Statement of Work (SOW)

Provisioning and Laundry Services for Laboratory Coats and Towels

---

1. Background

The U.S. Food and Drug Administration (FDA), Human Foods Program, Atlanta Human and Animal Food Laboratory (ATLHAFL), located in Atlanta, Georgia, requires contractor support for the provisioning, rental, laundering, repair, replacement, pickup, and delivery of laboratory coats and towels.

ATLHAFL seeks to establish a Firm-Fixed-Price (FFP) contract consisting of one (1) base year and four (4) one-year option periods.

---

2. Purpose

The purpose of this Statement of Work (SOW) is to establish the requirements and expectations for the provisioning and laundering services of laboratory coats and towels necessary to support ATLHAFL laboratory operations.

The Contractor shall provide all personnel, supervision, equipment, materials, transportation, and other resources necessary to perform the services described herein.

---

3. Scope

Independently and not as an agent of the Government, the Contractor shall furnish all labor, materials, supplies, equipment, transportation, and incidentals necessary to provide laboratory coat and towel rental and laundering services for ATLHAFL.

The Contractor shall provide:

- Rental and provisioning of laboratory coats and towels.
- Weekly pickup and delivery services.
- Laundering and sanitization services.
- Repair and replacement services for damaged or worn garments.
- Inventory management and tracking services.

The Contractor shall ensure that an adequate on-hand supply of sanitized laboratory coats and towels is maintained for ATLHAFL scientists and laboratory technicians.

The estimated quantity of laboratory coats is one hundred ninety-two (192). The estimated weekly quantity of towels is one hundred thirty (130). Actual quantities may fluctuate based on staffing levels and operational requirements.

All services shall be performed in accordance with applicable federal, state, and local safety and sanitation regulations.

Laboratory coats and towels provided under this contract shall remain contractor-owned rental items.

---

4. Salient Characteristics

4.1 Laboratory Coats

The Contractor shall supply laboratory coats that meet the following minimum characteristics:

- Open-front design with snap closures to allow quick removal in the event of fire, chemical, radiological, or biological exposure.
- One (1) left breast pocket and two (2) lower pockets suitable for carrying pens, note pads, keys, and similar items.
- White or light blue in color.
- Constructed of breathable material and designed to resist liquid penetration from incidental splashes.
- Full-length design extending to or slightly below the knee.
- Long sleeves with elastic cuffs to form a seal on the wrist.
- No embroidery or personalization required.

4.2 Towels

The Contractor shall supply towels that meet the following minimum characteristics:

- Composed of 90% to 100% cotton.
- Medium-sized, approximately 14 inches by 14 inches.

---

5. Contractor Requirements

5.1 Inventory Management

The Contractor shall:

- Establish and maintain a uniform inventory listing by employees, including garment type, size, and quantities issued.
- Adjust uniform allocations as staffing changes occur.
- Remove garments assigned to departing employees.
- Newly hired employees outfit as coordinated through the Contracting Officer's Representative (COR);
- Maintain sufficient inventory levels to support uninterrupted laboratory operations.

5.2 Initial Provisioning

The Contractor shall provide:

- Up to one hundred ninety-two (192) laboratory coats; and
- One hundred thirty (130) towels

within thirty (30) calendar days after contract award.

Laboratory coat size may vary by manufacturer and shall be adjusted upon request.

5.3 Containers and Storage

The Contractor shall provide designated containers for the collection of soiled and potentially contaminated laboratory coats and towels.

5.4 Repair and Replacement

The Contractor shall:

- Repair garments damaged through normal wear and tear.
- Inspect garments prior to return for tears, seam defects, missing closures, and similar deficiencies.
- Replace laboratory coats and towels when garments become excessively worn or damaged.
- Replace garments when employee size changes occur.

There shall be no additional cost to the Government for repairs or standard replacements.

Normal wear and tear are defined as physical deterioration occurring during normal intended use without negligence, misuse, or abuse.

