall be kept out of children's reach at all times.

Cleaning Solution: Use of soap and water to remove visibly soiled areas.

Disinfecting Solution: Use of a chemical agent to prevent infection from non-food surfaces and equipment by destroying harmful bacteria and other microbes. These chemicals must be registered with the US EPA and so state on the label.

Examples:

- Liquid chlorine bleach (without scent), one-quarter (1/4) cup (5.25% sodium hypochlorite) in one (1) gallon of water (or 1 Tablespoon bleach in 1 quart water), made fresh daily.

- Quaternary Ammonium Compound mix at 400 ppm or as directed and confirm with test papers. - Pine Oils (must be at least 70% pine oil) follow manufacturer's directions.

- Commercial Disinfectants follow manufacturer's instructions.

Sanitizing Solution: A limited list of chemical agents that reduce the number of bacteria and viruses to a safe level for public health requirements. Use sanitizers on food contaminated surfaces and equipment.

- Examples:

- Liquid chlorine bleach (without scent), 1 Tablespoon (5.25% sodium hypochlorite) in one (1) gallon of water, made fresh daily; must be left on for 2 minutes to be effective.

- Quaternary Ammonium Compound mix as directed and confirm with test papers. Check with label to ensure it is recommended for food surfaces. Ammonium compounds are deactivated by soap and detergents and may not protect against all bacteria. Follow manufacturer's instructions and allow time to work.

1.4.6.2 CLEANING PRODUCTS APPROVAL.

The Contractor shall provide a list of all cleaning products to be used in CDCs and Youth Activity Centers to the directors of those facilities to ensure that the cleaning products are suitable for use in a childcare environment. The cleaning products which include warnings that they may not be used in areas occupied by children cannot be used. Chemical air fresheners are not permitted. All chemicals and other potentially dangerous products (except bleach water or other disinfectant solution) and cleaning supplies (including mops, mop buckets, etc.) must be stored in their original, labeled container in a locked closet inaccessible to children. Products containing phenolic compounds, such as "Lysol" shall not be allowed or approved for use in Child Development Centers

1.4.6.3 CLEANING EQUIPMENT/MATERIALS.

Trash, mops, brooms, and cleaning buckets shall be inaccessible to children.

1.4.6.4 CLEAN/SANITIZE TABLES, CHAIRS, AND HIGHCHAIRS.

The Contractor will clean tables, chairs, and highchairs used for eating after each meal and will sanitize daily. The Contractor will sanitize all other remaining tables and chairs daily.

1.4.6.5 Clean/Sanitize Food Preparation and Diaper Changing Tables and Adjacent Walls.
The Contractor will clean food preparation tables, diaper changing counters, sinks, and adjacent walls at least daily, and as needed, with hot water and detergent and then sanitize with a bleach solution.

1.4.6.6 Sweeping/Mopping Non-Carpeted Floors.
The Contractor shall sweep and mop (clean and sanitize) the floors underneath all eating tables and adjoining walls (if necessary) after each meal.

1.4.6.7 Other Non-Carpeted Floors.
All other floors (not including restrooms) shall be swept, mopped with hot water, and sanitized with the bleach water or disinfectant solution daily.

1.4.6.8 Clean/Sanitize Children's Toilets and Fixtures.
Toilets, sinks and adjacent walls (up to height of four feet) will be cleaned with hot water and detergent and then sanitized with the bleach water or disinfectant solution at least twice daily (after lunch and in the evening, after hours) for children over two years old rooms and once per day for children under two years old rooms.

1.4.6.9 Sweep/Mop Children's Bathroom Floors.
The Contractor shall sweep and mop the children's bathroom floors twice a day first with hot water and detergent and then sanitized with the bleach water or disinfectant solution. The customer/facility occupant shall be responsible for removal of fecal matter on walls, floors and toilets. The contractor shall then clean and sanitize the areas.

1.4.6.10 Non-Carpeted Floor Maintenance.
The Contractor shall provide all periodic floor care maintenance services in accordance with the Appendix A for all non-carpeted floors where applicable. These tasks shall occur after operating hours. The Contractor shall remove all movable furniture prior to maintenance and return to the original or proper location when complete.

1.4.6.11 Vacuum.
The Contractor shall maintain all carpet areas free from visible soil and vacuumed at least once per day, when children are not present in the activity rooms, or as required to maintain clean and sanitary conditions. Soiled areas should be cleaned as necessary.

1.4.6.12 Carpet Maintenance.
The Contractor shall steam clean or similar extraction method all carpet in accordance with the standards as listed in Appendix A, preferably on weekends or after operating hours, to ensure carpets are completely dry when children are present.

1.4.6.13 Empty Trash Cans and Diaper Pails.
The Contractor shall empty trash cans once daily and diaper pails three times daily. The contractor shall provide and replace worn, torn or otherwise soiled plastic trash bags suitable for the type of trash containers within the entire facility.

1.4.6.14 Clean/Sanitize Trash Container and Diaper Pail.
The Contractor shall disinfect trash containers and diapers pails daily, first with hot water and detergent and then sanitized with the bleach water solution or other approved disinfectants/sanitizers.

1.4.6.15 Stock Restroom.
The Contractor shall ensure restrooms and facility supplies are sufficiently stocked so any provided supplies including toilet tissue, paper towels, and hand soap do not run out before the next scheduled cleaning. Supplies shall be stored in designated areas. If supplies run out prior to the next service date, the contractor shall refill within two hours of notification.

1.4.6.16 Applicable Supply Dispensers.
The Contractor shall only be required to stock and replenish restroom supplies within dispensers provided by the contractor and in support of the contract. Facility occupant provided dispensers shall be stocked and replenished by the organization.

1.4.6.17 Dusting.
Low dusting includes surfaces within 6 feet of the floor and must be free of dust, lint, cobwebs, and litter. High dusting includes surfaces above 6 feet up to 10 feet. Surfaces could include items such as tables, shelves, bookcases, storage lockers, windowsills, moldings, handrails, pictures, clocks, window blinds, ceiling fans, etc.

1.4.6.18 Windows/Interior Glass.
All windows and interior glass, including glass in doors, partitions, walls, display cases, and directory boards shall show no traces of film, dirt, smudges, water, or other foreign matter.

1.4.6.19 Clean Drinking Fountains.
Clean drinking fountains with sanitizing solution once daily.

1.4.6.20 Clean Doorknobs.
Clean doorknobs with sanitizing solution once daily.

1.4.7 Special Requirements (And Level 4 Cleaning).
The contractor shall accomplish all cleaning tasks IAW 1.1, 1.2, 1.3 and 1.4 as appropriate, for Special Requirement Facilities (Youth Center, School Age Program, Fitness Center), identified in Appendices A and B, in order to meet the requirements of this PWS and the Service Summary (SS). Minimum cleaning frequencies are established in Appendix A, AF Common Levels of Service Standards.

1.4.7.1 Special Requirements (Unit Funded).
The contractor shall accomplish all cleaning tasks IAW 1.1, 1.2, 1.3 and 1.4 as appropriate, for unit requested and funded facilities, identified in Appendices A and B, in order to meet the requirements of this PWS and the Service Summary (SS). Cleaning tasks and frequencies are established in Appendix B and subject to change each ordering period in accordance with the negotiated costs.

1.4.7.2 Unscheduled and Special Event Services (Unit Funded).
For task orders containing a Funded ELIN for Unscheduled and Special Event Services the contractor may execute services directly requested by the FM for ONLY the following items:

- Cleaning before or after a conference, meeting, or other such gathering
- Cleaning in preparation for a distinguished visitor
- Carpet cleaning

For such cleanings, the contractor is to obtain confirmation in writing (email is acceptable) from parent organization FM for which the task order was issued that funds are available PRIOR to execution. The Contractor shall accomplish all cleaning tasks IAW paragraphs 1.1, 1.2, 1.3 and 1.4 as appropriate to the requirements of the unscheduled event.

For any other type of special event cleaning, direction may ONLY come from the Contracting Office or the COR. Any direction from the COR must be via email copying the contracting office and their email must include previous confirmation from the Contracting Office, otherwise Contractor must receive confirmation from the Contracting Office. Notification from the Contracting Office may be verbal, to be followed up in writing.

Upon notification of an Unscheduled or Special Event, the contract manager shall respond within one (1) hour to meet with the authorized requestor (organizational FM or the COR) to initiate unscheduled services. Upon receiving direction from the authorized requestor, contractor personnel shall begin unscheduled work within two hours. The authorized requestor will notify the contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event.

For cleanings outside of those identified in the first paragraph of this section, the contractor shall accomplish cleanings IAW paragraphs 1.1, 1.2, 1.3 and 1.4 or other standards as may be applicable, appropriate, or determined by the Contractor and COR/contracting office.

