1240LS26Q0056 – UWC NF Supervisor's Office and Salt Lake Ranger District Snow Removal
Attachment 2 – Statement of Work
Project
UWC SO & SLC RD Snow Removal

General Information
Scope of Work
The UWC Supervisors Office and Salt Lake Ranger District, Salt Lake County, Utah

Background
The United States Department of Agriculture (USDA), Forest Service (FS), Intermountain Region, Uinta-Wasatch-Cache (UWC) National Forest has a need for snow removal services at the Supervisor's Office (SO) and Salt Lake Ranger District (SLRD), including parking lot plowing, walkway shoveling, and salting/sanding of both.

- **The Supervisor's Office consists of approximately 30,000 square feet of parking lot and 2,000 square feet of sidewalks and pathways.**

- **The Salt Lake Ranger District Office consists of approximately 24,000 square feet of parking lot and 1,800 square feet of sidewalks and pathways.**

Location of Performance; There are 2 addresses

Supervisor's Office and Salt Lake Ranger District (UWC National Forest)
Supervisor's Office: 857 West South Jordan Parkway,
South Jordan, UT 84095
Primary Contact: Andrew Baggiano to arrange for snow removal
Phone Number: (801) 999-2121

Salt Lake Ranger District: 6914 South 3000 East Salt Lake City, UT 84121
And
6944 South 3000 East Salt Lake City, UT 84121
Primary Contact: Justin Hurtt, to arrange for snow removal
Phone Number: (801) 733-2676

Alternate Contact For Both Locations
Contact Ivy Jo Roberts, to arrange for snow removal
Phone Number: (801) 999-2127

<u>Snow Removal Services:</u>

- Remove all snow from parking lot and walkways when there is an accumulation of more than **three inches (3")** during any snow event.
- When snow continues to accumulate, removal is required when accumulation is **three inches (3")** or more for parking areas and **three inches (3")** or more for walkways.
- Ice melt, salt, and/or mix of both applied as needed.
- Remove snow from parking lot and walkways prior to 6:30 A.M. when snow accumulates overnight.
- Apply salt, sand, or a mix of both as required for traction and ice melt on walkways and throughout the parking lot.
- When it continues to snow, apply salt, sand, or a mix of both after each additional removal as needed.
- Contractor must respond within 2 hours of each new snow accumulation overnight or notification from the designated contracting officer's representative, in order to ensure clear parking lots and walkways in the mornings before employees begin to arrive at 6:30 A.M.
- All equipment shall be in good mechanical and operating condition and shall be operated by skilled operators experienced in the type of work for which the equipment is being used.

Scheduling of Work: The intent is to schedule the snow removal within the successful contractor's route for overnight snowfall events without notification by the COR(s).

For accumulations during business hours, the successful contractor shall respond within 2 hours of notification by the COR(s). Work to be performed will be assigned on Individual task orders and will identify the location, number of snow removals, and the period of performance for completion.

Deliverable/Schedule

Contract Time. Contract time will be from the date on the Notice to Proceed issued at the pre-work meeting through the period/snowplowing season specified in the Schedule of Items. This contract is for the period from the date of award through **July 31, 2031**, with the option to renew for four (4) subsequent years, subject to the availability of funds and sustained satisfactory performance by the Contractor. The Period of Performance is for the following:

PERIOD	START DATE	END DATE	CONTRACT TIME
Base Year	09/01/2026	08/31/2027	365 days
Option Period 1	09/01/2027	08/31/2028	365 days
Option Period 2	09/01/2028	08/31/2029	365 days
Option Period 3	09/01/2029	08/31/2030	365 Days
Option Period 4	09/01/2030	08/31/2031	365 Days

Replacement of Equipment. Contractor shall provide quality equipment capable of safely performing the work under the terms of the contract. If equipment is not in a a workman like condition, including but not limited to safety and operability, or if it becomes inoperative, the Contractor shall repair immediately or furnish replacement equipment to meet the contract requirements for snow plowing. All repairs to equipment are the total responsibility of the Contractor.

Safety. Contractors shall comply with OSHA regulations and provide employees a work environment that is sanitary and not hazardous. Contractors are responsible for risk management regarding contractor/employee and public safety, which includes the experience of operator to handle the equipment, getting to the worksite.