5.5 Performance Standards

The Contractor shall:

- Pick up, launder, and return all garments on a weekly basis.
- Ensure all garments are returned clean, dry, lint-free, and free from objectionable odors, stains, or visible contamination.
- Ensure all garments are sanitized and free from known pathogenic organisms.
- Resolve or replace missing garments within five (5) business days.

---

6. Cleaning Requirements

The Contractor shall:

- Launder all laboratory coats and towels using commercial laundering standards appropriate for laboratory environments.
- Repair minor tears and replace missing closures as necessary.
- Return garments in a sanitary and serviceable condition.

---

7. Pickup and Delivery Requirements

7.1 Delivery Location

All pickup and delivery services shall be performed at:

FDA Atlanta Human and Animal Food Laboratory (ATLHAFL)
1777 Hardee Ave SW
Atlanta, GA 30310

The pickup and delivery point shall be the receiving platform or another location designated by the Government.

7.2 Schedule

Pickup and delivery services shall occur weekly on a designated weekday (Monday through Friday) between the hours of 8:00 a.m. and 12:00 p.m.

The final service schedule shall be coordinated with the COR.

7.3 Tracking Documentation

The Contractor shall provide tracking documentation for each pickup and delivery.

Tracking sheets shall be signed by the ATLHAFL Lab Coat Program Manager prior to contractor departure. If documentation is not signed, the Contractor shall assume responsibility for any discrepancies or missing garments.

7.4 Emergency Delays

If weather or emergencies prevent scheduled pickup or delivery services, the Contractor shall notify the COR immediately to coordinate rescheduling.

7.5 Government Inspection Rights

The Government reserves the right to inspect contractor vehicles and/or facilities associated with performance under this contract.

---

8. Infection Control Requirements

The Contractor shall comply with all applicable infection control and sanitation standards associated with handling, transporting, laundering, and storing laboratory garments and towels.

---

9. Security Requirements

Contractor personnel performing pickup and delivery services shall:

- Wear uniforms identifying the contractor's company name; and
- Display individual employee identification.

---

10. Records and Reporting

The Contractor shall:

- Maintain records of laboratory coat and towel inventories and assigned sizes.

- Maintain weekly service logs documenting pickup and delivery activities.
- Provide Quarterly Reports to the COR.

Quarterly Reports shall include, at a minimum:

- Current inventory levels.
- Garment replacement activity.
- Missing garment issues.
- Service disruptions or performance concerns.

---

11. Deliverables

Deliverable	Quantity	Delivery Timeline
Kickoff Meeting	1	Within fourteen (14) calendar days after award
Provisioning and Laundry Services – Laboratory Coats	Up to 192	Within thirty (30) calendar days after award
Provisioning and Laundry Services – Towels	130	Within thirty (30) calendar days after award
Quarterly Reports	Quarterly	Within fourteen (14) calendar days after quarter close

---

12. Period of Performance

The anticipated Period of Performance (POP) is as follows:

Period	Dates
Base Period	08/01/2026 – 07/31/2027
Option Year 1	08/01/2027 – 07/31/2028
Option Year 2	08/01/2028 – 07/31/2029

Period	Dates
Option Year 3	08/01/2029 – 07/31/2030
Option Year 4	08/01/2030 – 07/31/2031

Performance shall begin on August 1, 2026.

---

13. Laboratory Coat Sizing Chart

Laboratory coat sizing requirements are estimates only and may change during contract performance.

Size	Measurement	Estimated Quantity
Small	36–38	15
Medium	40–42	50
Large	44–48	60
X-Large	48–54	50
XX-Large	54–60	12
XXX-Large	60–62	5

---

14. Basis of Award

Award will be made using the Lowest Price Technically Acceptable (LPTA) source selection process.

The Government intends to award a Firm-Fixed-Price contract to the responsible offeror whose quotation:

- Meets all solicitation requirements and technical acceptability standards;
- Demonstrates the ability to successfully perform the required services; and
- Submits the lowest evaluated price.

Technical acceptability will be evaluated based on the vendor's demonstrated ability to meet the requirements outlined in this Statement of Work.

The Government reserves the right to determine whether a quotation is technically acceptable.

15. Points of Contact

Point(s) of contact will be identified at the time of award.