All Unscheduled and Special Event Services within the scope of this section will be unit funded in accordance with the negotiated price for this CLIN. Requirements not able to be covered by the hourly price of this CLIN will be purchased by Government Purchase Card IAW applicable regulations, or as separately negotiated by the Contracting Officer.

1.4.7.3 DUSTING (UNIT FUNDED).

Low dusting includes surfaces within 6 feet of the floor. High dusting includes surfaces above 6 feet up to 10 feet. Dusted items must be free of dust, lint, cobwebs, litter, and dirt, wax build up, smudges, marks, spots, stains, film, watermarks or rings. Thoroughly cleaned and dusted from the complete surface from corner to corner and including corners, edges, sides, top, bottom of the surfaces, molding, crevices, ledges and any hardware attached. No dust streaks. Damp wiping must be dried to provide a uniform appearance.

1.4.7.4 WINDOW/INTERIOR GLASS – WINDOW WASHING AND GLASS CLEANING (UNIT FUNDED).

Low glass cleaning includes surfaces within 6 feet of the floor. High glass cleaning includes surfaces above 6 feet up to 10 feet. All glass shall be clean and free of dirt, grime, streaks, tape, sticky substance, cobwebs, excessive moisture, smudges and prints. Glass shall not be cloudy. Surrounding walls, woodwork and trim shall be thoroughly wiped free of drippings and other watermarks. Glass items shall show no traces of film, dirt, smudges, water, or other foreign matter.

1.4.7.5 METAL POLISHING (UNIT FUNDED).

Low metal polishing includes surfaces within 6 feet of the floor. High metal polishing includes surfaces above 6 feet up to 10 feet. Metal polishing may be performed by damp-wiping and drying with a suitable cloth, free of smudges, scuffs, marks streaks and film, buffed for a uniform polished appearance. However, if a uniform polished appearance is not produced, the appropriate metal polish must be used for the type of metal surface based on the manufacturer's recommendation and industry standards.

1.4.7.6 ATRIUM CLEANING (UNIT FUNDED).

Atrium height includes surfaces 10 feet up to 35 feet. Dust all windowsills, frames, lighting fixtures, static displays, fire suppression pipes, picture frames and HVAC grilles. Clean all interior windows, glass doors, sidelights, lighting fixtures and lenses. Polish all metal recesses, decorative and functional frames.

1.4.7.7 PORTER SERVICES (UNIT FUNDED).

Porter services may be required at high-visibility facilities. Tasks will be identified on a task list and may differ by requirement. Task lists may only consist of tasks defined elsewhere in this PWS. Task Lists will be maintained separate from task orders to facilitate more rapid changes should they be necessary, but the approved task list will be identified by signature of the contracting officer and authorized contractor representative.

1.5 CONTRACTOR PROVIDED EQUIPMENT AND SUPPLIES.

1.5.1 CONTRACTOR FURNISHED EQUIPMENT/VEHICLES.

The contractor shall provide and maintain all equipment and vehicles necessary to perform the requirements of this contract. The contractor may perform cleaning, minor repair and other normal maintenance requirements of equipment on site. Maintenance and repair of contractor vehicles or their privately owned vehicles shall not be accomplished on site. Contractor vehicles shall have the company name prominently displayed on both sides of the vehicle and be maintained to present a neat, professional appearance. Contractor vehicles shall be used solely for the intended purpose of performing services in this performance work statement during normal hours of operation

All equipment used in the performance of this contract shall be in good operable condition and carry a U/L (Underwriters Laboratory) listing. Equipment found to be unsafe and unable to function as designed, shall not be used in performance of this contract. The CO or contracting officer designated representative (COR) may inspect the contractor's equipment and vehicles at any time and direct the removal of any unsafe or unusable equipment or vehicle from the installation.

The contractor shall provide adequate numbers of equipment items and vehicles to effectively fulfill the scope of this contract. In addition, the contractor shall maintain or have backup capability to provide continued service in the event primary equipment or vehicles are down for extended maintenance or repairs. Equipment failure shall not alleviate the contractor from performing any requirement contained in this contract.

1.5.2 CONTRACTOR FURNISHED RESTROOM SUPPLIES.

Plastic Trash Can Liners/Bags: Suitable for the type of trash receptacle. Toilet Tissue: Two-ply. Paper Towels: Bi-Fold, Tri-Fold, Dispenser type. Hand Soap: Liquid anti-bacterial soap for installed liquid soap dispensers, and/or hand size push/pump liquid anti-bacterial soap when installed dispensers are non-operational. Recycled Products: 100 percent of all paper products procured (toilet tissue and paper towels) shall contain recycled materials.

1.5.2.1 CONTRACTOR FURNISHED RESTROOM DISPENSERS.

The Contractor shall provide, install, and replace as needed paper towel, toilet tissue and soap dispensers in serviced facilities. Faulty batteries within battery-operated automatic dispensers not installed by the custodial contractor shall be the responsibility of and provided by/replaced by the Facility occupants. If requested by the user, non-battery operated dispensers shall be installed in lieu of by the custodial contractor at no additional expense to the government.

1.5.3 MISCELLANEOUS REQUIREMENTS.

Turn off unnecessary lights depending upon the current building occupancy, shift, and security requirements.

Report fire hazards, conditions, and items in need of repair to the COR

Turn in lost and found articles to the COR

Notify COR when unauthorized or suspicious persons are seen on the premises

Employees entering any facility or area after it has been secured shall enter through one door and lock the door behind them. These facilities or areas shall not be left unsecured at any time, including the period when work is being performed. Upon completing work in a facility or area, Contractor employees shall ensure all doors and windows that were secured upon their arrival are closed and secured upon their departure.

The Contractor shall display the appropriate caution signs when cleaning floors or any other surface that might pose a risk to injury for any personnel that are present and remove once dry and safe for facility occupants to use.

2 SERVICE SUMMARY (SS):

The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The SS and the contractor's Quality Control Plan provide information on contract requirements, the expected level of contractor performance and the expected method of government validation and confirmation of services provided. These thresholds are critical to mission success. The contractor shall complete an annual review of the Quality Control Plan and update as required Should there be any updates, a copy shall be submitted to the CO/COR prior to effective implementation. Procedures as set forth in the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. During the first initial 30 days of the contract, two additional errors on each task shall be allowed in an effort to identify normal phase-in problems, except for any periodic cleaning service.

Performance Objective (PO)	PWS Para	Performance Threshold (per quarter)	Method of Surveillance
PO-1 - **Facility Cleaning Service**.	1.1 inclusive		Periodic & Verified Customer Complaint
a. Non-Carpeted Floors		Excellent: 0 defects	
b. Carpeted Floors		Very Good: 1-2 defect	
c. Stairways / Elevators / Accessible Lifts		Satisfactory : 3 defects	
d. Walk-off Mats		Marginal: 4 defects	
e. Trash Removal		Unsatisfactory: More than 4 defects	
PO-2 - **Restrooms/Locker Rooms Cleaning Services**	1.2 inclusive		Periodic & Verified Customer Complaint
a. Clean and Disinfect		Excellent: 0 defects	
b. Floors		Very Good: 1-2 defects	
c. Supplies		Satisfactory : 3 defects	
d. Drinking Fountains		Marginal: 4 defects	
e. Trash Removal		Unsatisfactory: More than 4 defects	
PO-3 - **Periodic Cleaning Services**	1.3 inclusive	Excellent: 0 defects	Periodic & Verified Customer Complaint
a. Hard Floor Maintenance		Very Good: 1 defect	
b. Carpet Restorative Cleaning		Satisfactory : 2 defects	
		Marginal: 3 defects	
		Unsatisfactory: More than 3 defects	
PO-4 - **Quality Control**	2.1 inclusive		Periodic &
Inspection procedures are followed and documented in accordance		Excellent: 0 defects	
		Very Good: 1 defect	

with Contractor's Quality Control Plan (incorporated into contract after award).		Satisfactory : 2 defects Marginal: 3 defects Unsatisfactory: More than 3 defects	Verified Customer Complaint
PO-5- **Special Requirements** a. Child Development Center(s) b. Fitness Center c. Youth Center d. School Age Program	1.4 inclusive	Excellent: 0 defects Very Good: 1 defect Satisfactory : 3 defects Marginal: 4 defects Unsatisfactory: More than 4 defects	Periodic & Verified Customer Complaint

3 GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 GOVERNMENT FURNISHED FACILITIES.

None.

3.1.1 JANITORIAL CLOSETS.

Janitorial closets will be available for use by the Contractor, without cost, for the purpose of storing materials and equipment, excluding flammable materials. The Contractor will be required to maintain odorless and clean closets. Closets will be free of clutter and debris. Cleaning supplies and tools will be stored and organized in such a manner as to allow easy access and movement in closet. Closets provided for janitorial service use will be locked if locks are available. The government will not be responsible for Contractor's stored supplies or equipment kept in the building or janitor's closets or for the Contractor's employees' personal belongings.

