

US Department of Agriculture (USDA)



Statement of Work

Contents

Project 3

General Information 3

 1.0 Scope of Work..... 3

 2.0 Background 3

Contractor Requirements 3

 3.0 Technical Requirements / Tasks..... 3

 4.0 Government Furnished 4

 5.0 Deliverables / Schedule..... 4

 6.0 Travel 4

 7.0 Contractor’s Key Personnel..... 4

 8.0 Security Requirements..... 4

 9.0 Data Rights 4

 10.0 Section 508 – Electronic and Information Technology Standards 4

Attachment **Error! Bookmark not defined.**

Project

080905 JWF CON Janitorial – Jessieville office and Work Center - 727925

General Information

1.0 Scope of Work

Perform janitorial services on Jessieville office, work center and work center annex (3 buildings). The work center annex is the small building up the hill North from the work center. Period of performance shall be for one (1) Base Year of 12 months and two (2) 12-month option years.

Base Year: Time of Award - June 30th, 2027

Option Year I: July 1, 2027 - June 30, 2028

Option Year II: July 1, 2028 – June 30, 2029

2.0 Background

Perform janitorial services in accordance with these specifications. These specifications are a statement of the minimum level of work and services that are to be provided under this contract and are not intended to limit specifications or requirements. The Contractor is expected to clean all items even if not specifically included in the specification, unless identified in specification or directed by the COR as items not to clean.

The District Ranger Facility has four (4) restrooms, two units in the general office space and two units in the visitor center area of the building. The work center building has (2) restrooms, one in the hallway between the front offices and bay and the second bathroom is in the workout room. The work center annex has no restroom. All floor covering is mostly carpet in the general office space, tile in the kitchen and restroom areas, and vinyl in one of the file areas. The office space, restroom, and carpet area on the west end of the work center, also including office space, and all flooring on the east end of work center and the work center annex are to be cleaned.

Cleaning activities will be performed twice weekly, on Wednesday after 4:30 p.m. and anytime on Sunday during the weekend. Saturday may sometimes be substituted for Sunday, and with COR agreeing.

Recognized Holidays

New Year's Day, Labor Day, Martin Luther King Jr.'s Birthday, President Day, Columbus Day, Veteran's Day, Memorial Day, Thanksgiving Day, Independence Day, and Christmas Day.

Contractor will be responsible for ensuring that no papers left on any desk or furniture are disturbed in any manner. Use of telephones is prohibited unless in case of emergency, and no office machine shall be used by the Contractor or his employees. Any Government property damaged by the Contractor shall be repaired or replaced by the Contractor at a rate no less than equal to current Fair Market Value of item.

Conservation of Utilities – The contractor shall operate under conditions that prevent the waste of utilities to include:

- Contractors shall not adjust mechanical equipment controls for heating and ventilation systems.
- Water faucets or valves shall be turned off when not in use.

Do not block access to furnace or electrical panels.

Public Contact – Contractor (attendant) shall maintain a public service attitude toward Forest Visitors. They are required to answer general questions and refer and direct visitors to proper Forest Service officials and to report acts of vandalism and misuse to proper Forest Service officials in a timely manner.

Contractor Requirements

3.0 Technical Requirements / Tasks

SCHEDULE OF AREAS TO BE CLEANED

Activity-Individual and Shared Space-Twice Weekly

- **Floors**- Vacuum carpet, particularly around and under desks and tables on all carpeted flooring at District Ranger's office, the rubber floor in the east end and the carpet in the west end of the work center building, walkways in storage areas, sweep and damp mop tile/vinyl floors at the District Ranger office, the work center, and the work center annex.
- **Dusting, and Cleaning** – Dust desks and tables, clean glass on top of desks and tables, dust tops of cabinets and files, dust under furniture, dust windowsills, clean drinking fountain, and clean glass door at visitor's center entrance.
- **Water Fountains** – Clean water fountains, scour pan and rinse. Wash sides and front. Standard clean drinking fountain free of dirt and residue.

Activity-Restrooms – Twice Weekly

- **Floors** – Sweep and damp mop tile/vinyl floors in all restrooms at both District Ranger office and the work center.
- **Cleaning and Disinfect** – Clean and disinfect counters, doors, and light switches. Clean and disinfect inside and outside of toilet, clean the urinal and sink, clean mirrors with glass cleaner. Fill dispensers, such as paper towels, toilet tissue, soap, room deodorizer, etc.

Activity – Wastebaskets – Twice Weekly

- **Wastebaskets** - Empty and replace trash bags. Remove trash bags and boxes from premises and dispose of them by placing them in the dumpster (at work center).

Activity – Monthly

- **Floors** – Vacuum close to baseboards (District Ranger office only) and under areas not easily reached with an upright vacuum cleaner.
- **Dusting** – Dust window blinds (all windows), dust picture frames and around door sills and baseboard ledge (District Ranger office only).

Activity – Once Yearly

- **Windows** – April and/or May: Wash inside and outside of all windows (district Ranger’s office only).

4.0 Government Furnished

The Contractor shall be furnished with one key for entering the facilities. Duplicate keys are not authorized to be obtained by the Contractor.

- Hand Soap
- Hand Towels
- Toilet Paper
- Trash Bags

4.1 Contractor Furnished Property

- Furniture Polish
- Scouring Powder
- Window Cleaner
- Disinfectant
- Heavy duty vacuum cleaner, broom, mop and bucket
- Cleaning Rags, sponges, blind duster
- Carpet cleaner

All types of polish, cleaners, and disinfectant will be approved by District Ranger or an authorized representative. The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 4 of this SOW.

5.0 Deliverables / Schedule

Services to be proved in accordance with Schedule of Areas to be Cleaned per 3.0 COR to inspect all work and approve invoices in I.P.P. to signify acceptable performance by approving invoices.

6.0 Travel

Not Applicable

7.0 Contractor’s Key Personnel

Not Applicable

8.0 Security Requirements

Not Applicable

9.0 Data Rights

Not Applicable

10.0 Section 508 – Electronic and Information Technology Standards

Not Applicable