PERFORMANCE WORK STATEMENT
Englebright – Land Janitorial Services
Dated: 08JUL26

Part A - General Information:

1. The work required under this contract provides for Land Janitorial Services at Englebright Lake. The Contractor shall be responsible for all costs related to performing this contract. Services shall be performed at various locations within the Englebright project boundaries, Nevada County, CA. All work, materials and equipment shall be subject to the acceptance of the Contracting Officer's Representative (COR). In no event shall failure to visit the site be grounds for withdrawal of your quotation or for additional claims against the Government after the contract has been awarded. The Government shall determine the actual start date. Once started, work shall be completed as directed by the Contracting Officer or his/her authorized representative(s), the COR.

2. In the event that any part of, or the entire Park is permanently or temporarily closed, the segments of this contract pertaining to that area may not be required and therefore not utilized. The number of facilities may vary. Contractor shall not perform work in closed areas or facilities not in use and shall not be compensated for work not accomplished.

The Contractor shall provide janitorial services for one (1) year from the date of award of this requirement. At the discretion of the Contracting Officer, up to four (4) option years may be exercised for providing continued janitorial services, contingent upon continued need, continual satisfactory performance by the Contractor, continued contractor responsibility, and availability of funds.

3. All work completed under this contract shall be performed on the days as requested by the COR. A business day is considered Monday through Friday. No work shall be conducted on days other those scheduled without prior acceptance from the COR. Work completed for this contract shall be accomplished between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday and not including any holidays without prior authorization from the COR.

4. Work site locations are listed below:

Janitorial Service Locations: The six (6) Janitorial service locations are as follows: Headquarters building, Maintenance shop, Narrows Waterborne, Joe Miller Waterborne, Narrows CXT, Rice's CXT. Each of these locations are located at Englebright Lake
12896 Englebright Dam Road

Smartsville, CA 95977

6. Pre-work Conference: A pre-work conference between the Prime Contractor and the COR shall be scheduled prior to the start of any work at the respective sites. This will be an in-person meeting (not via phone or video). Subcontractors may attend as well, but the Prime Contractor must attend. Contractor shall submit to the COR all required reports, plans, permits, licenses, and other items outlined in this contract.

PART B – CONTRACTOR RESPONSIBILITIES:

1. **General Information**: The Contractor shall provide all labor, equipment, materials, supplies, transportation (including vehicle) and supervision necessary to perform all janitorial services at Englebright Lake.

2. **Work Locations**: This service shall be performed in the areas identified in this Performance Work Statement (PWS), unless otherwise specified in writing through a contract modification executed by the Contracting Officer. It shall be essential that the Contractor possess a vehicle in good working order to make trips between work locations and fulfill contract requirements. It is possible that some areas will be closed longer than noted in the contract description or undergo major changes in operational status. If these changes become effective, the Contractor shall be notified two weeks before implementation.

3. **Work Schedule**:

a. **Service Log**: The contractor shall maintain a sign-in and sign-out service log on site at each work location and submit the service log with each monthly invoice to the COR that will include date, time, name of contractors present, details of service and notes.

b. **Days of Operation**: Service days shall be as indicated within this Performance Work Statement unless otherwise specified by the COR. The Contractor shall be notified of schedule changes at least 72 hours in advance. No work shall be conducted on days other than those scheduled without prior acceptance from the COR.

c. **Hours of Operation**: Work completed under this Performance Work Statement shall start no earlier than 8:00 a.m. and be completed by 4:30 p.m. unless otherwise approved by the COR. The Contractor shall notify the Project Office if the services are unable to be performed for any reason.

d. **Federal Holidays**: When a service day falls on a Federal Holiday, the service shall be performed on the following workday, unless otherwise noted in the performance work statement. The ten Federal Holidays are as follows:

(1) New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

(2) When one of the above designated holidays falls on a Sunday the following Monday shall be observed as the legal holiday. When a designated holiday falls on a Saturday the preceding Friday shall be observed as a legal holiday.

Baseline Services: will be provided all year round for the following locations, the Headquarters building, Maintenance shop, Narrows Waterborne, Joe Miller Waterborne, Narrows CXT, Rice's CXT

(1) **Headquarters Building** - The following janitorial service line item shall be performed for the duration of the period of performance Monday, Wednesday, and Friday of every week.