Measurement and Payment: Payment shall be made on a monthly basis at the unit price per the schedule of items, in accordance with the number of all call-outs accomplished during the previous month. Schedule of items contains estimated quantities, Actual quantities will be paid based on actual service received. Contractor shall submit invoices through the invoice processing platform at https://www.ipp.gov/.

Inspections and Acceptance: Services performed under this contract shall be subject to inspection and acceptance by the Forest Service. The contracting officer will provide to the contractor, written notice of any item not meeting contract requirements. If deficiencies are not corrected within 24 hours, the contractor may be considered in default of the contract. Regardless of inspections by the Forest Service, the contractor is responsible for self-inspection and maintaining work to the standard required by this contract.

Pricing and Estimated Quantity:

Actual Quantity will be identified in the issued task order, and will depend on the severity of the Winter Season. Since the needs of the Government are undefined, it is mutually agreed that, upon request of the Government, the contractor shall furnish the services listed herein at the time of order.

This agreement is valid only with the contractor(s) whose name(s) appear(s) in the requirements contract. The contractor is responsible for notifying the Government of any change in name, or ownership,. The Government shall not be responsible for payments other than those in the terms of this contract.

The prices to the Government shall be as low as, or lower than those charged any other customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment. The Government is under no obligation to purchase from the contractor(s) of this requirements contract. The Government is obligated only to the extent of authorized purchases actually made under this requirements contract.

The Aggregate dollar limitation per requirements contract is $350,000.00.
There is no minimum order guarantee under the requirements contract(s).
No single order under this requirement contract shall exceed $350,000.00

Equipment: The contractor shall furnish all snow removal equipment, including:

- Vehicle with plow for parking lots
- Shovels for walkways
- Sand/Salt for walkways and parking lots
- All Personal Protective Equipment for Employees

The contractor shall maintain equipment in good working order for the safety of their employees, agency employees, and the public during performance under this requirements contract.

CONTRACT PERIOD OF PERFORMANCE: The requirements contract period of performance is five (5) years: September 1, 2026-August 31, 2031, subject to yearly review.

The estimated date of award is August 31, 2026. The contract period is for five years from the date of award.

The ordering period shall extend for one year. Continuation of this contract is subject to the yearly review of this contract to ensure that it still represents the best value to the Government. At the option of the Government, the contract may be renewed for additional one-year periods, not to exceed four renewal periods, at the same terms and conditions. The Government will notify the Contractor of the annual review not less than sixty (60) calendar days prior to the expiration of the current ordering period.

This requirements contract Expires August 31, 2031.

TASK ORDERS/ORDERING PROCEDURE: The specifics of the effort to be provided under this contract will be contained in each TASK ORDER issued. The order will identify:
a. Quantity of snow removals
b. Schedule for snow removal
c. Period of Performance

Task Orders will be placed against this requirements contract via the Integrated Acquisition System and will be issued as Firm Fixed Price Task Orders.

AUTHORIZED USERS: Any Warranted Contracting Officer or Purchasing assigned to support the Uinta-Wasatch-Cache National Forest may place orders against this requirements contract.

BASIS OF MEASUREMENT AND PAYMENT: Payment will be made according to the quantity and unit of measure identified in the Task Order Schedule of Items for accepted services and shall not exceed the agreed upon cost for the work assignment.

USE OF BIO-BASED PRODUCTS: The contractor must comply with Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), Executive Order (EO) 13423, "*Strengthening Federal Environmental, Energy, and Transportation Management,"* and the Federal Acquisition Regulation to provide bio- based products. The contractor shall utilize products and material made from bio-based materials (e.g.,

bio-based greases, bio-based hydraulic fluids, bio-based absorbents) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer's Representative (COR) The following is a list of products that may be used in this contract for toilet pumping services for which bio-based products are available. The list is not all inclusive. It is desirable that contractors be able to supply the greatest number of bio-based products listed meeting the health and environmental specifications.

De-Icer

Bio-based products that are designated for preferred procurement under USDA's BioPreferred program must meet the required minimum bio-based content as stated in the USDA Final Rule available at www.biopreferred.gov. The contractor should provide data for their bio-based products such as bio-based content. In addition to the bio-based products designated by the U.S. Department of Agriculture in the BioPreferred Program, the contractor is encouraged to use other bio-based products.

The contractor shall submit with the initial proposal a complete list of bio-based 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 the contract. Additionally, the winning contractor on each anniversary date of the contract shall compile a complete list of bio-based products, including the information above, purchased to carry out the contract requirements. The contractor shall list volume to be used and total cost for each individual product. This information will be used for reporting purposes.

The contractor shall comply with the provision at FAR 52.223-1, Bio-based Product Certification.

The contractor shall comply with the clause at FAR 52.223-2, Affirmative Procurement of Bio-based Products Under Service and Construction Contracts.

The contractor shall include the use of bio-based products in the Quality Control Plan. This submittal shall be approved by the COR in writing. The contractor shall not commence work until the submittal is approved by the COR in writing. The plan must be reviewed and updated annually, and as required by the COR. The plan must contain and define the following elements:

The contractor's written policy stating its commitment to the use of bio-based products, employee health and safety, and sound environmental management practices.

Detail on how contractor's written policy stating its commitment to the use of bio-based products, employee health and safety, and sound environmental management practices.

Detail on how the contractor intends to keep abreast of the development and increasing availability of bio-based products and how any new or improved products will be incorporated on an ongoing basis into contract performance.

NOTE: A contractor may propose more than one product within a product category and/or propose a product or products addressing more than one product category.

The product guides which define standard operating procedures for instructing staff in the proper use, storage, and disposal of bio-based products; proper maintenance of equipment; and other procedures/instructions to accomplish work under this contract.

A demonstration of proper use, an effective training program, and technical assistance are essential to the

success of the purchase and use of some bio-based products that may function differently than a conventional product. Therefore, we will look for a contractor who will 1) demonstrate products, and 2) when selected, offer any necessary training to all of the staff and 3) be available with technical assistance to trouble shoot problems.

Identification of Contractor Employees:
All contract personnel are required to identify themselves as contractors. In any situations where their contractor status is not obvious to third parties, they must make their status known to avoid creating an impression that they are Government employees.

Invoicing and Payment
The Forest Service utilizes the Invoice Processing Platform (IPP) for the electronic submission and tracking of contracts/purchase orders, invoices, and payment information. IPP is a government-wide, Web-based invoice processing service. Upon award of a BPA Agreement, Contractor must register at https://ipp.gov/vendors/enrollment-vendors.htm. Visit http://www.ipp.gov for additional information.

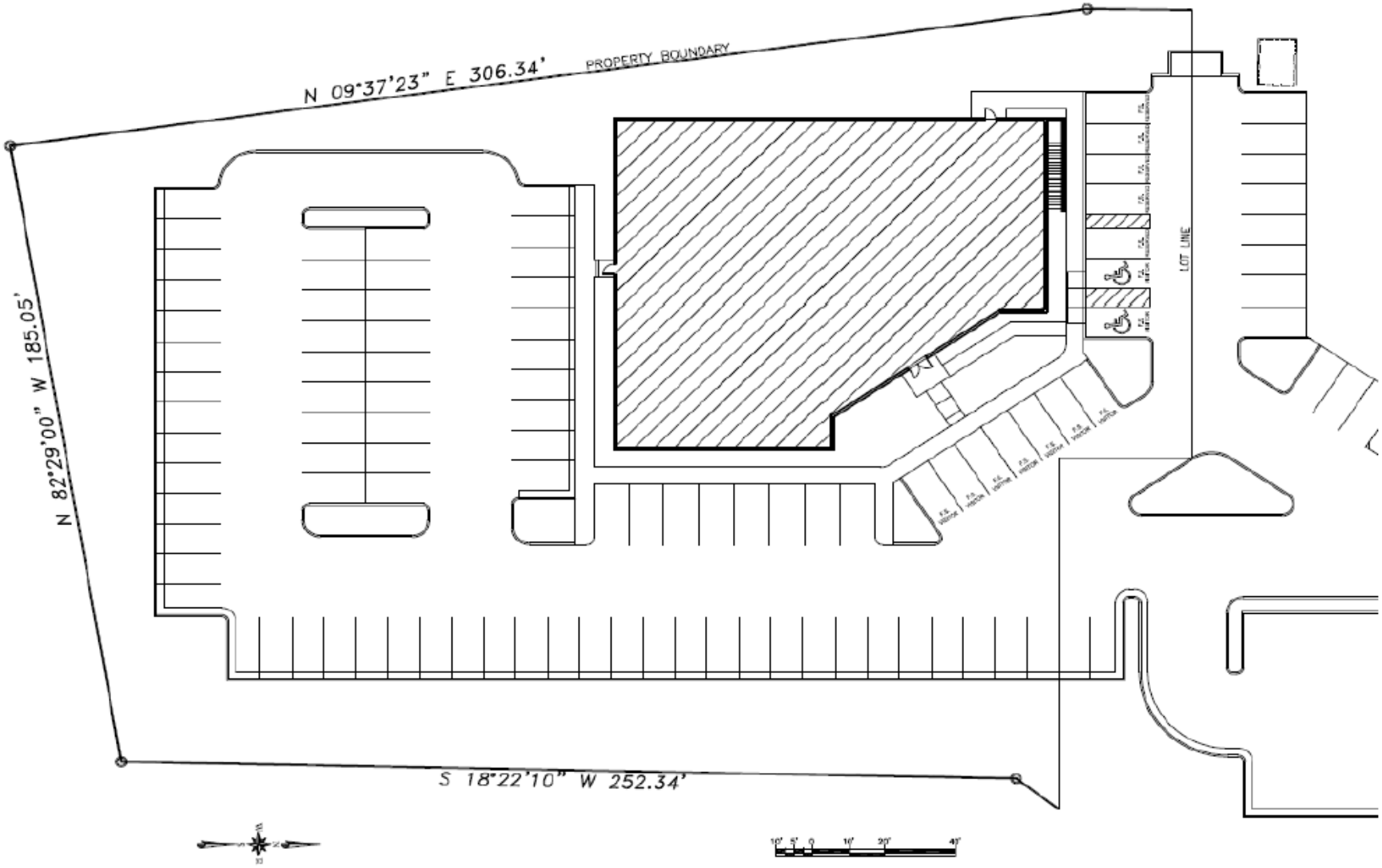
INVOICES – A summary invoice shall be submitted to both the Contracting Officer and Contracting Officer's Representative, and the IPP system upon the completion of all work identified under the task order. Copies of individual delivery tickets issued during each billing period are required support for each invoice.

DELIVERY TICKETS - All completed task orders under this contract shall be accompanied by delivery tickets that shall contain the following minimum information:
a. Name of Contractor;
b. Task order number;
c. Date of order;
d. Invoice number;
e. Location of snow removal;
f. Quantity of service provided.

Ordering Instructions:

1. The COR shall notify the CO of the need for a Task Order, and provide the CO with a requisition package which shall specify the quantity of each line item for each location.
2. The CO shall issue a Task Order to the contractor which will specify the quantity for each line item at each location and the period of performance which may be for the entire base or option ordering period, or for a shorter time specified by the Task Order.
3. Should the Winter Season require additional Task Orders to be issued, these Task Orders will specify the quantity of each line item at each location and a period of performance beginning on the date the Task Order is issued and ending on the current ordering period's end date.

1240LS26Q0056 – UWC NF Supervisor's Office and Salt Lake Ranger District Snow Removal
Attachment 2 – Statement of Work
<u>Appendix A: Property Maps:</u>
<u>Supervisor's Office</u>


N 09°37'23" E 306.34'
PROPERTY BOUNDARY
N 82°29'00" W 185.05'
S 18°22'10" W 252.34'
LOT LINE

Salt Lake Ranger District

Quality Assurance Surveillance Plan (QASP)
For Support of Snow Removal
Supervisor's Office and Salt Lake Ranger District, Uinta-Wasatch-Cache National Forest

Introduction

This Quality Assurance Surveillance Plan (QASP) is pursuant to the requirements listed in the statement of work. The contractor shall provide snow removal services.

This QASP sets forth the procedures and guidelines the Forest Service will use in ensuring the required performance standards or service levels are achieved by the contractor.

The purpose of the QASP is to provide Government Surveillance oversight of the Contractor's quality control efforts to ensure that they are timely, effective, and are delivering the tasks specified in the contract. The QASP provides a means for evaluating whether the Contractor is meeting the performance standards/quality levels identified in the statement of work and the Contractor's quality control plan, and to ensure that the government pays only for the level of services received. The required performance standards and/or quality levels are included in the statement of work. If the Contractor meets the required service or performance level, it will be paid the amount agreed on in the task order.

This QASP defines the roles and responsibilities of all members of the integrated project team (IPT), identifies the performance objectives, defines the methodologies used to monitor and evaluate the Contractor's performance, describes quality assurance documentation requirements, and describes the analysis of quality assurance monitoring results.

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet the quality standards set forth by the contract. The QASP is not intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor with an informational copy of the QASP as an appendix to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

ROLES AND RESPONSIBILITIES

The Contracting Officer

The contracting officer (CO) is responsible for monitoring contract compliance, contract administration, cost control, and for resolving any differences between the observations documented by the Contracting Officer's Representative (COR) and the Contractor. The CO will designate one full-time COR as the government authority for performance management. The number of additional representatives serving as technical inspectors depends on the complexity of the services measured, as well as the Contractor's performance, and must be identified and designated by the CO.

The Contracting Officer's Representative

The contracting officer's representative (COR) is designated in writing by the CO to act as his or her authorized representative to assist in administering a contract. COR limitations are contained in the written appointment letter. The COR is responsible for technical administration of the project and ensures proper government surveillance of the Contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the government's behalf. Any changes that the Contractor deems may affect contract price, terms, or conditions shall be referred to the CO for action. The COR will have the responsibility for completing QA monitoring forms used to document the inspection and evaluation of the Contractor's work performance. Government surveillance may occur under the inspection of services clause for any service relating to the contract.

Surveillance

In an effort to minimize the performance management burden, simplified surveillance methods will be used by the Government to evaluate Contractor performance when appropriate. The primary methods of surveillance are:

1. Visual Inspection by the COR after each event.
2. Customer Feedback-Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints.
3. Customer complaints, to be considered valid, must set forth clearly and in writing. The detailed nature of the complaint must be signed and must be forwarded to the COR.

The COR shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a file. The COR shall also keep the tabulated results of all customer satisfaction surveys on file and shall enter the summary results into the Quality Assurance Checklist.

Random Checks/Inspections on Completion of Workload taskings-random checks will be conducted to ensure compliance with the intent of the Statement of Work and common commercial practices. The COR will conduct random monitoring.

Customer Feedback

The contractor is expected to establish and maintain professional communication between its employees and customers. The primary objective of this communication is customer satisfaction. Customer satisfaction is the most significant external indicator of the success and effectiveness of all services provided and can be measured through customer complaints. Customer complaints to be considered valid, must set forth clearly and in writing, the detailed nature of the complaint, must be signed, and must be forwarded to the COR. The COR will accept those customer complaints and investigate using the Quality Assurance Checklist. Customer feedback may also be obtained from the results of formal customer surveys.

DOCUMENTATION

Quality Assurance File

The COR will, in addition to providing documentation to the Contracting Officer, maintain a complete Quality Assurance File. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government's performance of the quality assurance function, including the originals of all Surveillance Activity Checklists. All such records will be retained for the life of this contract. The COR shall forward these records to the Contracting Officer monthly, unless otherwise requested.

Resolving Performance Issues

Actions to Remedy Unacceptable Performance

When performance is deemed unacceptable, the COR will inform the Contractor's on-site representative. Disputes should be referred to the CO for resolution. If any services do not conform to contract requirements, the Government may require the Contractor to re-perform the services to conform with contract requirements at no additional cost to the government. When sub-par performance cannot be corrected by re-performance, the Government may:

- Seek monetary or any other negotiated form of consideration, as well as require the Contractor to take action to reasonably ensure future performance conforms to contract requirements.
- By separate contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service.
- Issue cure notice.
- Issue show cause notice.
- Terminate the contract for government convenience.
- Terminate the contract for cause.

Performance Resolution

The CO, COR, and Contractor should jointly formulate tactical and long-term courses of action. Decisions regarding changes to metrics, thresholds, or service levels should be clearly documented. Changes to service levels, procedures, and metrics will be incorporated as a bilateral contract modification.

Standard

The facilities may never have more than three valid customer complaints during a task order's period of performance. The Contracting Officer's Representative shall notify the Contracting Officer for appropriate action in accordance with FAR 52.212-4, Contract Terms and Conditions-Commercial Items (NOV 2025) or the appropriate Inspection of Services clause, if any of the above service areas exceed two customer complaints.

Procedures

The COR will inspect all work tasks, at least once monthly. The inspection is required to ensure Contractor compliance with the appropriate paragraphs of the SOW each time the service(s) is/are performed, and record results of inspection, noting the date and time of the inspection. If an inspection indicates unacceptable performance, the COR will notify the Contract Manager or Quality Control Inspector of the deficiencies. The Contractor shall be given 24 hours, after notification to correct the unacceptable performance.

Appendix C - Quality Assurance Checklist

Snow Removal , Supervisor's Office and Salt Lake Ranger District

Location:_____ Month:_____ Year:_____	**Checked**	**Date**
Snow Removal		
Parking Lot		
Snow accumulation of three (3) inches or more removed prior to 6:30 a.m.		
Snow accumulation of three (3) inches or more removed.		
Walkways		
Snow accumulation of three (3) inches or more removed prior to 6:30 a.m.		
Snow accumulation of three (3) inches or more removed.		

Snow Removal
Supervisor's Office and Salt Lake Ranger District, Uinta Wasatch Cache National Forest

Snow Removal:
1. Parking Lot(s) - The Contractor must remove all snow from parking lots when there is an accumulation of three (3) inches or more during any snow event. The snow must be removed from parking lots prior to 6:30 a.m. when snow accumulates overnight. Additional removal is required when snow continues to accumulate and reaches three (3) inches or more of accumulation.

2. Walkways – The Contract must remove all snow from walkways and apply salt, sand, or a mix of both on walkways when there is an accumulation of three (3) inches or more. Additional removal is required when snow continues to accumulate and reaches three (3) inches or more of accumulation.

Date	Name	Location	Description	Initials	Date Resolved

Performance Requirements Summary

Required Service	Standard (Referencing SOW)	Allowable Deviation	Performance Threshold	Method of Quality Assurance	Disincentive
SNOW REMOVAL FROM PARKING LOT(S)	SNOW REMOVAL SERVICES TO MEET STANDARDS SPECIFIED IN THE SOW Attachment 2	5% FROM STANDARD	100% COMPLIANCE TO PERFORMANCE REQUIREMENTS IS REQUIRED . NOT TO EXCEED TWO REPORTED OCCURRENCES WITH LESS THAN 100% COMPLIANCE AS REPORTED BY THE COR ON THE QUALITY ASSURANCE CHECKLIST- Appendix C	RANDOM INSPECTION (AS WEATHER CONDITIONS REQUIRE) QUALITY ASSURANCE CHECKLIST – Appendix C	REWORK AT NO COST TO THE GOVERNMENT
SNOW REMOVAL FROM WALKWAYS	SNOW REMOVAL SERVICES TO MEET STANDARDS SPECIFIED IN THE SOW Attachment 2	5% FROM STANDARD	100% COMPLIANCE TO PERFORMANCE REQUIREMENTS IS REQUIRED . NOT TO EXCEED TWO REPORTED OCCURRENCES WITH LESS THAN 100% COMPLIANCE AS REPORTED BY THE COR ON THE QUALITY ASSURANCE CHECKLIST- Appendix C	RANDOM INSPECTION (AS WEATHER CONDITIONS REQUIRE) QUALITY ASSURANCE CHECKLIST – Appendix C	REWORK AT NO COST TO THE GOVERNMENT

Appendix F - Performance Requirement Measures

Performance Objective	Required Deliverable	Performance standard	Method of Surveillance	Negative Incentive for not meeting task
Provide a safe vehicle operating in areas with no damages to government property	Roadways and lots Cleared/deiced/sanded	8" from fences/>18" from vehicles/gates operable and accessible/ADA ramps clear and accessible.	Inspections	Immediate call back for correction or 50% pay item deduction per item.
Provide safe walkways and access to fire hydrants	Sidewalks cleared and deiced/Fire hydrants accessible	Cleared of snow with deicer applied to provide traction/cleared 8' diameter around all fire hydrants	Inspections	Immediate call back for correction or 50% pay item deduction per item.
Snow storage	Primary snow storage area use	Primary snow storage areas must be utilized/secondary upon COR approval	Inspections	Immediate call back for correction or 50% pay item deduction per item/per calendar day.
Provide Traction	Sanding/deicing of lots. Deicing of walkways	Complete immediately after snow is cleared	Inspections	Immediate call back for correction or 50% pay item deduction per item.