3.2 GOVERNMENT FURNISHED SUPPLIES AND EQUIPMENT.

None.

3.3 GOVERNMENT FURNISHED UTILITIES.

The Government will furnish electricity, water and sewage service as necessary for accomplishment of work in accordance with this contract.

3.3.1 UTILITY CONSERVATION.

The Contractor shall adhere to all base level utility conservation practices or requirements. The Contractor shall be responsible for operating under conditions that prevent waste of utilities.

3.4 TELEPHONE SERVICE.

None.

3.5 SECURITY, FIRE AND MEDICAL SERVICES.

The Government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis.

3.6 SOLID WASTE COLLECTION AND DISPOSAL.

The Contractor shall use existing bulk containers to dispose of trash or solid waste generated from accomplishment of services detailed in this PWS. The contractor shall adhere to all base level recycling programs.

3.7 MAIL SERVICE.

The Contractor shall be responsible for coordinating with the US Postal Service for the delivery of mail to the Contractor's facility or post office box.

4 GENERAL INFORMATION

4.1 HOURS OF OPERATION.

The contractor shall perform the services required under this contract during the hours of 0600-1830, Monday thru Friday. The contractor is not required to perform services on Federal Holidays except as noted in 4.1.2.

4.1.1 NORMAL BASE HOURS.

Base hours of operation are 0730 to 1630, Monday through Friday. The Contractor may find it necessary to deviate from the normal base hours of operation, to ensure timely completion of work under this PWS at no additional cost to the government.

4.1.2 BASE WIDE FACILITIES, HOURS OF OPERATION.

The contractor shall perform facility cleaning, restroom/locker room cleaning services, and periodic cleaning services under this contract during the following shift hours. Under periodic cleaning services, buffing floors, floor maintenance and shampooing carpets shall be accomplished during the Night Shift or Late Night Shift.

- Day Shift - Monday-Friday, if applicable Saturday and Sunday 7:00 am through 4:00 pm
- Night Shift - Monday-Friday, if applicable Saturday and Sunday 4:00 pm through 12:00 am
- Late Night Shift - Monday-Friday, if applicable Saturday and Sunday 12:00 am through 7:00 am

4.1.2.1 BASE WIDE FACILITIES, HOURS OF OPERATION WITH SPECIAL RESTRICTIONS:

Facility Number	Facility Description	Service	Hours of Operation or Restrictions
303	Fitness Center	All	Before or after normal duty hours. (One restroom/locker room cleaning during duty hours.)
307	School Age	All	After normal duty hours Once a Month Service: 0600
359	DCC	All	Contractor shall coordinate all daily work assignments with the facility superintendent
381	CDC 1	All	After normal duty hours Once a Month Service: 1830 – 2200, 1st Friday 1700 – 2000, 1st Saturday
382	Youth Center	All	After normal duty hours Once a Month Service: 1830 – 2200, 1st Friday 1700 – 2000, 1st Saturday
384	CDC 3	All	After normal duty hours Once a Month Service: 1830 – 2200, 1st Friday 1700 – 2000, 1st Saturday
395	CDC 2	All	After normal duty hours Once a Month Service: 1830 – 2200, 1st Friday 1700 – 2000, 1st Saturday

	CENTCOM, SOCOM, MARCENT	All	During normal and after duty hours Monday through Friday, 0600 – 2100 hours

4.1.3 CHILD DEVELOPMENT CENTER (CDC), HOURS OF OPERATION.

0630 to 1830 Monday through Friday.

All cleaning requirements will be performed either before or after CDC operational duty hours except for any cleaning requirement standard performed more than 1 time daily. For those specific cleaning requirements of 2 or more times daily at least one cleaning will be performed during operational duty hours. Daily floor cleanings shall be accomplished during operational duty hours as indicated in Appendix A. The government will notify the contractor in advance if CDC facilities will be unavailable for scheduled cleaning after normal duty hours (ex. for "Parents Night Out" or other special events.) The contractor shall resume normal cleaning right after the event. The government reserves the right to have up to 10 events per period of performance (PoP). Federal Holidays.
The following federal holidays will be observed by the contractor except where Service Contract Act specifies differently.

New Year's Day - 1 January
Martin Luther King Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - last Monday in May
Juneteenth- June 19th
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor will be responsible for rescheduling services for the first two day post the holiday observance or at a day and time agreed upon in writing by the government and contractor.

4.2 BASE CLOSURES.

Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

4.3 PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER.

According to Department of Defense Instruction (DoDI) 3020.37, Continuation of Essential DoD Contractor Services During Crises, and the Air Force implementation thereof, unless otherwise directed by an authorized government representative, it is determined that Custodial Services requirements under this PWS are essential to be performed during a crisis.

4.4 CONTRACTOR/EMPLOYEE BASE PASS AND IDENTIFICATION, SPECIAL CLEARANCES AND VEHICLE PASSES.

The contractor shall comply with all requirements and procedures IAW AFFAR 5353.242-9000, Contractor Access to Air Force Installations. All documentation shall be submitted at the pre-performance conference.

4.5 CLEANING AND RESTROOM SUPPLIES.

The contractor shall furnish a listing of all cleaning and restroom supplies utilized during the contract period to the CO not later than the pre-performance conference for acceptance by the CO. After award, any new cleaning supplies added to the contract will need acceptance before being used on the installation. The cleaning inventory supply list shall contain the following information:

Product name
Manufacturer
Item use
Disposal procedures if material remains after usage
Storage of item

The contractor shall be responsible for the proper disposal of all their cleaning supplies. A Safety Data Sheet SDS shall also be provided for each cleaning and restroom supply item and employees will be trained, by the contractor, on the proper use and disposal of each item. All cleaning supplies shall be non-flammable. NOTE: Products containing chlorofluorocarbons (CFC's) or ozone depleting substances shall not be allowed or approved for use.

4.5.1 HAZARDOUS MATERIAL IDENTIFICATION.

SDS are required as specified in the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract) for any other material designated by a government technical representative as potentially hazardous and requiring safety controls. SDSs must be submitted by the Contractor upon contract award. Failure to provide SDSs or certificate when requested could result in the Contractor being considered non-responsive and result in termination of the contract.

4.6 HAZMART.

The government (HAZMART personnel) will inventory all chemicals that the Contractor brings on to MacDill AFB or any property under the control of MacDill AFB. Any products that meet the criteria of "Hazardous Waste" must be bar coded and tracked until permanently removed from government property. The inventory will be performed prior to commencement of work. Criteria for identifying hazardous waste, is contained in Subpart C of 40 CFR, Part 261.

4.6.1 SPILL RESPONSE.

The Contractor will be briefed on MacDill AFB spill response procedures at the pre-performance conference. The Contractor is responsible to report (within 24 hours) and promptly cleanup all spills in a manner consistent with current environmental regulations, in the event that it is necessary to utilize government material, equipment or personnel to clean up a Contractor caused spill, the Contractor shall be required to reimburse the government for all associated costs.

4.7 HAZARDOUS MATERIAL/ WASTE MANAGEMENT.

The Contractor will be briefed on MacDill AFB Hazardous Material / Waste Management Plan at the pre-performance conference.

4.8 HAZARDOUS MATERIAL HANDLING.

The Contractor shall have approval from the base Bio-Environmental (BEE) and HAZMART sections prior to purchasing, handling, using, and storing any chemicals, solvents, lubricants, and other products that require SDSs. The Contractor shall identify these materials and products on Air Force Form 3952 Chemical/Hazardous Material Authorization Request, Process Identification Form, and Shop Disposal Form or equivalent local form. The Contractor shall provide one copy of the SDSs for each item to BEE and HAZMART sections for review prior to any chemicals being brought onto MacDill AFB. The Contractor shall maintain one copy of the SDSs for each hazardous material line item used within the work center.

The Contractor shall not use products that are or contain Toxic 17 chemicals, Extremely Hazardous Substances (EHS), Ozone Depleting Substances (ODS), and/or Persistent Bio accumulative and Toxic (PBT) chemicals. Any HM containing one of these banned substances will not be allowed on base.

4.9 TRAINING.

The Contractor shall ensure all employees complete the local Air Force Hazardous Communication, HAZMART, and hazardous waste training. The Contractor shall appoint a primary and alternate HAZMART and Hazardous Waste monitor. Monitors are responsible for training all Contractor personnel regarding hazardous material containers maintained within MacDill AFB and complete SDSs immediately upon receipt of new chemicals, products, or materials. The Contractor shall submit SDSs to HAZMART as required.

4.10 TRAFFIC LAWS.

The Contractor and its employees shall comply with base traffic regulations.

4.11 WEAPONS, FIREARMS, AND AMMUNITION.

Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their Contractor-owned or privately owned vehicle while on MacDill AFB.