(a) Vacuum carpets, including under desks and tables.
(b) Remove all cobwebs that are visible inside and outside the building.
(c) Empty all wastebaskets. Replace any soiled liners.
(d) Clean and remove water/mineral stains in and around sink and faucet with an accepted cleaner.
(e) Clean toilet with a germicidal disinfectant cleaner and replace sanitary napkin container liner.
(f) Re-supply toilet paper rolls, toilet seat liners, and paper towel dispensers. Maintain a supply of at least one extra roll of toilet tissue and a package of paper towels in the storage cabinet.
(g) Clean mirror leaving no film residue.
(h) Clean walls around sink and toilet.
(i) Dust all furniture in front office including all ledges between the wall and desk, fireplace and office countertop. Clean countertop above front office desk with accepted cleanser.
(j) Clean kitchen counter tops, sink, stove, microwave and lunch table with accepted cleanser.
(k) Clean conference room tabletop with accepted cleanser.
(l) Sweep main entrance sidewalk.
(m) Clean all glass, both inside and out, to ensure they are free of all smudges, smears and fingerprints.
(n) Sweep and mop all vinyl flooring.
(o) Re-Fill / top off Soap Container.

(2) **Maintenance Shop** - The following janitorial service line item shall be performed for the duration of the period of performance, Monday, Wednesday, and Friday of every week.

(a) Vacuum carpet, including under desks.
(b) Remove all cobwebs that are visible inside and outside the building.
(c) Empty all wastebaskets. Replace any soiled liners.
(d) Clean and remove water/mineral stains in and around sink and faucet with an accepted cleaner.
(e) Clean toilet with a germicidal disinfectant cleaner.
(f) Re-supply toilet paper rolls, toilet seat liners, and paper towel dispensers. Maintain a supply of at least one extra roll of toilet tissue and a package of paper.

towels in the storage cabinet.
(g) Clean mirror leaving no film residue.
(h) Clean walls around sink and toilet.
(i) Dust all furniture in shop office including all ledges between the wall and desk. Clean countertop above front office desk with accepted cleanser.
(j) Clean kitchen countertop, sink, microwave with accepted cleanser.
(m) Clean all glass, both inside and out, to ensure they are free of all smudges, smears and fingerprints.
(k) Sweep and mop all hard surface flooring.
(l) Re-Fill Soap Container.

(3) **Narrows Waterborne** - The following janitorial service line item shall be performed for the duration of the period of performance, Fridays of every week

(a) Sweep floors and empty waste receptacles. Replace any soiled liners.
(b) Clean and disinfect wash basins and wipe dry.
(c) Clean and disinfect toilets and urinals: thoroughly clean the interior and exterior to include the seat and cover, then wipe dry exterior surfaces.
(d) Re-supply toilet paper (remove wrapping paper), toilet seat liners, paper towels, and replace sanitary napkin container liner. Maintain a supply of at least 4 rolls of toilet paper, 2 packages of paper towels, 1 box of seat liners, and 2 waste receptacle liners, on the shelf in each pipe chase area for use as emergency replacement supplies.
(e) Dust window ledges and tops of partitions.
(f) Remove spider webs from interior and exterior of building.
(g) Wet mop floors with an approved disinfectant cleaner and squeegee dry.
(h) Sweep all sidewalks around building.
(i) Replace light bulbs as needed.
(j) Clean all glass, both inside and out, to ensure they are free of all smudges, smears and fingerprints.
(k) Unclog basins, urinals, toilets and drains when clogged.
(l) Inspect water-borne restrooms for broken or damaged fixtures and equipment. Report any problems to the COR with a written work request.
(m) Remove all litter from the exterior of the restroom within a 10-foot radius.
(n) Remove all interior and exterior stains and graffiti.
(o) Change air freshener to eliminate odor per manufacturer recommendation, or when empty.
(p) Re-Fill / top off Soap Container.
(q) Clean the Narrows public telephone booth glass, inside and out.
(r) Clean/disinfect drinking fountains at Narrows boat turn-a-round area and at the Joe Miller restroom.
(s) Sweep Stairs at Narrows Waterborne from restroom parking lot to launch ramp and from Narrows CXT to water-borne restroom.

(4) **Joe Miller Waterborne Restrooms** - The following janitorial service line item shall be performed for the duration of the period of performance, Fridays of every week

(a) Sweep floors and empty waste receptacles. Replace any soiled liners.

