US Department of Agriculture (USDA)

Statement of Work

Appalachian Ranger District Office and Work Center Janitorial Services

Pisgah National Forest

North Carolina

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Project

Appalachian Ranger District Office and Work Center Janitorial Services at Pisgah National Forest, NC

General Information

1.0 Scope of Work

The Contractor shall provide all labor, transportation, and management necessary to provide custodial services described herein. All work is to be done in accordance with the terms, specifications, and provisions of this contract. All work performed by the Contractor shall be performed in accordance with all applicable laws, regulations, instructions, and commercial best practices where possible.

2.0 Background

This is services contract for janitorial services at Appalachian Ranger District complex at Pisgah National Forest, North Carolina.

2.1 Place of Performance:
Appalachian District Office and Work-Center Building
632 Manor Road
Mars Hill, NC 28754

The Appalachian Ranger District consists of the District office and a work center building. All cleaning and trash removal will be done as specified in the Schedule.

The District office is 9680 sq ft. Work-Center Building is approximately 348 sq ft. See Section 3.1 and 3.2

2.2 Government Regular Working Hours:
The Government's regular working hours are Monday through Friday from 0700-1700 except federally observed holidays (see 2.4).

2.3 Contractor Hours of Performance:
Unless negotiated with the Contracting Officer, janitorial services shall be performed before or after normal office hours after 1700 Eastern Standard Time or on weekends.

2.4 Federal Observed Holidays:
In the event services are not provided because the facility is closed due to inclement weather, unanticipated holidays declared by the President, failure of Congress to appropriate funds, etc., the Contracting Officer shall either:

a) Direct the Contractor to perform the work contractually specified over a number of immediately subsequent day(s) equal to the duration of the shutdown, or
b) Forego the work and reduce payment due to the Contractor's work not performed. The deduction rate shall be calculated on a daily basis. Appropriate adjustments will be made by the CO in the event services are provided for portions of week, or
c) Reschedule the work on day(s) satisfactory to both parties. Except as noted in the schedule of work, work shall not be required on the following holidays:

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 (Freedom Day) – 19 June	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	

When one of the above designated legal holidays falls on a Sunday, the following Monday will be observed as a legal holiday. When a legal holiday falls on a Saturday, the proceeding Friday will be observed as a legal holiday. If a holiday falls on a scheduled Contractor workday, the following or proceeding workday will be used to schedule the work to be accomplished.

2.5 Service Interruptions:
If any services must be interrupted (even temporarily) due to maintenance of contract work, the Contractor shall notify the CO and COR at least three working days in advance. If the service is due to an emergency the Contractor shall notify the CO and COR as soon as practicable.

2.6 Type of Contract:
The Government will award a firm fixed price contract.

2.7 Period of Performance:
The period of performance shall be for one (1) Base Period of twelve (12) months, and four (4) ordering periods of twelve (12) Months. The Periods of Performance read as follows:

Base Period:	11/01/2026 - 10/31/2027
Ordering Period One:	11/01/2027 - 10/31/2028
Ordering Period Two:	11/01/2028 - 10/31/2029
Ordering Period Three:	11/01/2029 - 10/31/2030
Ordering Period Four:	11/01/2030 - 10/31/2031

Blanket Purchase Agreement (BPA) is a standing agreement that establishes terms and pricing but does not obligate funds by itself. BPA Call is the actual order placed under the BPA - this is the action that obligates funding and authorizes the vendor to perform work. Even when a BPA is active, no work can begin until a BPA Call is issued and funded. Each individual Ordering Period would require a BPA Call and no work can begin until fully executed BPA Call on SF1449 is issued.

2.8 Post Award Conference/Periodic Progress Meetings:
The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The CO and/or COR shall meet periodically with the Contractor to review the Contractor's performance.

2.9 Government Representatives:
2.9.1 Contracting Officer (CO): A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

2.9.2 Contracting Officer's Representative (COR):
The COR may be authorized to perform the following functions: ensure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communication with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements (without increasing or decreasing contract scope), including Government drawings, designs, and specifications; monitor Contractor's performance and notify both the CO and Contractor of deficiencies; and provide site entry of Contractor personnel. The COR is not authorized to change any of the terms and conditions of the contract.