4.12 FOR OFFICIAL USE ONLY (FOUO).

The Contractor shall comply with DoD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

4.13 REPORTING REQUIREMENTS.

Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, Contractor personnel, resources, and classified or unclassified defense information.

4.14 PHYSICAL SECURITY.

The Contractor shall be responsible for safeguarding all government property and controlled forms provided for Contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

4.15 CONTRACT MANAGER.

The Contractor shall establish and maintain an office through which the contract manager or alternate(s) can be contacted during work hours. The contract manager or alternate shall be available during normal duty hours to meet on the installation within 1 hour with the government personnel designated by the CO to discuss problem areas. The Contractor shall provide the CO telephone number(s) where validation results and complaints can be reported. The Contractor shall also provide to the CO the names and phone/pager numbers of Contractor POCs for after business hours including nights, weekends, and holidays. This information will be kept updated by the Contractor whenever personnel changes occur. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to the daily operation of this contract.

4.16 PERSONNEL.

Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, overcoats, or hats, bearing the company name or logo. The coloring or design of the items selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection. The government is authorized to

restrict the employment under the contract of any Contractor employee or prospective Contractor employee, who is identified as a potential threat to the health, safety, security, general wellbeing, or operational mission of the installation and its population. The contractor shall provide an employee roster to the CO/COR within 48 hours of the request. The roster shall categorized by regular, on-call, dayshift, and night shift employees.

4.17 KEY CONTROL.

The Contractor shall establish and implement methods of making sure all keys/combinations issued to the Contractor by the government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the government. The Contractor shall immediately report to the COR or CO any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the CO, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the Contractor. In the event a master key is lost or duplicated, the government shall replace all locks and keys for that system, and the total cost will be deducted from the monthly payment due the Contractor

4.18 SCHEDULES.

The contractor shall submit an annual schedule for services described in PWS paragraphs 1.1.1, 1.1.2, 1.1.3, and Appendices A and B to the CO for acceptance at the pre-performance conference and at the beginning of each option year, identifying facilities by building number in numerical order, and approximate time cleaning will occur. The contractor shall be allowed 30 days to adjust work schedules based on inspections, use, traffic, special requirements identified in PWS paragraph 4.1.2.1, minimum frequencies listed in Appendix A and with facility managers as appropriate. This second work schedule shall be submitted to the CO for acceptance within 10 days after the first contract month period and shall be known as the Cleaning Frequency Schedule (CFS). The contractor shall provide the CFS to each facility manager (identified in Appendix B) and not deviate from the accepted schedule without prior approval from the CO or COR. Any permanent changes to the CFS must be submitted 10 days before implementation and receive CO acceptance before the Government will allow the proposed changes. The CFS may be submitted electronically using a file format compatible with Government software programs such as "Microsoft Office" software. A facility manager contact list will be provided to the Contractor at the pre-performance conference and updates to this list will be the responsibility of the COR.

One time (non-permanent) schedule changes due to customer requests or base exercises shall be submitted to the COR and do not require CO approval

4.19 CONTRACT MODIFICATIONS.

4.19.1 EXISTING FACILITY FLOOR PLAN CHANGES.

Modifications for a price increase or decrease to the contract shall only be made when the overall identified “cleaning area” square footage, as identified in Appendix B, of a facility increases or decreases or a frequency of cleaning service changes. Modification unit pricing shall be implemented as identified in paragraph 4.19.3, below.

4.19.2 NEW FACILITY AND/OR NEW FACILITY ADDITION.

Modifications for a price increase to the contract shall only be made when a new facility or addition is officially added to the contract and identified in Appendix A and B, with all information agreed upon. Modification unit pricing shall be implemented as identified in paragraph 4.19.3, below.

4.19.3 MODIFICATION UNIT PRICING.

The contractor’s annual bid price for each bid schedule contract line item under Levels 1, 2, 3 and 4 services shall be divided by the total square footage of that particular category as identified in Appendix B (total of restroom column sf -

for restroom $/sf; total of carpet and hard floor columns sf - for basic cleaning $/sf and for periodic cleaning $/sf). The resultant figures represent three distinct prices per square foot per year ($/square foot per year) one for each type of cleaning service and shall be used for modifications stated above. The overall custodial cost per year for a particular facility would then be the addition of the three figures multiplied by the appropriate square footages as identified in Appendix B. The modification unit pricing shall be calculated upon contract award and then recalculated at the beginning of each option period. Those figures shall be used for any modifications throughout each contract performance period.

4.19.3.1 VARIATION IN WORKLOAD.

Workload estimates in Appendix A and B are provided as a guide to the contractor in estimating manpower workload and scheduling requirements. Variations can be expected for all types of services to include special events and unscheduled services. During the contract performance period, the Government reserves the right to add, delete, or change work elements to meet mission requirements. In accordance with Appendices A & B workload requirements, the Government reserves the right to modify services to meet changing requirements and/or budget constraints. The contractor will be notified of any changes to contract requirements in writing via email during the quarterly cycle as identified below. If base wide square footage changes cause the sum of all task orders to increase or decrease by +/- $5,000 per fiscal quarter, changes will be formalized by a modification. This does not apply to services that are priced hourly. Square footage changes will be calculated based on Exhibit B quantities and applicable to the subsequent quarters. Quarterly square footage changes will be validation on the following cycle: 1 OCT – 31 DEC, 1 JAN – 31 MAR, 1 APRIL – 30 JUN, 1 JULY – 30 SEP.

4.19.4 WAGE INCREASES.

Department of Labor Wage Determinations/Collective Bargaining Agreement Wage Increases shall be identified as a separate bid schedule contract line item for the current contract period, only and be incorporated into each remaining option period's existing bid schedule contract line item in order to accommodate the contractors' cost for future government requested out year modifications.

4.20 CONTRACTING OFFICER (CO) AND CONTRACTING OFFICER REPRESENTATIVE (COR) (QUALITY ASSURANCE PERSONNEL).

The CO will appoint a primary and alternate representative for management of the day to day activities of the contract. The identity, title, and authority of this representative will be provided in writing to the contractor after contact award.

4.21 SAFETY REQUIREMENTS AND REPORTS.

The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. Provide a verbal report to the CO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. Provide a completed copy of required Accident Investigation Reports to the CO within five calendar days of each occurrence.

5 APPENDICES

The government will make all publications, forms, references and report formats listed available. Publications can be accessed on-line at http://www.e-publishing.af.mil/. Supplements or amendments to listed publication from any organizational level may be issued during the life of the contract. The Contractor shall immediately implement those changes in publications, which result in a decrease, or no change in the contract price. Prior to implementing any such revision, supplement, or amendment that will result in an increase in contract price, the Contractor shall submit to the CO a price proposal and obtain prior approval. Price proposals shall be submitted within 15 calendar days from the date the Contractor receives notice of the revision, supplement, or amendment giving rise to the increase in cost of performance. Changes in the contract price due to supplements and amendments shall be considered under the FAR

52.212-4, Contract Terms and Conditions - Commercial Items clause. Failure of the Contractor to submit a price proposal within 15 calendar days from the date of receipt of any change, shall entitle the government to performance in accordance with such change, at no increase in contract price.

APPENDIX A - Air Force Common Levels of Service Standards
-Level 1 Cleaning (Prestige)
-Level 2 Cleaning (Basic)
-Level 3 Cleaning (Academic Facilities – AETC Technical Training Schools and US Air Force Academy)
-Level 4 Cleaning (Special Requirements) –
- **Child Development Centers**
- **Youth Centers**
- **School Age Programs**
- **Fitness Centers**

APPENDIX B - Estimated Square Footages and Cleaning Level
APPENDIX C - Floor Plans and Maps
APPENDIX D - Required Reports/Forms
APPENDIX E: MacDill AFB Contractor Security, MacDill Air Force Base, Florida

APPENDIX A - Air Force Custodial Standards

AF CUSTODIAL SERVICES: Level 1 Cleaning (Prestige)	
TASK / SERVICE	**Level 1 Cleaning - Prestige General Officer, Wing/Base CC, MAJCOM Commander Suites: - Offices, Lobbies, Conference Rooms. Facility Waiting Areas, Base Operations, Library, Education Centers, Passenger Terminals, Recreation/ Community Centers, Chapels, Officer/Enlisted Clubs, Bath Houses (Remote and Isolated)**
SWEEP FLOORS	1x a week
MOP FLOORS	1x a week
BUFF or BURNISH FLOORS	As required by the COR via work order
MAINTAIN/STRIP FLOORS	As required by the COR via work order
VACUUM CARPET	1x a week
SHAMPOO CARPET	As required by the COR via work order
CLEAN WALK-OFF MATS	1x a week
TRASH COLLECTION REMOVAL (Centralized Locations)	1x a week
REST ROOMS (All tasks/services)	3x a week (except as noted)
RESUPPLY REST ROOMS	
CLEAN DRINKING FOUNTAIN	
CLEAN WALLS/PARTITIONS	
SWEEP/DAMP MOP FLOORS	
SCRUB FLOORS	As required by the COR via work order
CLEAN/DISINFECT REST ROOM	
DESCALE FIXTURES	1x a month
REMOVE TRASH	