(b) Clean and disinfect wash basins and wipe dry.
(c) Clean and disinfect toilets and urinals: thoroughly clean the interior and exterior to include the seat and cover, then wipe dry exterior surfaces.
(d) Re-supply toilet paper (remove wrapping paper), toilet seat liners, paper towels, and replace sanitary napkin container liner. Maintain a supply of at least 4 rolls of toilet paper, 2 packages of paper towels, 1 box of seat liners, and 2 waste receptacle liners, on the shelf in each pipe chase area for use as emergency replacement supplies.
(e) Dust window ledges and tops of partitions.
(f) Remove spider webs from interior and exterior of building.
(g) Wet mop floors with an approved disinfectant cleaner and squeegee dry.
(h) Sweep all sidewalks around building.
(i) Replace light bulbs as needed.
(j) Clean all glass, both inside and out, to ensure they are free of all smudges, smears and fingerprints.
(k) Unclog basins, urinals, toilets and drains when clogged.
(l) Inspect water-borne restrooms for broken or damaged fixtures and equipment. Report any problems to the COR with a written work request.
(m) Remove all litter from the exterior of the restroom within a 10-foot radius.
(n) Remove all interior and exterior stains and graffiti.
(o) Change air freshener to eliminate odor per manufacturer recommendation, or when empty.
(p) Re-Fill / top off Soap Container.
(q) Clean the Joe Miller public telephone booth glass, inside and out.
(r) Clean/disinfect drinking fountains at Narrows boat turn-a-round area and at the Joe Miller restroom.
(s) Sweep Stairs at Joe Miller from restroom parking lot to launch ramp and from Narrows CXT to water-borne restroom.

(5) **Narrows CXT** - The following janitorial service line item shall be performed for the duration of the period of performance, Fridays of every week.

(a) Sweep all interior and exterior surfaces clean (ceilings, walls, floors and walkways).
(b) Remove all spider webs, inside and out.
(c) Clean and disinfect inside of riser such that there is no visible fecal matter.
(d) Re-supply toilet paper (remove wrapping paper) and toilet seat liners. Replace any empty rolls with full rolls and replace other rolls as necessary to maintain a minimum of at least 50% of toilet paper capacity of the restroom.
(e) Remove all litter from the exterior of the restroom within a 10-foot radius.
(f) Clean and disinfect outside surfaces of riser and toilet seat. Wipe dry.
(g) Remove all interior and exterior stains and graffiti.
(h) Inspect restroom for broken or damaged fixtures and equipment. Report any. problems to the COR with a written work request.
(i) Add vault toilet deodorant to eliminate odor per manufacturer recommendation, as directed by the COR.
(j) Empty Trash can and replace liner bag.

(k) Maintain vault waste below liquid level by adding water to the vault in order to assist with reducing waste odor.
(l) Re-Fill/top off Soap Container.
(m) Clean windows and light fixtures inside and out (ladder recommended).

(6) **Rice's Crossing CXT** – The following janitorial service line item shall be performed for the duration of the period of performance, Fridays of every week.
(a) Sweep all interior and exterior surfaces clean (ceilings, walls, floors and walkways).
(b) Remove all spider webs, inside and out.
(c) Clean and disinfect inside of riser such that there is no visible fecal matter.
(d) Re-supply toilet paper (remove wrapping paper) and toilet seat liners. Replace any empty rolls with full rolls and replace other rolls as necessary to maintain a minimum of at least 50% of toilet paper capacity of the restroom.
(e) Remove all litter from the exterior of the restroom within a 10-foot radius.
(f) Clean and disinfect outside surfaces of riser and toilet seat. Wipe dry.
(g) Remove all interior and exterior stains and graffiti.
(h) Inspect restroom for broken or damaged fixtures and equipment. Report any. problems to the COR with a written work request.
(i) Add vault toilet deodorant to eliminate odor per manufacturer recommendation, as directed by the COR.
(j) Empty Trash can and replace liner bag.
(k) Maintain vault waste below liquid level by adding water to the vault in order to assist with reducing waste odor.