2.10 Contractor’s Personnel:
2.10.1 Quality Control Representative: Determined by Contractor.

2.10.2 Special Qualifications:
The Contractor shall ensure bio-hazard cleaning and disposal of bio-hazard materials is performed by qualified and certified personnel, as per OSHA Code of Federal Regulations, 29 CFR 1910.1030 .

2.10.3 Conduct of Personnel:
The Contracting Officer may require the Contractor to remove from the job site any employee working under this contract for reasons of misconduct, security, or if they are found to be or suspected to be under the influence of alcohol, drugs, or other incapacitating agents.

2.10.4 Contractor Personnel Identification:
Contractor personnel shall be easily identifiable through the display of badges or uniform. Contractor employees shall identify themselves by name and company affiliation when answering the telephone and attending meetings. All Contractor correspondence (written, facsimile, and email display) shall include their company name.

2.10.5 Security Requirements:
Contractor personnel or any representative of the Contractor entering the Government facilities shall abide by all security regulations. At the close of each work period, Government facilities, equipment, and materials shall be secured.

The Contractor shall announce their arrival and departure to employees who may be occupying the building. Doors shall be left locked unless otherwise instructed. If employees are working during cleaning hours, contractor shall still perform cleaning operations. Request approval of employee to vacuum in the area.

Only the Contractor's employees are allowed in the building or on the job site. The Contractor is prohibited from opening locked areas to permit entrance of persons other than the Contractor's employees.

2.11 Safety:
The Contractor shall instruct employees in appropriate measures as specified by applicable provisions of the Occupational Safety and Health Act, 1970, PL 91-596 (84 Stat 1590). The Government shall provide a copy of the Safety Data Sheet (SDS) for each of the products used to perform services to the Contractor within ten (10) days from the date of award. The Government shall furnish a copy of the SDS at each location where products are stored.

2.11.1 Accidents:
Report any accident within 24 hours from occurrence to the COR.

2.12 Fire Protection and Prevention:
All sweeping compounds, dust cloths and mop treating materials, floor oils and floor treatment materials (exclusive of waxes) shall be products which are free of any spontaneous heating capability. Listings of these products as free of this capability by the Underwriters' Laboratory Inc. or other qualified nationally recognized testing organization shall be considered as meeting these requirements. The Contractor shall not store combustible supplies including rags, paper, and other like items near possible sources of combustion such as steam pipes, high wattage lamp bulbs, and other like items.

Contractor Requirements

3.0 Technical Requirements / Tasks

The Contractor shall accomplish all cleaning tasks to meet the requirements of this Statement of Work (SOW). The minimum cleaning frequencies are established in Section 5.0 Deliverable/Schedule.

Bio Based Requirements
This procurement requires the use of biobased products to the extent that such products are reasonably available, meet agency or relevant industry performance standards, and are reasonably priced.

Federal Acquisition Regulation (FAR) 52.223-2 requires Contractors to report the purchase of biobased products under service and construction contracts during the previous Government fiscal year (October 1 thru September 30) and to submit this report no later than:
1. October 31 of each year during contract performance; and
2. At the end of contract performance.

With the initial proposal, the Contractor shall submit a list of biobased products, indicating the name of the manufacturer, cost of each material, and the intended use of each of the materials that are to be used in carrying out the requirements of this contract. Within thirty (30) days of contract award, the Contractor shall provide a complete list of biobased products that it intends to use or supply during the performance of this contract, including products used or supplied by subcontractors. This list should include the product manufacturer and estimated quantities to be used. The list shall be approved by the Contracting Officer Representative.

Space in the building will be assigned to the Contractor for use and storage of inventoried bulk supplies, equipment, and replacement equipment that will be used in the performance of work under this contract. The Contractor shall maintain this space in a neat and orderly condition. The Government will not be responsible in any way for damage or loss to the Contractor's stored supplies, materials, or replacement parts or equipment. No reactive, flammable, or explosives such as aerosol cans with flammable propellants or gasoline will be stored in the building. Government property shall remain the property of the Government in all respects. Government property shall be used only in direct operations of providing Contractor services and shall not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.

CONTRACTOR FURNISHED SUPPLIES AND EQUIPMENT

The Contractor shall provide all additional necessary supplies needed for the performance of the work of this contract in a timely manner. Lack of Contractor furnished supplies or materials shall not be considered an acceptable cause for nonperformance of this contract. The Contractor shall be responsible for ordering, determining inventory levels, processing receipts, storing materials, etc.