AF CUSTODIAL SERVICES: Level 2 Cleaning (Basic)	
TASK / SERVICE	**Level 2 Cleaning - Basic General Administrative and industrial Areas -Wing Staff agencies, Admin Facilities/Offices, PME schools, Sq. Command Sections, Hangars, Laboratories, Shops, Warehouses, Computer Rooms, Auditoriums, Break Rooms, Lobbies, Conference Rooms, etc.**
SWEEP FLOORS	1x every two weeks
MOP FLOORS	1x every two weeks
BUFF OR BURNISH FLOORS	As required by the COR via work order
MAINTAIN/STRIP FLOORS	As required by the COR via work order
VACUUM CARPET	1x every two weeks
SHAMPOO CARPET	As required by the COR via work order
CLEAN WALK-OFF MATS	1x every two weeks

TRASH COLLECTION REMOVAL (Centralized Locations)	1x a week
REST ROOMS (All tasks/services)	2x a week (except as noted)
RESUPPLY REST ROOMS	
CLEAN DRINKING FOUNTAIN	
CLEAN WALLS/PARTITIONS	
SWEEP/DAMP MOP FLOORS	
SCRUB FLOORS	As required by the COR via work order
CLEAN/DISINFECT REST ROOM	
DESCALE FIXTURES	1x a month
REMOVE TRASH	

AF CUSTODIAL SERVICES: Level 3 Cleaning	
TASK / SERVICE	**Level 3 Cleaning (Academic Facilities – AETC Technical Training Schools, US Air Force Academy, and Airman Leader Ship School)**
SWEEP FLOORS	5x a week
MOP FLOORS	5x a week
BUFF OR BUNISH FLOORS	1x a quarter
MAINTAIN/STRIP FLOORS	1x a year
VACUUM CARPET	2x a week
SHAMPOO CARPET	1x a year
CLEAN WALK-OFF MATS	5x a week
TRASH COLLECTION REMOVAL (Centralized Locations)	5x a week
REST ROOMS (All tasks/services)	5x a week (except as noted)
RESUPPLY REST ROOMS	
CLEAN DRINKING FOUNTAIN	
CLEAN WALLS/PARTITIONS	
SWEEP/DAMP MOP FLOORS	
SCRUB FLOORS	As required by the COR via work order
CLEAN/DISINFECT REST ROOM	
DESCALE FIXTURES	1x a month
REMOVE TRASH	

AF CUSTODIAL SERVICES: Level 4 Rest Rooms Cleaning	
REST ROOMS (All tasks/services)	5x a week

RESUPPLY REST ROOMS	
CLEAN DRINKING FOUNTAIN	
CLEAN WALLS/PARTITIONS	
SWEEP/DAMP MOP FLOORS	
SCRUB FLOORS	As required by the COR via work order
CLEAN/DISINFECT REST ROOM	
DESCALE FIXTURES	1x a month
REMOVE TRASH	

AF CUSTODIAL SERVICES: Level 4 Cleaning (Special Requirements)– Child Development Centers		
AREA		
CLASSROOMS	**CHILDREN UNDER 2 YEARS**	**CHILDREN OVER 2 YEARS**
Cabinets/Millwork (Scrubbing/Sanitizing)	1 x Daily	1 x Weekly
Carpet/Rugs (Shampoo)	1 x Monthly	Quarterly
Carpet/Rugs (Spot Clean)	As Needed	As Needed
Carpet/Rugs (Vacuum)	1 x Daily	1 x Daily
Clean, Sanitize-Tables, Chair, High-Chairs	2 x Daily	2 x Daily
Clean/Sanitize Counters/Sinks	1 X Daily	1 X Daily
Doors (Knobs and Surrounding areas)	1 x Daily	1 x Daily
Dusting (high)	Annually	Annually
Dusting (Low)	1 x Monthly	1 x Monthly
Floors-Eating (damp Mop)	After-Breakfast, Lunch, PM Snack	After-Breakfast, Lunch
Floors-Eating (Sweep)	After-Breakfast, Lunch, PM Snack	After-Breakfast, Lunch
Floors (Buff or Burnish)	1 x Monthly	1 x Monthly
Floor (Strip, Scrub, Seal, Wax, Deep Scrub and Recoat)	Semi-Annually	Semi-Annually
Floors-Non eating (Damp Mop)	1 x Daily	1 x Daily
Floors-Non Eating (Sweep)	1 x Daily	1 x Daily
Food Prep Counters/Service Surfaces	1 x Daily	1 x Daily
Trash (Emptying & Sanitize)	1 x Daily	1 x Daily
Walls (Routine cleaning/dusting)	1 x Daily	1 x Daily
Walls (Spot Cleaning)	As Needed	As Needed
Windows (Exterior)	Semi-Annually	Semi-Annually
Windows (Interior)	Quarterly	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly	1 x Weekly
Soiled Diaper Container (Emptying)	3 x Daily	
Soiled Diaper Container (Sanitizing)	1 x Daily	

AREA	CHILDREN UNDER 2 YEARS	CHILDREN OVER 2 YEARS

Clean/Sanitize Counters/Sinks/Faucets	1 x Daily	1 x daily
Clean, Sanitize Toilets	1 x daily	2 x Daily
Floors-Non-Eating (Damp Mop)	1 x Daily	2 x Daily
Floors (Buff or Burnish)	1 x Monthly	1 x Monthly
Floors (Strip/Deep Scrub and Recoat/Seal/Wax)	Semi-Annually	Semi-Annually
Resupply/Stock	1 x Daily	1 x Daily
Walls/partitions (Routine Cleaning/Disinfect)	1 x Daily	1 x daily
OUTDOOR PLAYGROUNDS		
Trash (Emptying)		1 x Daily
GENERAL TASKS		
Clean Entrance, Lobby and Corridors (included windows and glass)		1 x Daily
Clean Walk Off Mats		1 x Daily
ADMIN OFFICES		LEVEL 2 SERVICE
REST ROOM (ALL TASKS)		LEVEL 4 Restrooms Cleaning
LAUNDRY ROOM		
Floors (Damp Mop)		2 x Monthly
Floors (Sweep)		1 X Weekly

AF CUSTODIAL SERVICES: Level 4 Cleaning (Special Requirements)– Youth Center	
AREA	
ACTIVITY ROOMS	**YOUTH/TEEN**
Carpet/Rugs (Shampoo)	Quarterly
Carpet/Rugs (Spot Clean)	As Needed
Carpet/Rugs (Vacuum)	1 x Daily
Clean Tables, Chairs	1 x Daily
Doors (Knobs and surrounding Areas)	1 x Daily
Dusting (High)	Annually
Dusting (Low)	1 x Monthly
Floors-Eating (Damp Mop)	1 x Daily
Floors-Eating (Sweep)	1 x Daily
Floors (Buff or Burnish)	1 x Monthly
Floors (Strip/Deep Scrub and Recoat/Seal/Wax)	Semi-Annually
Windows (Exterior)	Semi- Annually
Windows (Interior)	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly
Trash (emptying)	1x Daily

MULTIPURPOSE ROOMS/COURTS	
Sweep/Damp Mop Floors	1 x Daily
Sweep/Damp mop/Disinfect Bleachers Stairs	1 x Weekly
Sweep under bleachers, pick up debris, remove chewing gum from court/bleachers	1 x Daily
Power Scrub Floor	1 x Weekly
Clean Walls	1 x Weekly
OUTDOOR PLAYGROUNDS	
Trash (emptying)	1x Daily
GENERAL TASKS	
Clean Lobby, entrance and Corridors	1 x Daily
Clean Walk off mats	1 x Daily
ADMIN OFFICES	**Level 2 Service**
REST ROOMS (ALL TASKS)	**Level 4 Restrooms Cleaning**

AF CUSTODIAL SERVICES: Level 4 Cleaning (Special Requirements)– School Age Programs

Area	
Classrooms	**6 to 12**
Cabinets/Millwork (Scrubbing/Sanitizing)	1 x Weekly
Carpet/Rugs (Shampoo)	Quarterly
Carpet/Rugs (Spot Clean)	As Needed
Carpet/Rugs (Vacuum)	1 x Daily
Clean Tables, Chairs	1 x Daily
Clean, Sanitize Counters/Sinks	1 x Daily
Doors (Knobs and surrounding area)	1 x Daily
Dusting (High)	Annually
Dusting (Low)	1 x Monthly
Floors-Eating (Damp Mop)	1 x Daily
Floors-Eating (Sweep)	1 x Daily
Floors (Buff or Burnish)	1 x Monthly
Floors (Strip/Deep Scrub and Recoat/Seal/Wax)	Semi-Annual
Floors-Non-Eating (Damp mop)	1 x Daily
Floors-Non-eating (Sweep)	1 X Daily
Food Prep/Service Surfaces	1 x Daily
Trash (Emptying & Sanitize)	1 x Daily
Walls (Routine cleaning/dusting)	As Needed
Walls (Spot Cleaning)	As Needed
Windows (Exterior)	Semi-Annual
Windows (Interior)	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly

Outdoor Playgrounds	
Trash (Emptying)	1 x Daily
General Tasks	
Clean Entrance, Lobby, And Corridors	1 x Daily
Clean Walk Off Mats	1 x Daily
Admin Office	**Level 2 Service**
Rest Rooms (All Tasks)	**Level 4 Restrooms Cleaning**
Laundry Room (if applicable)	
Floors (Damp Mop)	2 X Monthly
Floors (Sweep)	1 x Weekly

AF CUSTODIAL SERVICES: Level 4 Cleaning (Special Requirements)– Fitness Centers	
TASK/SERVICE	**HALLWAYS, CORRIDORS, LOBBIES, STAIRWELLS, ENTRANCE WAY, GENERAL ROOMS**
Sweep Floors	1 x Daily
Mop Floors	1 x Daily
Buff or Burnish Floors	Monthly
Maintain/Strip Floors/Deep Scrub and Recoat Floors	Annually
Clean Entryway Glass Doors	1 x Daily
Vacuum Carpet	1 x Daily
Shampoo Carpet	1 x Year
Clean Walk-Off Mats	1 x Daily
Clean/Sanitize Drinking Fountains	1 x Daily
Low Dusting (Ledges/Window Sills)	1 x Quarter
Empty Trash	1 x Daily
Clean Interior/Exterior High Glass (6-10ft)	1 x Year
Clean glass (up to 6ft)	1 x Daily
High Dust (Ceiling/Rafters/Lights/Fans)	1 x Year
TASK/SERVICE	**LOCKER ROOMS, PUBLIC RESTROOMS, FAMILY CHANGING AREAS**
Clean/Disinfect Shower, Fixtures, Walls, Curtains	2 x Daily
Sweep/Mop Floors-Vacuum if Carpeted	2 x Daily
Clean Small Trash can-each female toilet	2 x Daily
Clean/Sanitize Toilets, Urinals, Sinks, etc.	2 x Daily

Resupply Locker Rooms/Restrooms	2 x Daily
Clean Mirrors	2 x Daily
Remove Trash	2 x Daily
Clean Weight Scales	2 x Daily
Clean Infant Changing Tables	2 x Daily
Clean Walls/Partitions	as needed
Clean Trash Cans	1 x Weekly
Power Scrub Shower Floor/Drain Covers	1 x Weekly
Power Scrub Restroom/Locker-room Floors	1 x Month
High Dust (Ceiling Fans/Locker Tops/Around Air Ducts) (6-10 ft.)	1 x Month
Descale Fixtures	1 x Month
TASK/SERVICE	**SAUNAS/STEAM ROOM/WHIRLPOOLS**
Clean Floors	1 x Daily
Clean Benches	1 x Daily
Clean Glass	1 x Daily
Clean Walls	1 x Weekly
TASK/SERVICE	**EXERCISE ROOMS**
Sweep/Vacuum Floors	2 x Daily
Mop Floors	2 x Daily
Clean Mirrors	1 x Daily
Spot Clean Walls	1 x Monthly

AF CUSTODIAL SERVICES: Level 4 Cleaning (Special Requirements)– Fitness Centers	
TASK/SERVICE	**PARENT CHILD AREAS**
Sweep/Vacuum Floor	1 x Daily
Mop/Sanitize Floor	1 x Daily
Clean Mirrors	1 x Daily
TASK/SERVICE	**Basketball/Racquetball Courts**
Sweep/Mop Floors	1 x Daily
Clean Interior Glass (up to 6 feet)	1 x Daily

Pick Up Debris Around Bleachers	1 x Daily
Clean walls in Court/Hallways	1 x Weekly
Sweep/Mop Bleachers and Stairs	1 x Weekly
Clean Padded Walls Around Court	1 x Weekly
Clean Corridor	1 x Weekly
TASK/SERVICE	**Running Track**
Clean Indoor Track	1 x Daily or per Mfgr Requirement
Deep Clean per Manufacture Guidelines	1 x Month or per Mfgr Requirement
Dust Railings	1 x Month or per Mfgr Requirement
TASK/SERVICE	**Multi-Purpose Area**
Sweep/Mop Floors	1 x Daily
Pick up Debris	1 x Daily
TASK/SERVICE	**Massage Rooms**
Sweep/Mop Floors	1 x Daily
Remove Trash/Debris	1 x Daily
Shampoo Carpets	1 x Year
TASK/SERVICE	**Admin Areas (Includes Health & Wellness Centers and Massage Areas)**
Sweep Floors	1 x Weekly
Mop Floors	1 x Weekly
Vacuum Carpet	1 x Weekly
Clean Walk-Off Mats	1 x Weekly
Trash Collection/Removal (Centralized Locations)	1 x Weekly
Buff or Burnish Floors	1 x Month
Maintain/Strip/Deep Scrub and Recoat Floors	1 x Year
Shampoo Carpet	1 x Year

APPENDIX B - Estimated Square Footage and Cleaning Level

APPENDIX C - Floor Plans

APPENDIX D - Required Reports/Forms

Required	Due Date
Written Proof of Records Check	Pre-Performance Conference
Contractor's QCP	Bid Document
Cleaning Frequency Schedules	Upon Contract Award
Primary/Alternate POCs	Upon Contract Award
AF Form 3952 - Chemical/Hazardous Material Authorization	As Needed
Customer Complaint Form	As Needed
Employee Statement Form	As Needed

Employee Statement Form

In accordance with AFI 34-144, this form is to be completed by any employee who will be assigned independent work at the Youth Center, Teen Center, Child Development Center or any facility concerning children. Completed copies will be provided to the Contracting Officer.

1. Have you ever been arrested or convicted of a crime involving a child? _____ Yes _____ No If yes, describe the disposition of the arrest or charge.

_____
_____
_____

2. Have you ever been arrested or convicted of a crime involving substance abuse. _____ Yes _____ No If yes, describe the disposition of the arrest or charge.

_____
_____
_____

3. Have you ever been arrested or convicted of a crime involving a sex crime or violent crime. _____ Yes _____ No If yes, describe the disposition of the arrest or charge.

_____
_____
_____

Your signature certifies that the above statements are true, correct, complete, and made in good faith.

_____

NAME

_____ _____

SIGNATURE DATE

APPENDIX E - MacDill AFB Contractor Security, MacDill Air Force Base, Florida

INSTALLATION ENTRY CONTROL PROCEDURES FOR ALL CONTRACTORS

The following appendix provides information from Air Force Instruction 31-101 and local supplements on requirements for entering and conducting business while on MacDill Air Force Base (MAFB), Florida.

5.1 CONTRACT AWARD.

1.1. Upon award of a contract, all contractors (including Small Purchase contractors), will have background checks conducted on all employees (including subcontractors or temporary employees) requiring access to MAFB.

1.2. The MacDill AFB Point of Contact (POC) is the unit or the base contracting office administratively who services the contract. The authorized format used for submitting employee personal information for background checks is located at Attachment 1, Request for Background Check.

1.3. The contractor is responsible for providing their employees' personal information to their base POC. Failure to provide all personal information required or providing fraudulent information will result in the employee's base access being denied.

1.3.1. Full name to include middle names or any known alias.

1.3.2. Date of Birth.

1.3.3. Social Security number.

1.3.4. Driver's license number and state of issue.

1.3.5. Project name and contract number.

1.3.6. Requestor's name.

1.4. Each base POC is appointed by their commander or management director on DD Form 577, Appointment/Termination Record – Authorized signature, and forwards a signed copy to the Visitor's Reception Facility (VRF) annually.

1.5. The base POC sends a request, via email, to the 6 SFS/Background Check email address, which can be located on the Global Listing (MacDill). Personal employee information will be included on Attachment 1, Request for Background Check/Entry Access List (EAL).

1.6. The 6th Security Forces Squadron (6 SFS) will, upon receiving the EAL from the base POC, conduct a background check of contractor personnel using the approved local, state, and federal government web sites.

1.7. Any contractor employee found to have a criminal conviction listed below or have an outstanding warrant(s) will not be allowed entry to the base.