(7) Optional – Swing Space Cleaning – The following janitorial service line item must be performed, as an option at the COR's request, for the duration of the period of performance Monday, Wednesday, and Friday of every week.
(a) Sweep floors, including under desks and tables.
(b) Mop all vinyl flooring.
(c) Empty all wastebaskets. Replace any soiled liners.
(d) Dust all furniture.
(e) Sweep patio platform.
(f) Clean all glass, both inside and out, to ensure they are free of all smudges, smears and fingerprints.
(g) Clean doors, inside and out, to ensure the removal of all smudges, smears, and fingerprints.
(g) Remove all cobwebs that are visible inside and outside the building.
(h) Replace light bulbs as needed.

Summer Janitorial Service Locations: 01 May to 30 September, shall be performed, not in addition to the Baseline Services but instead of at the following janitorial service locations Narrows Waterborne, Joe Miller Waterborne, Narrows CXT Saturdays and Sundays of every week.

(1) **Narrows Waterborne** - The following janitorial service line item shall be performed 01 May – 30 September, Saturdays and Sundays.

(a) Sweep floors and empty waste receptacles. Replace any soiled liners.
(b) Clean and disinfect wash basins and wipe dry.
(c) Clean and disinfect toilets and urinals: thoroughly clean the interior and exterior to include the seat and cover, then wipe dry exterior surfaces.
(d) Re-supply toilet paper (remove wrapping paper), toilet seat liners, paper towels, and replace sanitary napkin container liner. Maintain a supply of at least 4 rolls of toilet paper, 2 packages of paper towels, 1 box of seat liners, and 2 waste receptacle liners, on the shelf in each pipe chase area for use as emergency replacement supplies.
(e) Dust window ledges and tops of partitions.
(f) Remove spider webs from interior and exterior of building.
(g) Wet mop floors with an accepted disinfectant cleaner and squeegee dry.
(h) Sweep all sidewalks around building.
(i) Replace light bulbs as needed.
(j) Clean all glass, both inside and out, to ensure they are free of all smudges, smears and fingerprints.
(k) Unclog basins, urinals, toilets and drains when clogged.
(l) Inspect water-borne restrooms for broken or damaged fixtures and equipment. Report any problems to the COR with a written work request.
(m) Remove all litter from the exterior of the restroom within a 10-foot radius.
(n) Remove all interior and exterior stains and graffiti.
(o) Change air freshener to eliminate odor per manufacturer recommendation, or when empty.
(p) Re-Fill / top off Soap Container.
(q) Clean the Narrows public telephone booth glass, inside and out.
(r) Clean/disinfect drinking fountains at Narrows boat turn-a-round area and at the Joe Miller restroom.
(s) Sweep Stairs at Joe Miller from restroom parking lot to launch ramp and from Narrows CXT to water-borne restroom.

(2) **Joe Miller Waterborne** - The following janitorial service line item shall be performed 01 May – 30 September, Saturdays and Sundays.

(a) Sweep floors and empty waste receptacles. Replace any soiled liners.
(b) Clean and disinfect wash basins and wipe dry.
(c) Clean and disinfect toilets and urinals: thoroughly clean the interior and exterior to include the seat and cover, then wipe dry exterior surfaces.
(d) Re-supply toilet paper (remove wrapping paper), toilet seat liners, paper towels, and replace sanitary napkin container liner. Maintain a supply of at least 4 rolls of toilet paper, 2 packages of paper towels, 1 box of seat liners, and 2 waste receptacle liners, on the shelf in each pipe chase area for use as emergency replacement supplies.
(e) Dust window ledges and tops of partitions.
(f) Remove spider webs from interior and exterior of building.
(g) Wet mop floors with an approved disinfectant cleaner and squeegee dry.

(h) Sweep all sidewalks around building.
(i) Replace light bulbs as needed.
(j) Clean all glass, both inside and out, to ensure they are free of all smudges, smears and fingerprints.
(k) Unclog basins, urinals, toilets and drains when clogged.
(l) Inspect water-borne restrooms for broken or damaged fixtures and equipment. Report any problems to the COR with a written work request.
(m) Remove all litter from the exterior of the restroom within a 10-foot radius.
(n) Remove all interior and exterior stains and graffiti.
(o) Change air freshener to eliminate odor per manufacturer recommendation, or when empty.
(p) Re-Fill / top off Soap Container.
(q) Clean the Narrows public telephone booth glass, inside and out.
(r) Clean/disinfect drinking fountains at Narrows boat turn-a-round area and at the Joe Miller restroom.
(s) Sweep Stairs at Joe Miller from restroom parking lot to launch ramp and from

(3) **Narrows CXT** - The following janitorial service line item shall be performed 01 May – 30 September, Saturdays and Sundays.

(a) Sweep all interior and exterior surfaces clean (ceilings, walls, floors and walkways).
(b) Remove all spider webs, inside and out.
(c) Clean and disinfect inside of riser such that there is no visible fecal matter.
(d) Re-supply toilet paper (remove wrapping paper) and toilet seat liners. Replace any empty rolls with full rolls and replace other rolls as necessary to maintain a minimum of at least 50% of toilet paper capacity of the restroom.
(e) Remove all litter from the exterior of the restroom within a 10-foot radius.
(f) Clean and disinfect outside surfaces of riser and toilet seat. Wipe dry.
(g) Remove all interior and exterior stains and graffiti.
(h) Inspect restroom for broken or damaged fixtures and equipment. Report any. problems to the contract monitor with a written work request.
(i) Add vault toilet deodorant to eliminate odor per manufacturer recommendation, as directed by the COR.
(j) Empty Trash can and replace liner bag.
(k) Maintain vault waste below liquid level by adding water to the vault in order to assist with reducing waste odor.
(l) Re-Fill/top off Soap Container.
(m) Clean windows and light fixtures inside and out (ladder recommended).

(2) Emergency Janitorial Service: This is a non-scheduled cleaning service on a call-out basis only. Call-out notification will occur between 7:00 am and 6:00 pm on any day of the week. Emergency Janitorial Service work related to the restrooms at Project Office, Narrows, Joe Miller, and CXT shall be completed within 3 hours of notification to Contractor. Emergency Janitorial Service shall include any and or all the line item(s) from the Basic and/or Superior Janitorial Service.

(3) Carpet Cleaning Janitorial Service: On the first 1st Saturday of April and October, Project Office carpets will be cleaned and deodorized utilizing Commercial cleaning methods and cleaning agents. This will include paying special attention to high-traffic areas that are heavily soiled and ensure removal of ground-in dirt and stains. Move furniture out of the way and replace furniture in proper locations post cleaning. Clean all office chair upholstery with approved fabric cleaner. The time of cleaning will be coordinated with the COR.

(**4) Window Service:** This service will be done the first Monday of March, July and October. The window cleaning service shall include the thorough cleaning of both interior and exterior glass surfaces. The process will begin with the removal of any dust, dirt, or debris from window frames and sills to ensure a clean surface for cleaning. A professional-grade cleaning solution will be applied to the glass using a suitable cleaning method, such as a microfiber cloth or sponge, to effectively break down dirt, grime, and smudges. After scrubbing, the glass will be cleaned using a squeegee, ensuring the removal of all cleaning solution and leaving the surface streak-free. Any remaining residue or moisture shall be wiped away from the edges and corners to prevent streaks or watermarks. The service shall be completed with a final inspection to ensure that all windows are spotless and free of streaks, ensuring high-quality results.

5. Permits: The contractor shall, without any additional expense to the Government provide all the necessary/required licenses or permits for the completion of this contract. The contractor shall comply with all Federal, state, county and municipal laws, codes, and/or regulations in connection with the performance of specified work.

6. Safety: All work shall be performed in accordance with safety requirements set forth in the Corps of Engineers Safety Manual, EM 385-1-1, entitled Safety and Health Requirements Manual. Copies are available at the request of the contractor. The Army Corps of Engineers, Sacramento District Safety office will approve all Safety Plans.

7. Environmental Protection: In addition to the safety requirements, the contractor will also comply with Environmental Protection requirements.

8. Licensing: Prior to starting work, Contractor shall submit a copy of current qualified contractor's license, business licensing, registration with state, county, and local Business Administrations and/or any licenses required to comply with Federal, state and local laws. The above shall be submitted to the COR at the pre-work conference.

9. Equipment: All equipment shall have all safety features intact and in operating condition. All equipment must be suitable for use on the project described and is subject to the acceptance of the COR

10. Report: A man-hour exposure report shall be submitted to the COR with monthly invoices.

11. The contractor is liable for all damage to property, equipment, and landscape features in performance of this work. Any such damage shall be immediately reported to

the COR and repaired at the contractor's expense.