Materials and equipment shall be of the type and quality used in low-to-medium-scale commercial cleaning operations, shall meet the requirements specified herein, and shall be approved by the Contracting Officer before use. This is a LEED certified building, and all janitorial products must meet the "Go Green" specifications and requirements. Bio-based cleaning products shall be used. Information on this requirement can be found at https://www.biopreferred.gov/BioPreferred/.

1) Material Requirements: All toilet supplies and custodial materials and supplies provided by the contractor shall conform to the requirements of the latest edition of the applicable requirements listed herein. Those not covered by Federal specifications shall be of commercial grade and quality. Within 10 days of the award of this contract, the contractor shall submit a list of the materials to be used for approval by the Contracting Officer Representative. The list shall include the manufacturer's name, brand name, and statement certifying that materials supplied meet or exceed contract requirements.
   a) Supplies: Supplies to be furnished by the contractor shall conform to the requirements specified below.
      i) Soaps: Soaps for restrooms shall conform to the following requirements. A liquid soap approximately 15% concentrate shall be provided for use in existing soap dispenser. If a different type of dispenser is needed, the contractor will provide this at no additional cost following approval by COR. The soap shall be mildly scented with lotion or emollients.
      ii) Paper Towels and Toilet Paper: Paper towels and toilet paper shall conform to the following requirements. The contractor is responsible for determining the quantity of supplies need for this contract.
         (1) Paper towels suit the existing paper towel dispensers. The contractor shall furnish adapters as required to suit the existing paper towel dispensers at no additional cost to the Government. Paper towels shall be commercial grade, highly absorbent, wet strength type. Factory reject type paper shall not be used in this contract. Towels shall be delivered in unopened cartons.
         (2) Toilet tissue shall be medium-soft, 2-ply commercial quality. The rolls shall fit existing dispensers. If a different type of dispenser is needed, the contractor will provide this at no additional cost following approval by COR. Factory reject type paper shall not be used in this contract. Paper shall be delivered in unopened cartons.
      iii) Deodorizer. Deodorizers shall be standard commercial type as approved by COR. Cake and cartridge deodorants shall be non-toxic, with a pleasant smell. Contractor may supply and install new dispensers upon approval of the COR.
      iv) Disinfectant Germicidal. An approved chemical agent is used for cleaning to destroy any harmful microorganisms and meet requirements of the go-green products.
      v) Urinal Mats. Contractor shall provide standard size commercial urinal mats for the men's restrooms.
      vi) Waste container liners. Liners shall be of proper size to fit the containers and be constructed of durable plastic.
   b) Equipment. All power-driven equipment for vacuuming and carpet shampooing shall be mechanically sound, safe to operate, and in a condition that will not harm or excessively wear existing finishes and floor coverings. Storage and use of the approved equipment shall be acceptable to the activity of the building.

3.1 Appalachian District Office Building

LOCATION: 632 Manor Road, Mars Hill, NC 28754

Square footage, less restrooms Approx.	9,680 SF
Number of employees in building on daily basis	33
Number of fixtures	18
Paper towel dispensers	4
Toilet paper dispensers	5
Soap dispensers	4
Waste receptables	33
Common waste receptables	2
Common Shredder	1
Common Recycle Bins	3
Walk off Mats	3
Concrete	38 SF
Carpet	9,456 SF
Ceramic Tile	320 SF
Resilient Tile	186 SF
Windows	1,492 SF (semiannually)
Windows	670 SF (quarterly)
Venetian Blinds	1,492 SF (semiannually)
Glass Doors/Side Light(.8Ea)	105 SF (Monthly)
Light Fixtures	87 Each (quarterly)
Light Fixtures w/Covers	10 Each (semiannually)

The Government will provide necessary utilities, water, and electricity necessary to fulfil the requirements of this contract at no additional cost to the contractor.

1) Space Cleaning: Space cleaning shall consist of the following services each time the space is cleaned.

a) Emptying waste containers/trash collection: All waste containers shall be emptied, and any plastic liner soiled shall be replaced with a new plastic liner. Waste containers that are soiled or have an odor shall be washed inside and outside utilizing a disinfectant and shall be made free of odors as needed. All waste collected shall be disposed of in the outside disposal container daily.

b) Low Dusting/Cleaning (below 7 ft): Contractor should dust all windowsills, ledges, door jambs. Contractors should not dust assigned desk spaces and furniture unless high dusting of cubicles or desk surfaces above 7', computer screens, or keyboards. Contractor shall dust around them with feather duster or cloth. All personal items on desks, shelves, and windowsills shall not be moved by contractor to perform dusting and/or cleaning.

c) Drinking Fountains: Drinking fountains shall be cleaned and disinfected twice weekly. All surfaces of drinking fountains shall be free of stains, smudges, and scale.

d) Kitchen/ break room: All counter surfaces shall be wiped clean with a disinfecting cleaner. All tables and chairs shall be wiped clean. The floors shall be swept. The floors will be mopped when debris is visible. Sink areas shall be cleaned and shall be free of stains, smudges, and scale. The contractor shall replenish the paper towel dispensers and soap supplies as needed.

2) Floor Care: Floor care shall consist of the following each time services are performed.

a) Vacuuming Carpets: Prior to vacuuming carpets all debris such as staples, paper clips, litter, etc., shall be removed and properly disposed of. Carpeted areas and rugs shall be vacuumed free of all loose soil and debris.

3) Restroom services: Restroom services shall consist of the following when services are performed.

a) Cleaning Restrooms/showers: Restroom fixtures including water closets, seats, urinals, lavatories, and sinks shall be washed inside and outside utilizing a disinfectant and shall be free of stains (including rust and encrustation) and odors. Pumice sticks and approved toilet bowl cleaner shall be used to remove stains from urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories and sinks. Floors shall be swept free of dirt and mopped with a disinfectant when soiled. Waste containers shall be emptied, disinfected and plastic liners replaced when soiled. All other tile surfaces under 7' will be cleaned with cleaning solutions to remove all stains from surfaces and grouted areas.

b.) Servicing restrooms: Servicing restrooms should include inspecting, replenishing, and cleaning dispensers. Restroom supplies shall include, but are not limited to, paper towels, toilet tissue, and soap. The contractor shall restore restrooms with sufficient supplies to ensure that the supplies will last until the next scheduled service. If dispensers become empty before the next scheduled service, the contractor shall replenish them at no additional cost to the government. Urinal mats in the men's restrooms are to be replaced monthly.

4) Additional Cleaning: cleaning shall consist of providing miscellaneous minor cleaning tasks within and beyond the scope of basic services. Historically, the activity has experienced approximately one such call per year.

a) The contractor shall respond to request for additional cleaning within 4-6 hours during the Government's regular working hours. Once the cleaning has begun, it shall continue until it is completed.

b) Additional cleaning request is beyond the scope of the basic services include, but are not limited to, such items as:

i) Clean up overflowed restroom fixtures, clean up spills, cleaning up muddy or wet entrances, and/or cleaning up broken glass.

c) Additional cleaning request is within the scope of basic services may include all line items listed in Section 3.1 and 3.2. This service may be requested when special events occur at the facility.

5) Other Services: Other services shall consist of providing miscellaneous cleaning tasks within the scope of the contract.

a) Cleaning Light Fixtures: The contractor is required to clean the light fixtures up to 10 feet above the floor level. Globes, reflectors, covers, diffusers, and plastic side panels shall be removed and cleaned. After cleaning and reassembling, light fixtures shall be free of bugs, dirt, dust, grease, and other foreign matters.

b) High Dusting/Cleaning: High cleaning includes cleaning horizontal and vertical surfaces above 7'- 0" but not higher and 10'- 0" from floor level including all overhead vents and ceiling areas. All dust; lint, litter, and soil shall be removed from all surfaces. Walls shall be free of dirt, smudges, and markings. Ceiling is to be free of cobwebs and loose dirt.

c) Cleaning Interior Glass: The contractor shall thoroughly clean all interior glass surfaces and associated window frames, sills, and sashes up to 10'-0" from floor level. All glass surfaces shall be cleaned and left free of streaks and stains, and all adjacent surfaces wiped dry. All paint, putty, film, and foreign matter found on glass surfaces shall be removed.

d) Cleaning Venetian Blinds: Venetian blinds, including mini-blinds up to 10'-0" from the floor level shall be removed and cleaned free of all dust and embedded dirt and re-hung in working order. The contractor is to clean the venetian blinds in conjunction with cleaning the interior glass. Once removed for cleaning, the blinds shall be re-hung by the contractor within 2 working days.

e) Cleaning Glass Doors: All glass doors and side lights shall be cleaned free of any dirt, dust, smidges, grease, and other foreign matters.

f) Carpet Cleaning: All carpeted areas are to be cleaned with an approved carpet cleaning machine and carpet cleaning solution. Cleaning shall be performed in accordance with the manufacturer's maintenance instructions.