1.7.1. US Citizenship, immigration status, or Social Security Account Number that cannot be verified.

1.7.2. Barred from entry/access to any military installation or facility.

1.7.3. Wanted by federal or civil law enforcement authorities, regardless of offense/violation.

1.7.4. Name appears on any federal agency's "watch list or "hit list" for criminal behavior or terrorist activity.

1.7.5. Any conviction for firearms or explosive violations within the last three years.

1.7.6. Incarcerated for 12 months or longer within the past three years, regardless of the offense.

1.7.7. Any conviction of espionage, sabotage, treason, terrorism, murder.

1.7.8. Conviction of a sexual assault, armed assault/robbery, rape, child molestation or kidnapping.

1.7.9. Drug possession with intent to sell or drug distribution.

1.8. Upon completion of the background check, the results will be electronically mailed to the requesting base POC. The email response will state whether the applicant is approved, denied, or pending further review by 6 SFS/S5 and base legal. Contract employee(s) approved for base access will report to the VRF, Building 1089 to retrieve the AF Form 75, Visitor Pass.

1.9. Background checks are valid for two years unless the person is terminated from the job, or is involved in a serious offense as listed paragraph 1.7. Requests for base access exceeding the two year period will require another background check.

1.10. The base POC identifies and appoints responsible contractor supervisors to sponsor subcontractors and contract workers on base to perform services for no more than five business days (short-term) without a completed background check. Subsequent sponsorship (long-term) will require the proper completed background check by the VRF.

1.11. The base POC is responsible for identifying and retrieving all AF Form 75's from the contract employees once the contract has expired or the contract employee's employment is terminated and returns the passes to the VRF.

5.2 CONTRACTOR VISITOR PASSES FOR ENTRY TO MAFB

1.4. The base POC completes Attachment 2, Request for Issuance of AF Form 75, and the contract employee hand carries the request to the VRF for issuance of the AF Form 75 for the duration of the contract, not to exceed one year.

1.5. Contractors must possess the proper photo identification media (driver's license/state identification card, military identification card, or other authorized U.S. governmental photo media) to be issued a base pass. Non-U.S. citizens must provide original Immigrations & Naturalization Service photo media and Social Security card.

5.3 CONTRACTOR VEHICLE PASSES FOR ENTRY TO MAFB.

1.6. Operators of vehicles must provide the following documentation to register vehicles.

1.6.1. Valid driver's license.

1.6.2. Valid vehicle registration or rental agreement.

1.6.3. Valid insurance (except fleet vehicles) or rental agreement.

1.6.4. Drivers of borrowed vehicles must present a valid registration, insurance card (or policy), and power-of-attorney in the owner's name.

1.6.5. Operators are required to sign a consent to search and impoundment disclaimer upon receiving their vehicle pass.

5.4 CONTRACT, COMMERCIAL, AND/OR OVERSIZED VEHICLES

1.7. All contractor, commercial, and oversized vehicles must enter MAFB through the Tanker Way Gate located off Interbay Boulevard.

1.8. The following are considered "commercial or oversized" vehicles.

1.8.1. All vehicles registered and licensed with "commercial" license plates, regardless of state of issue.

1.8.2. All vehicles, regardless of type, license plate, or size having more than two axles.

1.8.3. All vehicles displaying a commercial plaque, logo, or emblem.

5.5 CONTRACTOR VEHICLE AND PERSONNEL PROCESSING REQUIREMENTS

1.9. The Tanker Way Gate is open for personnel and vehicle processing from 0530 – 1700 hours Monday through Friday and 0530-1000 on Saturday. Holiday hours are 0530-1000; Thanksgiving, Christmas Eve, Christmas and New Year's Day the gate will be closed.

1.10. During closure of Tanker Way Gate, contractor/commercial vehicles requesting entry will use the Dale Mabry Gate.

5.6 SUBCONTRACTORS

1.11.All subcontractors are required to follow the same instructions listed above for their personnel.

1.12.Contractors with an immediate access requirement for a short-term subcontractor must coordinate with their base POC prior to access authorization.

1.13.Short term subcontractors will be issued a pass not to exceed one week.

5.7 CONTRACTORS WORKING IN USAF RESTRICTED AREAS

1.14.Contract employees will be required to obtain a favorable National Agency Check (NAC). Contract employees will be required to complete a Standard Form 85P, a Questionnaire for Public Trust Position, before being granted access to restricted areas.

1.14.1. Contract employee/s will coordinate with the unit security manager (SM) to complete the SF 85P.

1.14.2. The SM will complete an AF Form 2583, Request For Personnel Security Action. The medical records check portion of this form is not required.

7.2. The SM will make an appointment with 6 SFS/S5I, Personnel Security office, for the contract employee to submit SF 85P.

7.2.2. After completion of a favorable local files check the contract employee will be eligible for the issuance of a restricted area badge on an interim basis based on submission of the SF 85P to S5I. Coordinate with the SM to complete Phase I Orientation Training as outlined in AFI 31-101, Paragraph 7.2.2. The SM will provide the contract employee with AF Form 2586, Unescorted Entry Authorization Certificate, with instructions on completing the form.

7.3. The contractor will return to 6 SFS/S5R, Bldg 528, to obtain an Air Force Entry Control Card (AFECC).

7.4. Issues identified during the course of the investigation may result in immediate revocation of restricted area access.

7.5. Any work on or near the flight line will be coordinated through the MacDill Flight line Constable located in bldg 528. The Flight Line Constable will verify the need to access the restricted area and determine if a Free Zone can be established.

7.6. Access to Tenant Units.

7.6.1. For contractors requiring unescorted access to USCENTCOM facilities, a favorable NAC is required for entry to the facilities and contractors must be US citizens. For issuance of badges for entry into USCENTCOM facilities, contractors will contact USCENTCOM Personnel Security office at (813) 827-6281 for the issuance of the appropriate USCENTCOM

badge. In this instance, paragraphs 7.3. and 7.4. does not apply.

7.6.2. For contractors requiring access to USSOCOM facilities, personnel will report to the front or back guard post in building 501 and be issued a white badge with black border that will authorize them limited unescorted access to common areas of building 501 and 501 C only. Contractor personnel who require access to all other areas within USSOCOM must be escorted. A NAC and US citizenship is not required to enter USSOCOM facilities. The contractor will provide USSOCOM Security with an access list of contractor personnel performing under this contract. Only personnel on this access list will be allowed entry into USSOCOM facilities. It is the responsibility of the contractor to maintain and provide an updated access list as changes warrant.

7.6.3. For contractors requiring unescorted access to MARCENT facilities, a favorable NAC is required for entry to the facilities and contractors must be US citizens. Badges will not be issued to contractors entering this facility. The contractor will provide MARCENT Security with an access list of contractor personnel performing under this contract. Only personnel on this access list will be allowed entry into MARCENT facilities. It is the responsibility of the contractor to maintain and provide an updated access list as changes warrant. Personnel will not be allowed unescorted entry into any portion of MARCENT facilities unless they have an appropriate security clearance. MARCENT personnel will provide escort(s) for all non-cleared contractor personnel.

7.6.4. For contractors requiring unescorted access to SOCCENT facilities, a favorable NAC adjudicated at the SECRET level is required. For escorted access to SOCCENT facilities, contractors must be US citizens. Permanent badges will not be issued to contractors entering this facility. The contractor will provide SOCCENT Security with an access list of contractor personnel performing under this contract. Only personnel on this access list will be allowed entry into SOCCENT facilities. It is the responsibility of the contractor to maintain and provide an updated access list as changes warrant. Personnel will not be allowed unescorted entry into any portion of SOCCENT facilities unless they have an appropriate security clearance. SOCCENT personnel will provide escorts for contractor personnel.

5.8 **FLIGHT LINE DRIVING.**

1.15. Only authorized contracted or privately owned vehicles with colored cones are authorized on the flight line. Base operations will issue colored cones. The cone must be visible at all times when operating a vehicle on the flight line. The cone must be secured when not in use.

1.16. Contractors will never enter restricted areas unless properly escorted or authorized by the installation commander or designee through the issuance of an AFECC.

1.17. If security forces or a military member detains a contractor or contract employee at any time or for any reason, the contractor will comply with their request and will not become combative or argumentative.

5.9 **MISCELLANEOUS REQUIREMENTS**

1.18. All requests for additional contract employees must meet the same requirements listed in paragraph 1, before vehicle passes will be issued.

1.19. The 6th Contracting Office will be notified when personnel leave the contractor company for any reason. The 6th Contracting Officer will provide that information to the VRF to ensure the EAL is updated.

1.20. The contractor is responsible for the return of all identification media and vehicle passes at the end of the contract or when personnel depart for any reason. All identification media and passes issued by security forces will be returned to the VRF. CAC cards issued will be returned to the Trusted Agent (TA). Failure to comply with these requirements may result in withholding of final payment.

1.21.During increased Force Protection Conditions (FPCONs) there may be limited entry to the installation.