12. All waste material generated in performing of this contract shall be removed from Government property and disposed of at an approved waste disposal site. The contractor shall comply with all Federal state and local guidelines as they pertain to the proper excavation, removal, and disposal of waste material generated during the performance of this contract description.

13. Contractor Furnished Supplies and Materials: The Contractor shall furnish all supplies and materials to be consumed or incorporated in the execution of this contract. The Contractor shall be responsible for maintaining an adequate supply of materials each working day as necessary for performing the project as described.

14. PERSONNEL:

A. Minimum Manpower Requirements: The Contractor shall provide an adequate number of fully qualified personnel to perform the specified project safely, properly and efficiently within the time constraints of this contract.

B. Quality Control: The Prime Contractor is responsible for ensuring that all work performed under this contract, including that performed by subcontractors, is in accordance with the Project Work Statement to the standards listed in the Quality Assurance Surveillance Plan (QASP). See QASP below (at the bottom of the PWS) for details:

14. TECHNICAL DESCRIPTION:

a. **Vehicle**: The use of a pickup truck or similar vehicle of sufficient size to haul the janitorial equipment and personnel to and from Englebright Lake and to transport collected materials to a Government provided transfer unit for disposal. The Contractor is authorized to park in open parking spaces at locations where contract work is performed provided the vehicle is clearly marked with the contractor’s logo.

b. **Janitorial Equipment**: The Contractor shall provide all equipment necessary including but not limited to buckets, mops, hoses, nozzles, brooms, and other equipment associated with this type of work. In addition, the Contractor shall provide all necessary safety equipment (gloves, safety glasses, safety shoes, lifejackets, etc.) to safely perform work. The Government shall not be held liable for any lost or stolen equipment.

c. **Janitorial Supplies:** MURATIC ACID FORMULATED CLEANERS PROHIBITED. The Contractor is responsible for providing all supplies associated with the performance of this contract. The Contractor shall provide a Safety Data Sheet (SDS) for each chemical product to be used in performance of this contract. All chemical products shall be accepted by the COR prior to the start of service. The Government shall not be held liable for any lost or stolen supplies. Contractor will supply paper towels, toilet paper, toilet seat cover liners, automated air freshener and refills, hand soap and hand soap dispensers for Project Office and all restrooms.

NOTE: A commercial grade, EPA (Environmental Protection Agency) approved, 450 double - ply type toilet paper suitable for vault systems shall be used. Toilet paper roll size may vary depending on holder design.

d. **Keys**: The Contractor shall be responsible for all keys issued. Keys shall be for the exclusive use of the Contractor and authorized employees while performing the specified services. Contractor shall be liable for any costs involved in changing locks due to lost keys. Key loss shall be reported to the COR immediately. Keys shall be turned into the COR immediately upon completion and or termination of the contract.

e. **Contractor Clothing**: Appropriate personal protective equipment (PPE) will be identified in an Activity Hazard Analysis (AHA) and must be always worn while providing services. The Contractor and their employees shall wear a uniform shirt (whether long or short sleeve) that bears a company logo or embroidered patch to identify contract employee(s). No Cutoff jeans will be worn by any employee. A clean, well-groomed appearance shall be always maintained while on duty.

4. **Ability to Perform**: The Contractor shall have sufficient equipment and labor to perform services. If for any reason the Contractor shall be unable to perform any service as scheduled, the COR shall be notified 24 hours in advance.

5. **Quality Control**: If someone other than the person named on the official contract will be performing the duties as described, it shall be the responsibility of the Prime Contractor to personally inspect the worksite a minimum of once every 30 days to ensure adherence to contract description and acceptable performance standards. A record of these inspections will be included with each monthly invoice.

6. **Employees**: The Contractor shall furnish competent, safety conscious personnel. If employees prove to be incompetent or unsatisfactory, the Contractor shall remove them. immediately and replace them at no additional cost to the Government. For safety and security purposes, the Contractor shall submit **IN WRITING** the name of all personnel performing services under this contract prior to the commencement of work. The Contractor shall submit IN WRITING the name of all employees discharged during this contract.

a. **Key Personnel**.
(1) Local Supervisor – Min 3 years of supervisory experience. Minimum 5 years of experience in the janitorial service industry or equivalent.
(2) Local Employees – are essential to accomplishment of the work to be performed under this contract. Minimum of one employee with a Minimum of one back up employee, to ensure contract service are completed with no break between services.
(3) It is the Offeror’s responsibility to provide information and evidence that clearly demonstrates the ability of proposed personnel to satisfactorily fulfill the Contract requirements.
Do not provide information that will violate the Privacy Act.

b. If the proposed key personnel is not a current employee of the Offeror or proposed, i.e. they are a Subcontractor, a signed copy of the acceptance letter shall be provided on prime contractor letterhead showing who the subcontractor(s) are.
c. Key Personnel Resumes shall contain the following information:

(1) Years of Experience
(2) New/Current Position/Title/Company
(3) Education and professional development history
(4) Chronology of professional experience with emphasis on PWS related experience

7. **Call-out Number**: The Contractor shall maintain a means of daily telephone contact during normal business hours, 8:00 a.m. to 4:30 p.m. The contact shall be a person, answering service or machine. Once the Corps has notified the contact, the Contractor shall be considered officially notified for contract discrepancies, cleaning problems or related issues.

8. **Facilities/Deliveries**: The Government shall not supply office, or operational facilities to the Contractor. Government personnel will not accept deliveries of materials that shall be used or installed by the Contractor.

9. **Protection of Government Facilities:** The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to use reasonable care causes damage to any of this property, the Contractor shall replace or repair the damage at no expense to the Government as the COR directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price via modification issued by the Contracting Officer.

PART C – GOVERNMENT RESPONSIBILITIES:

1. FACILITIES AND EQUIPMENT:

A. Storage - Government storage space shall be provided under this contract. Equipment and material storage areas will be identified after the contract has been awarded.

2. INSPECTION:

A. Government Quality Assurance - The Government shall monitor the Contractor’s services through scheduled, unscheduled, and in some cases, 100% inspections of the project as described.

B. Contractor Performance Defects, Deficiencies and re-Performance: The COR will inform the contractor of deficiencies and missed services. The contractor, once notified, shall reperform the missed or deficient services no later than 24 hours prior to the next scheduled service at no additional cost to the Government.

3. PAYMENT - Invoices for payment shall be submitted upon completion of all tasks as outlined in the schedule. Invoices shall include all necessary information, including the contract number and any necessary supporting documentation. Invoices shall be submitted to the following agencies and individuals. Email is the recommended method of submission.

4. Points of Contact:

Englebright Lake

Contractor:	**TBD**
COR (Contracting Officer's Representative)	U.S. Army Corps of Engineers ATTN: CESPK-CO-SE U.S. Army Corps of Engineers ATTN: CESPK-ODN-E 12896 Englebright Dam Road Smartsville, CA 95977 E-mail: TBD

Note: All invoices must reflect the Contract number and the final invoice must be marked "FINAL".

Direct Payment Questions to the COR,
Please note: Payment is NET 30 (unless the contractor has offered a prompt payment discount as stipulated in the contract) and is made within 30 calendar days after receipt of a complete and accurate invoice. For prompt payment follow the guidance provided in the Contract Invoicing and Payment paragraph below.

5. Invoices and Payment Information:

a. Invoice: Invoices for payment shall be submitted upon completion of tasks as outlined in the Payment Schedule of this contract. Invoices will be verified by the COR before payment can be authorized. Invoices shall be submitted to:

Original invoice only WITHOUT additional information or supporting documentation:

USAED, FINANCE CENTER
ATTN: CEFC-FP
5722 Integrity Drive
Millington, TN 38054-5005

Additionally, one copy of the invoice WITH all required information including any necessary supporting documentation to each respective installation project site:

Englebright Lake
ATTN: COR
12896 Englebright Dam Road
Smartsville, CA 95977

b. Contract Payments: The Government shall pay the Contractor upon submission of proper invoices for services delivered and accepted, for the portion of the work performed under the contract.

QASP

Performance Requirement Summary (PRS)	**Acceptable Quality Level**	**Means of Measurement**	**Remedy**
Contractor shall comply with the Performance Work Statement Tasks	**a. Timeliness -** 100% Completion of all tasks in accordance with weekly/monthly/quarterly schedule **b. Quality -** All work is performed to industry standard 85% of the time	Periodic or 100% Surveillance Inspection by the Government Customer Compliant	Contractor shall re-perform at no additional cost to the government until AQL is reached.