

US Department of Agriculture (USDA)



Performance Work Statement

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Project Title

Wapato Janitorial Services

General Information

1.0 Background and Purpose

Provide an overview of the program or initiative, including goals and objectives, phases of the initiatives or requirement.

This is a non-personal services contract to provide janitorial services at the USDA Agricultural Research Service (ARS) Wapato Worksite. Contractor employees are accountable solely to the Contractor, who is responsible to the Government. The Contractor shall provide all labor, equipment, materials, supplies, supervision, and transportation necessary to perform janitorial services in accordance with this statement of work (SOW). The objective of this contract is to maintain safe, clean, and sanitary facilities that support USDA ARS operations. The Contractor shall coordinate with the Contracting Officer's Representative (COR) to ensure performance meets USDA ARS quality expectations while minimizing disruption to facility occupants. The Contractor shall provide full janitorial services for areas and restrooms identified at the USDA ARS Wapato Laboratory. Services include general cleaning, disinfection, restocking, waste removal, sweeping, mopping, vacuuming, and periodic floor maintenance. USDA ARS may add or remove building areas through written contract modification. The Contractor shall obtain and maintain all licenses and permits required by applicable federal, state, and local laws. The period of performance consists of one (1) base year and four (4) option years. Specific dates will be detailed in the solicitation or award. All services shall be performed at the USDA ARS Wapato Laboratory located in Wapato, Washington. Offerors are required to attend the scheduled site visit prior to submitting a quotation. Janitorial services shall be performed Monday through Friday between 0730 and 1430, excluding federal holidays and facility closures. The Contractor must maintain adequate staffing to ensure timely performance of all tasks. Work shall not be performed on federal holidays. If a holiday falls on a scheduled service day, the Contractor shall perform services on another day within the same work week. Federal holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day. This is a performance based commercial services contract. USDA ARS specifies what must be achieved; the Contractor determines how to achieve required outcomes. The Contractor must comply with OSHA and USDA safety requirements, including PPE, signage, safe chemical handling, SDS documentation, and equipment safety. Environmental, Safety, Security, and Conduct Requirements The Contractor shall comply with all environmental, safety, security, identification, and conduct requirements. All unsafe conditions, environmental concerns, or security issues must be reported verbally and in writing within 24 hours. The Contractor shall report any lost keys, access cards, or access devices within 24 hours. The Contractor is responsible for all replacement, re-keying, or security costs caused by the loss. The Contractor shall provide all equipment, materials, and cleaning agents not furnished by the Government.

2.0 Definitions

Define any acronyms being used; provide both the acronym and the words represented by the acronym. Explain any special terms or phrases used.

United States Department of Agriculture (USDA). Agricultural Research Services (ARS). Contracting Officer's Representative (COR).

Contractor Requirements

3.0 Technical Requirements / Tasks

State each objective, task, or activity. Identify expected or desired outcome(s). Include provisions for the contractor to comply with all relevant quality standards. Identify any specific skill requirements needed to successfully complete the work.

3.1 Common areas: Lobby, Foyers, Hallways, Library, First aid, and Conference rooms

- Perform three times per Week-Monday, Wednesday, Friday (alternate days will be required if the normal schedule falls on a holiday or closure):
 - Empty waste baskets
 - Vacuum carpets
 - Clean sinks and counters
 - Dusting

- Sweep and mop all hard floors
- Clean floor mats and chair rungs
- Properly position furniture, etc.
- Spot clean partition glass
- Spot clean doors, frames, wall & vertical surfaces
- Spot clean entry door glass
- Clean drinking fountains
- Perform Monthly:
 - Detail dusting 6' and below
 - High dusting 6' and above - to include vents
 - Edge vacuuming
 - Dust blinds
 - Dust and clean interior windowsills
 - Dust tops of appliances and furniture
 - Dust or vacuum window coverings
 - Spot clean walls and doors
 - Dust vents

3.2 Lavatories: Main reception, First aid room, Lunchroom, North, & West

- Perform three times per Week-Monday, Wednesday, Friday (alternate days will be required if the normal schedule falls on a holiday or closure):
 - Clean & sanitize toilets, urinals, and sinks
 - Empty waste receptacles
 - Refill dispensers to normal levels
 - Clean and sanitize dispensers
 - Sweep, mop, and sanitize floors
 - Polish mirrors and fixtures
 - Spot Clean walls next to toilets
- Perform monthly:
 - Completely wash all walls
 - Dust vents, tops of partitions, and tops of furniture/fixtures

3.3 Break room, coffee stations

- Perform three times per Week-Monday, Wednesday, Friday (alternate days will be required if the normal schedule falls on a holiday or closure):
 - Sweep and mop floors
 - Vacuum carpets and mats
 - Empty and clean waste receptacles
 - Clean and polish sinks and counters
 - Refill dispensers to normal levels
 - Clean tables and chairs - remove random trash
 - Stack newspapers and magazines
 - Dust 6' and below
 - Spot clean vertical surfaces 6' and below
 - Clean doors and handles of appliances
- Every Friday:
 - Clean inside of microwaves
- As needed:
 - Clean windowsills

4.0 Deliverable / Schedule

All written deliverables shall be phrased in layperson language.

Key Deliverables

Item No.	Deliverable	Objective	Due
1	Proposed Cleaning Schedule	The Contractor shall provide an annual cleaning schedule listing all required tasks.	No later than five (5) business days after contract award
2	Monthly Status Report	The Contractor shall submit a monthly status report summarizing completed tasks, issues discovered, corrective actions, and supply usage concerns.	Monthly, by the last weekday of each month, by 5:00 PM PST until the contract expires
3	SDS Documentation	Provide printed on-site SDS information for all chemicals used	Prior to use
4	Employee Roster	Provide employee roster	Monthly, by the first weekday of each month, by 9:00 AM PST until the contract expires or with any employee change
5	Service Contract Report	Provide a service contract report each service year	Annually

5.0 Government Furnished

List any government-furnished support, data, property or facilities. Describe government responsibility for reviewing and approving reports and final products generated under the contract. If the contractor will require access to government facilities, identify the facility location and specific area. Identify any federal holidays or other times when access may be restricted.

The Government will provide disposable paper goods including paper towels, toilet paper, hand soap, toilet seat covers, trash bags, aerosol spray, and waste receptacle liners. The Contractor shall monitor supply levels and inform COR as restock is needed.

6.0 Travel

Identify any travel requirements, locations involved, number of trips (if known), and duration of anticipated travel. Specify responsibility for travel reimbursement, e.g., the contractor or the Government. If the travel will be reimbursed by the Government, discuss the method of reimbursement, e.g., in accordance with Federal/agency travel regulations. State the Government official authorized to approve contractor travel, e.g., the Contracting Officer or Contracting Officer Representative.

Not applicable

7.0 Contractor's Key Personnel

Describe positions which are considered key to successful performance of the contract and the information required to support key personnel qualifications, e.g., experience which correlates to SOW requirements, education, and past performance on similar projects. Specify if resumes are required and provide resume format if appropriate.

Janitorial/custodial staff

8.0 Security Requirements

Specify security requirements that apply to the contract performance. Specify the level of clearances required and identify positions that are applicable.

All employees must be US Citizens.

9.0 Data Rights

If data is to be produced, furnished, acquired, or used in meeting contract requirements, delineate the respective rights and obligations of the government and the contractor regarding the use, production, and disclosure of that data.

Not applicable

10.0 Section 508 - Electronic and Information Technology Standards

If information technology is to be acquired, include language describing Section 508 requirements.

Not applicable

11.0 Performance Requirement Measures

Indicate how the government will measure the contractor's performance for specific tasks or work critical to the mission essential items).

<i>Performance Objective</i>	<i>Required Task or Deliverable</i>	<i>Performance Standard</i>	<i>Method of Surveillance</i>	<i>Negative Incentive % for NOT meeting the Task</i>
<i>Contractor Performance Assessments</i>	<i>The Contractor shall inspect its own work, correct deficiencies, and provide inspection reports to the COR on a routine basis.</i>	<i>Facility will be kept in a safe, clean, and sanitary state.</i>	<i>USDA ARS Contracting Officer Representative</i>	<i>USDA ARS may require reperformance or corrective action if work does not meet contract standards. If deficiencies are not corrected promptly, USDA ARS may perform the services at the Contractor's expense or terminate the contract for default.</i>

Attachment

If applicable, include an Attachment stating Evaluation Factors and significant Subfactors representing the key areas of importance and emphasis to be considered in the source selection decision.

Floor plan of the Wapato Laboratory