1.22. Contractors ARE NOT AUTHORIZED to escort (vouch) any personnel entering MAFB unless designated by base POC.

1.22.1. Exceptions to this rule will be addressed on an as needed basis through the Contracting Officer.

1.22.2. The escorting contractor will be responsible for all individuals they escort onto the installation. Contractors with installation access vouching authority will be authorized to vouch for personnel not to exceed one week.

1.22.3. Contractor escort privileges will be revoked if it's determined the contractor is attempting to supersede normal installation access requirements.

9.6. Any contractor found in violation of this requirement will be escorted off the installation. They will be removed from the company EAL and not be allowed to reenter MAFB without the written permission of the installation commander.

9.7. Contractors are required to obey all entry requirements, traffic rules and regulations IAW AFI 31-204, MACD SUP 1, Traffic Supervision. Failure to comply with requirements could result in disbarment from the installation.

9.8. Where applicable, the contractor must establish and maintain a Visitor/Vehicle Pass tracking system. This list must be provided to the Contracting Officer prior to the contract start date and made available during contract performance on request.

5.10 **BADGES AND IDENTIFICATION MEDIA**

1.23. Common Access Cards (CAC) will be issued in accordance with Air Force Federal Acquisition Regulation Supplement (AFFARS) Subpart 5352.242-9001, CAC's for Contractor Personnel to all contract employees requiring network computer access. All contractor employees requesting a CAC will be required to obtain a favorable National Agency Check (NAC). Follow guidance in Paras. 7.1. and 7.2. above when submitting an employee for a NAC. Contractor personnel request for CACs will be submitted through the organization TA utilizing the Contractor Verification System (CVS). The TA will initiate and approve the request in CVS. Once the request is approved, the contractor will report to the Military Personnel Flight, 6th Mission Support Squadron, Bldg 373 to receive a CAC.

5.11 **CONTACT INFORMATION.**

1.24. Questions regarding base access will be directed to VRF, (813) 828-2737 or (813) 828-3809.

1.25. Security related matters should be directed to the Security Forces Control Center, (813)828-3322-/3323/3324.

5.12 ATTACHMENT 1
YOUR COMPANY LETTERHEAD

DATE:

FROM: (Your Company Address Information)

MEMORANDUM FOR 6 SFS/VISITOR RECEPTION FACILTIY SUBJECT: Request For Background Check/Entry Access List (EAL)

1. The (Your Company Name) will be working on Contract Number (Example: F12958-06-C-0092) for the purpose of (reason for the contract work), from 1 Oct XXXX through 30 Sep XXXX.

2. My onsite POC will be: (first & last name), and their onsite phone number is (xxx) xxx-xxxx.

3. The MacDill AFB Unit POC is: (first & last name) from the (insert unit name example: 6 SFS, 819 GRS, (6 CES), their phone number (xxx) xxx-xxxx.

4. The Procurement/Administrative Contracting Officer is: (first & last name) and their phone number is (xxx) xxx-xxxx.

5. The following personnel will be required to access MacDill AFB on a daily basis for the length of the contract.

LAST NAME	FIRST NAME	MIDDLE INITIAL	DOB	SSN	DRIVER LICENCE #	ISSUING STATE
Doe	John	NMI	07/17/78	XXX-XX-XXXX	D400-212-55-372-0	FL

6. If there are any questions, please contact me at (xxx) xxx-xxxx.

Signature Block of Company
Approving Official

ATTACHMENT 2

(OFFICIAL UNIT LETTERHEAD)

MEMORANDUM FOR 6 SFS/S5B DATE:_____

(Pass Request not valid 10 days from date stamp)

FROM:

SUBJECT: Request for Issuance of AF Form 75

1. Request an AF Form 75 be issued to the person indicated below:

NAME: _____
(Last, First, Middle Initial)

SSN:_____ Date of Birth (Day/Month/Year): _____

DL#:_____ INS#: _____

SPONSOR'S NAME: _____
CONTRACT NO.:
_____
_____
EXPIRATION OF CONTRACT/AUTHORIZATION: _____
LOCATION OF EMPLOYMENT ON BASE: _____
HOURS/DAYS AUTHORIZED ON BASE:
_____
_____

2. I certify the above individual is on base for employment as noted and approve the request for issuance of a base pass for the period indicated above. This vehicle pass is issued with the understanding that the individual identified herein will be the exclusive driver of this vehicle.

_____ _____

Certifying Official Full Name (Printed)/Title/Phone Signature

---

TO: 6 SFS Visitor's Reception Facility

I have provided true and accurate information in order to obtain a temporary pass. I also understand my pass can be confiscated by Sponsor or MacDill AFB Security Forces at any time.

_____ _____

Employee Signature Date

INFORMATION PROTECTED BY THE "PRIVACY ACT OF 1974"

IMPORTANT: The possession and use of the AF form 75 is intended solely for the individual listed above during performance of contractual duties. Any other use or transfer of the pass is strictly prohibited.

6 BID SCHEDULE

CLIN NO.	SUPPLIES/SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT
	NON-PERSONAL SERVICES: Provide all supervision, personnel, equipment, transportation, material, and other items and services necessary to perform Custodial services at MacDill AFB, FL for the period [Insert applicable ordering period] in accordance with the PWS.	**DO NOT PRICE THIS LINE ITEM**			
0001	Provide Level 1, Facility Cleaning	12	MO		0
0002	Provide Level 1, Restroom/Locker Room Cleaning	12	MO		0
0003	RESERVE				0
0004	Provide Level 2, Facility Cleaning	12	MO		0
0005	Provide Level 2, Restroom/Locker Room Cleaning	12	MO		0
0006	RESERVE				0
0007	Lactation rooms Cleaning	12	MO		0
0008	Provide Level 3, Facility Cleaning	12	MO		0
0009	Provide Level 3, Restroom/Locker Room Cleaning	12	MO		0
0010	Provide Level 3, Periodic Cleaning	12	MO		0
0011	Provide Level 4, Facility Cleaning Fitness Center	12	MO		0
0012	Provide Level 4, Restroom/Locker Room Cleaning Fitness Center	12	MO		0
0013	Provide Level 4, Periodic Cleaning Fitness Center	12	MO		0
0014	Provide Level 4, Facility Cleaning Youth Center/Teen Center/School Age Program	12	MO		0
0015	Provide Level 4, Restroom/Locker Room Cleaning Youth Center/Teen Center/School Age Program	12	MO		0
0016	Provide Level 4, Periodic Cleaning Youth Center/Teen Center/School Age Program	12	MO		0
0017	Provide Level 4, Facility Cleaning - CDC	12	MO		0
0018	Provide Level 4, Restroom Cleaning - CDC	12	MO		0
0019	Provide Level 4, Periodic Cleaning - CDC	12	MO		0
0020	Provide Emergency Buffing or Burnishing **	100,000	SF		0
0021	Provide Emergency Floor Maintenance/Stripping **		SF		0
0022	Provide Emergency Carpet Shampooing **	100,000	SF		0
0023	Provide restrooms – Scrub Floors***		SF		0
0024	Provide Unit Funded Special Event Cleaning	100	HR		0
0025	Provide Unit Funded Custodial Services IAW Ap. B - USCENTCOM	12	MO		0
0026	Provide Unit Funded Custodial Services IAW Ap. B - DCC	12	MO		0

0027	Provide Unit Funded Custodial Services IAW Ap. B - MARCENT	12	MO		0
0028	Provide Unit Funded Custodial Services IAW Ap. B - SOCCENT	12	MO		0
0029	Provide Unit Funded Custodial Services IAW Ap. B - USSOCOM	12	MO		0

TOTAL CLINs 0001 through 0029 **$0.00**

**Estimated QTY to be executed via work order, bases need to change this QTY to meet local needs

NOTE: CONTRACTING OFFICERS SHALL NOT DEVIATE FROM THIS SCHEDULE WITHOUT AFIMSC APPROVAL. A STANDARDIZED CLIN STRUCTURE IS CRITICAL FOR AF ACTIVITY MANAGEMENT PLANS IN ORDER TO PROVIDE FULL COST VISIBILITY.

7 ABBREVIATIONS AND ACRONYMS

AF – (U.S) Air Force

AFI – Air Force Instruction

CDC- Child Development Center

CLIN- Contract Line Item Number

CO – Contracting Officer

COR – Contracting Officer's Representative

Ombudsman

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.

(b) Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

(c) If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, Ms. Lisa A. Gross, 510 POW/MIA Drive, Scott AFB IL 62225-5022, 618- 299-0267, lisa.gross@us.af.mil of AFICC/KM. Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/FLDCOM/DRU ombudsman level, may be brought by the interested party for further consideration to the Department of the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 AirForce Pentagon, Washington DC 20330-1060, phone number (571) 256-2395,facsimile number (571) 256-2431.

(d) The ombudsman has no authority to render a decision that binds the agency.

(e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer.