ENCLOSURE #1

UNITED STATES COAST GUARD

AIR FACILITY NEWPORT

SOUTH BEACH, OR

PERFORMANCE WORK STATEMENT (PWS)

FOR

JANITORIAL SERVICES

AUGUST 2026

USCG Air Facility
Newport, Oregon
Janitorial Service PWS

Supplies:

1. The government will furnish all electricity and water for use by the contractor. The Government will furnish all trash can liners, toilet paper, paper towels, and hand soap to be used in refilling trash cans, toilet paper holders, and paper towel dispensers.

2. The contractor shall furnish all supplies and equipment for accomplishment of all work except for those described in paragraph above. Contractor equipment shall be of size and type suitable for accomplishing the various phases of work described herein and for operation from existing sources of Government furnished electrical power.

3. Unless otherwise specified, supplies used shall be the most suitable type or grade for the type of work or service performed. Any item believed to be flammable or harmful to personnel, materials, or finishes, when properly applied, shall be referred to the Contracting Officer (KO)'s Point of Contact (POC) for consideration and shall not be used prior to approval by the department point of contact.

Employee Requirements:

1. The Coast Guard (CG) requires all contractor employees to be screened through TECS by Base security personnel before gaining access to the premises. The CG requires the contractor to supply a list of employee names, SSNs, and photo copies of driver's licenses or valid picture IDs for use in this process. Any active warrants will be reported to the authorities and any employee with prior convictions will be evaluated by the KO and POC for security purposes.

2. The Contractor shall notify the Contracting Officer Representative (COR) or POC of any inoperative water fixtures, lights, commodes, and damage to buildings and fixtures within one (1) working day of discovery. The Contractor shall also report the presence of any vermin such as cockroaches, water bugs, silverfish, mice, rats, etc., and the location of the sighting.

3. The Contractor shall perform janitorial services only during the period from 0800- 1500 Monday through Friday. Exceptions must be approved in writing by the COR or POC. The POC for AIRFAC Newport will be the Base North Bend Housing Lead Petty Officer assigned to AIRFAC Newport. The Contractor will be provided the POC's name and contact information in writing (email) upon award.

4. The Contractor shall rectify any damage caused to Government property by the Contractor's employees during the course of the contract.

5. The Contractor shall be responsible for instructing their employees in appropriate safety measures. The Contractor shall not place mops, brooms, or equipment in traffic lanes or other locations in such a manner as to create safety hazards. Safety Data Sheets (SDS) shall be available on-site for all chemical cleaners used during the contract. No on-site storage of Contractor chemicals is allowed.

6. The Contractor shall, at all times, provide adequate supervision of their employees to assure compliance and satisfactory performance of all work in accordance with the terms of the contract. The Contractor or a work supervisor shall be on-site and available at all times when work on the

contract is being performed. The name of this individual and their proposed schedule of operations at Newport Air Facility shall be furnished to the COR.

7. The Contractor shall check in and out of the facility with the POC. If unable to gain access, the Contractor shall immediately contact the COR or KO to rectify the access issue.

    a. If access is not gained on the scheduled day, the contractor shall arrive the following business day to perform required services.

Government Requirements:

1. The POC shall re-supply required furnished supplies in a timely manner after notification from contractor that supplies are below 25%.

Inspection:

1. The POC or COR shall conduct periodic inspections of the entire Contractor's work.

Location:

2. Work is to be accomplished in the following areas:

    a. Main Entrance/Lobby
    b. Passageways
    c. Male & Female heads/Swimmers Locker Rooms
    d. Comm/Ops Center
    e. TV/Lounge Room
    h. Galley/Mess
    i. Gym/Workout Room
    j. Berthing/Shower areas
    k. Laundry room
    l. Vending area
    m. Janitorial Closet/Supply

Schedule:

Period of Performance:

1. The following items shall be completed Monday, Wednesday and Friday of each week unless otherwise specified.

    a. Vacuuming: The Contractor shall vacuum all carpeted floors, including all corners, behind doors and under elevated furniture. The carpet shall be free of all visible dirt, debris, litter, or foreign materials. The Contractor shall remove any spots by carpet manufacturers approved methods as soon as observed. The Contractor shall bring all tears, burns, and unraveling to the attention of the POC within one (1) working day. Area and throw rugs are included to receive this service. The Contractor shall return all furniture moved during vacuuming to its original position upon completion of the work.

    b. Sweeping: The Contractor shall sweep all uncarpeted floors, except those in the helicopter hanger and shop area, prior to damp mopping. Sweeping shall leave the floor free of all visible dirt, debris, litter, or foreign materials.

    c. Damp Mopping: The Contractor shall damp mop or dry clean all uncarpeted floors to remove

dirt and soil remaining on floor after sweeping. Damp mopped surfaces shall present a uniform in appearance, free of embedded dirt, cleaning solution film, stains, and marks.

d. Wet Mopping: The Contractor shall wet mop or scrub all floors when damp mopping or dry cleaning cannot properly clean surfaces. Scrubbed surfaces shall be uniform in appearance, free of embedded dirt, cleaning solution film, stains, and marks. After wet mopping, the Contractor shall post a wet floor sign on the floor until the surface is dry.

e. Dusting: Dusted surfaces shall be free of dust, dust streaks, lint, cobwebs, dirt, and other materials removable by dusting methods.

   1) Furniture – The Contractor shall dust tables, bookcases, file cabinets, couches, counters, and items normally considered furniture. Desks with loose paperwork or open files shall not be dusted. Typewriters, computers, and similar office business machines shall not be dusted.

   2) Low Dusting – The Contractor shall remove dust from walls, pictures, lobby exhibits, window sills, door, door grills, baseboards, wainscoting, blinds, pipes, window treatments, radiators, covers, conduit, equipment, fixtures, furniture, and other items below six feet from the floor.

   3) High Dusting – The Contractor shall remove all dust and cobwebs from walls, ceilings, and other structural components, air conditioning ductwork, pipes, equipment, locker tops, and all fixtures above six feet from the floor.

f. Sinks & Drinking Fountains: The Contractor shall clean and disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountain and water cooler cabinets. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and obvious soil. The Contractor shall remove any spillage on floors or walls adjacent to fixtures and the surfaces left clean.

g. Restrooms & Locker Rooms: The Contractor shall clean and disinfect all surfaces of sinks, toilet bowls, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, lockers, partitions, dispensers, doors, walls, and other such surfaces, using a germicidal detergent. After cleaning, receptacles will be free of deposits, dirt, streaks, and odors. The Contractor shall disinfect all surfaces of partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guard, etc.) and wall areas adjacent to wall mounted lavatories, urinals, and toilets. The Contractor shall de-scale as often as needed to keep areas free of scale, soap films, and other deposits. After de-scaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

h. Toilet Room Dispensers: The Contractor shall fill all types of dispensers not less than once daily with applicable filler items.

i. Emptying Waste Receptacles: The Contractor shall line all waste receptacles with a plastic garbage bag and empty all waste receptacles. The Contractor shall remove all trash and waste paper from the building and deposited in the provided dumpster.

j. Cleaning Aluminum and Other Bright Metal Finishes: The Contractor shall clean all aluminum trim, doors, applied finishes, and panels on the interior, including all spillage and marks on adjacent surfaces.

k. Appliances: The Contractor shall wipe the interior and exterior of all appliances to be free of all food waste, dust, dirt, and foreign debris. Appliances include, but are not limited to;

kitchen, laundry and exercise equipment.

2. The Contractor shall complete the following items weekly unless otherwise specified.

   a. Cleaning Smudges: The surfaces of all doors jambs, switch plates, trim, baseboards, and walls shall be cleaned or scrubbed of marks and smudges with a mild detergent solution. After cleaning marks and smudges, there shall be no traces of film, dirt, smudges, water or other foreign matter.

   b. Windows: The surfaces of all interior and exterior glass, including glass in doors, partitions, walls, displays, directory boards, etc shall be cleaned. After glass cleaning, there shall be no traces of film, dirt, water, or other foreign matter.

3. The Contractor shall complete the following items semi-annually unless otherwise specified.

   a. Carpet Shampoo: All carpets shall be completely shampooed to remove dirt build-up from wear and tear. Carpets shall be uniform in appearance with no traces of stains, spills, or smudges.

   b. Floor Stripping and Waxing: Stripping shall remove all built up wax and dirt leaving a clean surface. Waxing shall be even and present a neat appearance that will protect the floor.

   c. Furniture Shampoo: All furniture, except bedding, shall be completely shampooed to remove dirt build-up from wear and tear. Furniture shall be uniform in appearance with no traces of stains, spills, or smudges.

4. The Contractor shall complete the following items as necessary:

   a. Light Fixture Cleaning: All light fixtures shall be maintained clean and insect free.

   b. Grout Cleaning: All grouted areas shall be maintained clean and mildew free.

Performance standards:

1. Dusting: A properly dusted surface is free of all dust, dirt, dust streaks, lint and cobwebs.

2. Plumbing Fixture and Dispenser Cleaning: Plumbing Fixtures with related chrome-plated hardware and dispensers are clean when free of all deposits and stains so that item is left without dust streaks, film, odors, or stains.

3. Sweeping: A properly swept floor is free of all dirt, dust, grit, lint, and debris except embedded dirt and grit.

4. Spot Cleaning: A surface is adequately spot cleaned when free of all stains, deposits and is substantially clear of cleaning marks.

5. Damp Mopping: A satisfactorily damp-mopped floor is without dirt, dust, marks, film, streaks, debris, and standing water.

6. Metal cleaning: When cleaned, all surfaces are without deposits or tarnish and left with a uniformly bright appearance. Cleaner is removed from adjacent surfaces.

7. Window and Glass Cleaning: Glass is clean when all accessible glass surfaces are without streaks, film, deposits, and have been wiped clean.

8. Scrubbing or Wet Mopping: Scrubbing or wet mopping is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, marks, standing water, and when the floor has a uniformly clean appearance. A plain water rinse must immediately follow the scrubbing process.

9. Vacuuming: A properly vacuumed rug shall be free of any visible loose dirt, dust and debris.

10. Toilet Rooms: Properly cleaned toilet rooms shall have no offensive odors. Walls and floors shall be kept free of marks and loose trash at all times.

11. Polished (Buffed) Surfaces: All surfaces shall be of uniform appearance, free of deposits, streaks, or film. All spillage shall be wiped clean with a damp cloth.

12. Light Fixture Cleaning: Light fixtures are clean when all components, including bulbs and tubes are without insects, dirt, lint, film, and streaks. All articles removed shall be replaced immediately.

13. Wall and Baseboard Washing: After cleaning the surfaces of all walls, ceilings and exposed piping shall have a uniformly clean appearance free from dirt, stains, streaks, lint, and cleaning marks. Painted surfaces shall not be unduly damaged. Hard finish wainscots or glazed tile surfaces shall be bright, free of film, streaks, and deposits.