FLOOR SURFACE CHART- SECTION 3.1

Floor Space	Floor Surface	Sq. Footage	No. of Fixtures	No. of walk-off mats	Type of Congestion
Lobby/Supply	Concrete	915		1	Low
Carpet Areas	Concrete	4,154		2	Medium
Restrooms					
1 (men's)	Ceramic Tile	48	4	1 urinal matt	Low
1 (men's)	Ceramic Tile	112	6	1 urinal matt	Medium
1 (women's)	Ceramic Tile	48	3		Low
1 (women's)	Ceramic Tile	112	6		Medium
Kitchen	Resilient Tile	186	1		Medium
Janitor Closet	Concrete	38	1		Low

3.2 Appalachian District Work-Center
LOCATION: 632 Manor Road, Mars Hill, NC 28754
Summary to include restrooms, shower, and breakroom.
All other spaces are not included.

Square footage (restrooms, shower, and breakroom)	**Approx. 348 SF**
Number of employees in building on daily basis	Up to 30
Number of fixtures	11
Paper towel dispensers	2
Toilet paper dispensers	2
Soap dispensers	2
Waste receptables	3

The Government will provide necessary utilities, water, and electricity necessary to fulfil the requirements of this contract at no additional cost to the contractor.

1) Space Cleaning: Space cleaning shall consist of the following services each time the space is cleaned.
   a) Emptying waste containers/trash collection: Waste containers in the restrooms and kitchen/breakroom shall be emptied, and any plastic liner soiled shall be replaced with a new plastic liner. Waste containers that are soiled or have an odor shall be washed inside and outside utilizing a disinfectant and shall be made free of odors as needed. All waste collected shall be disposed of in the outside disposal container daily.
   b) Drinking Fountains: Drinking fountains shall be cleaned and disinfected twice weekly. All surfaces of drinking fountains shall be free of stains, smudges, and scale.
   c) Kitchen/ break room: All counter surfaces shall be wiped clean with a disinfecting cleaner. All tables and chairs shall be wiped clean. Sink areas shall be cleaned and shall be free of stains, smudges, and scale. The contractor shall replenish the paper towel dispensers and soap supplies as needed.
2) Floor Care: Floor care shall consist of the following each time services are performed.
   a) Sweeping: Restroom, shower and breakroom floors shall be swept and mopped clean each time spaces are cleaned.
3) Restroom/Shower Services: Restroom services shall consist of the following when services are performed.
   a) Cleaning Restrooms/Shower: Restroom fixtures including water closets, seats, urinals, lavatories, and sinks shall be washed inside and outside utilizing a disinfectant and shall be free of stains (including rust and encrustation) and odors. Pumice sticks and approved toilet bowl cleaner shall be used to remove stains from urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories and sinks. Floors shall be swept free of dirt and mopped with a disinfectant. Waste containers shall be emptied, disinfected and plastic liners replaced when soiled. All other tile surfaces will be cleaned with cleaning solutions to remove all stains from surfaces and grouted areas.
   b) Servicing restrooms: Servicing restrooms should include inspecting, replenishing, and cleaning dispensers. Restroom supplies shall include, but are not limited to, paper towels, toilet tissue, and soap. The contractor shall restore restrooms with sufficient supplies to ensure that the supplies will last until the next scheduled service. If dispensers become empty before the next scheduled service, the contractor shall replenish them at no additional cost to the government.
4) Additional Cleaning: cleaning shall consist of providing miscellaneous minor cleaning tasks within and beyond the scope of basic services. Historically, the activity has experienced approximately one such call per year.
   a) The contractor shall respond to request for additional cleaning within 4-6 hours during the Government's regular working hours. Once the cleaning has begun, it shall continue until it is completed.
   b) Additional cleaning request may extend beyond the scope of the basic services include, but are not limited to, such items as:
      i) Clean up overflowed restroom fixtures
      ii) Clean up spills
      iii) Clean up muddy and wet entrances
      iv) Clean up broken glass

FLOOR SURFACE CHART- SECTION 3.2

Floor Space	Floor Surface	Sq. Footage	No. of Fixtures	No. of walk-off mats	Type of Congestion
Kitchen/Breakroom	Concrete	180	3		Low
Restroom	Concrete	60	3		Low
Restroom	Concrete	60	3		Low
Shower	Tile	48	1		Low
Total Floor Area					348

Fixtures – installed items attached to restroom building plumbing system, including drinking fountains, sinks, showers, urinals, and toilets. Breakroom fixtures include surface cleaning of refrigerator and microwave.

4.0 Government Furnished

GOVT FURNISHED PROPERTY/SUPPLIES	QUANTITY	FURNISHED TO CONTRACTOR
Keys to Building and Janitor Closets	1	Upon award of contract at Ranger Station by COR
LincPass credentials	1	

5.0 Deliverables / Schedule

SUMMARY: INVENTORY OF FACILITIES- SECTION 3.1

Custodial Requirements	D5	D3	D2	W	M	Q	SA	
Space Cleaning								
Emptying waste containers	X							
Low dusting/cleaning				X				
Kitchen/breakroom	X							
Floor Care								
Sweeping/dust mopping	X							
Vacuum carpets/rugs	X							High congestion areas
Vacuum carpets/rugs				X				All other areas
Damp Mopping				X				
Walk-off matts	X							
Restroom Services								
Cleaning	X							
Servicing	X							
Other Services								
Cleaning light fixtures						X		
High dusting/cleaning						X		
Cleaning inter/exterior glass doors					X			
Cleaning interior glass							X	
Cleaning exterior glass							X	
Cleaning venetian blinds							X	
Shampooing Carpets and Rugs							X	

Notes:
D5 = Daily Monday through Friday (260 times each year)
D3 = Monday, Wednesday, Friday (156 Times a year)
W = 1 time each week (on same day each week – 52 times each year)
M = 1 time each month (12 times per year on monthly intervals)
Q = Performed quarterly each year (4 times per year at 3-month intervals)
SA = Semiannually (2 times per year at 6-month intervals)
A = Annual (1 time a year)
D2 = 2 times per week (110 times each year)
Congestion – Traffic and population density of space

- High – Areas where direct service is provided to the public
- Medium – Offices, administrative areas, areas closed to the public

- Low – Special function areas

Fixtures –-Installed items attached to restroom building plumbing system:

- drinking fountains, sinks, showers, urinals, and toilets.
- Kitchen and breakroom fixtures include surface cleaning of the refrigerator, microwave, and stove/range.

Shredder – One located in the open cubicle space near the printer/copier

AREAS TO RECEIVE SERVICES- SECTION 3.1						
Room/ Space #	Space Type	Space Cleaning	Floor Care	RR Services	Low Dusting	High Dusting
101	Reception/Visitor	D5	D5	N/A	W	Q
102	Women's RR	D5	D5	D5	M	Q
103	Men's RR	D5	D5	D5	M	Q
104A	Supply Room	N/A	M	N/A	N/A	Q
104B	Office	W	M	N/A	M	Q
104C	Janitor Closet	N/A	M	N/A	N/A	N/A
104D	Mail/Copy	W	M	N/A	M	Q
105	Mechanical	N/A	N/A	N/A	N/A	N/A
106	Conference Room	D5	W	N/A	W	Q
107	Kitchen/Breakroom	D5	D5	N/A	W	Q
108	Telecom Room	N/A	N/A	N/A	N/A	N/A
109	Mechanical	N/A	N/A	N/A	N/A	N/A
110	Men's RR*	D5	D5	D5	W	Q
111	Women's RR*	D5	D5	D5	W	Q
112	Mechanical	N/A	N/A	N/A	N/A	N/A
113	Corner office	W	M	N/A	M	Q
114	Office	W	M	N/A	M	Q
115	Office	W	M	N/A	M	Q
116	Mechanical	N/A	N/A	N/A	N/A	N/A
117	Office	W	M	N/A	M	Q
118A	Evidence Room	N/A	N/A	N/A	N/A	N/A
118B	Evidence Room	N/A	N/A	N/A	N/A	N/A
119	Office	W	M	N/A	M	Q
120	Office **	W	M	N/A	M	Q
121	Personal Cubicles A1-6; B1-6; C1-6; D1-6	W	M	N/A	M	Q

*RR = restroom ** Law Enforcement Office #120 will be cleaned when office door is open and unlocked

Custodial Requirements – SECTION 3.2	D2	M	
Kitchen/Breakroom			
Cleaning/servicing	X		
Waste container emptied	X		
Floor Care			
Sweeping/Mopping	X		
Restroom Services			
Cleaning/ Servicing	X		
Waste container emptied	X		
Shower			
Cleaning surfaces		X	
Mopping tiled floor		X	

Note:

D2 = 2 times per week (110 times each year)

M = 1 time each month (12 times per year on monthly intervals)

6.0 Travel

It is the responsibility of the contractor to provide all transportation. All travel-related expenses are the responsibility of the contractor and should be reflected in the cost of services.

7.0 Contractor's Key Personnel

The Contractor shall provide a list of qualified employee(s) authorized to work under this contract. The list shall be submitted 2 weeks before work to begin and must be approved prior to employee(s) working unescorted within Government facilities. Each employee shall have Contractor provided background check on file.

The Contractor shall ensure adequate supervision of janitorial personnel to prevent employees from disturbing papers on desks, opening drawers or cabinets, or using Government telephones or computers. Children shall not be brought onto the premises while work is being performed.

The Contractor must maintain sufficient personnel to provide backup coverage in cases of personal emergencies or inclement weather. The names of these backup personnel, along with confirmation of background checks, shall be provided to the Government.

1) The contractor is to make their own review of contract requirement as specified in SOW document and appropriate for job site conditions. The contractor is responsible for all work included in SOW document. The Forest Service will not be responsible in any way to the contractor's staff for damage, destruction or loss to the contractor's equipment, supplies, materials or tools or the personal property of the staff.

2) The contractor will be responsible for all repairs, regardless of cost, resulting from the negligence of the contractor or the contractor's employees.

3) The contractor's staff are to be polite and assist the public with general information as much as possible while representing the Forest Service in a professional manner. Contractor staff should not wear clothing that is political or offensive in nature.

4) The Forest Service reserves the right to require the contractor to replace any employee deemed unqualified, displaying unfavorable personal conduct or appearance and or making a bad reflection of the Forest Service to the public.

5) The contractor shall provide qualified staff to always satisfy the contract requirements. All employees/staff must be able to obtain and maintain a LincPass credential.

6) The contractor shall provide a daily operations supervisor for supervision of employees. The supervisor shall be available by telephone for immediate contact. The supervisor shall have the authority to take immediate action to correct conditions determined by the Contracting Officer or COR to be unsafe, unsanitary, or unsatisfactory. The supervisor shall be located within 2 hours' travel time to the area and will be required to follow up on public complaints and/or problems with staff.

7) When the Contracting Officer (CO) or Contracting Officer's representative (COR) observes, the contractor has failed to adequately perform any of the services for which the contractor is responsible, the CO or a designee will take the following action:

a) When services are not provided in accordance with the contract, the contractor's daily operations supervisor will be notified and directed to correct services within 24 hours

b) An inspection of non-compliance items will be made after 24 hours by the Contracting Officer or COR. The contractor's daily operation supervisor may request to attend the inspection. If the inspection shows the issues have been corrected or satisfactory progress has been made, the notice will be rescinded, however if non-compliance remains the supervisor will be given notification of non-compliance in writing.

c) If the contractor fails to correct the work, the CO may proceed to have the work performed by other forces. The cost of the work performed including materials, labor, and equipment will be deducted from payment due to the contractor on their contract.

8.0 Security Requirements

Background checks shall be conducted and should be Contractor's responsibility, with results provided to the Government before staff begin work.

Keys are not personal property of the contractor, but are the property of the United States Forest Service. At the end of the contract all keys shall be relinquished to the COR. The Contractor is responsible for ensuring the security of all Government property, equipment, materials, records, and data against unauthorized access, loss, or damage during the performance of this contract. In the event the Contractor finds or witnesses any instances of accidents, vandalism, attempted break-ins, signs of attempted break-ins, or suspicious persons, the Contractor shall notify the CO/COR and law enforcement immediately.

Only the approved contractor personnel and/or employees are allowed on the premises during cleaning times, and they shall ensure all exit doors remain closed and locked when not in use. Office keys issued to the Contractor are to be kept in a secure location and duplication is prohibited.

The Contractor shall not attempt to reconnect any computer wiring that was disturbed or disconnected during cleaning activities. Rather leave a note on the desk making the person aware of what happened.

The Contractor shall not disturb papers on employees' desks or equipment. The Contractor and/or employees are not to use Government telephones – except in emergencies to call 911.