

STATEMENT OF WORK

FOR

Janitorial Services at Jimmy Carter Plant

Materials Center

Revision 1

7/09/2026

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1 INTRODUCTION

The United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Jimmy Carter Plant Materials Center (PMC) requires janitorial services.

1.1 Mission

The USDA NRCS mission is to practical, voluntary, and locally led conservation solutions that help producers conserve natural resources, strengthen agricultural production, and keep working lands productive for generations to come.

The mission of the NRCS Plant Materials Program is to develop, test, and transfer plant science technology to meet customer and natural resource needs.

1.2 Background

Jimmy Carter PMC has a requirement for routine janitorial services in two buildings totaling approximately 6550 square feet. The service is to be provided at 295 Morris Drive, Americus, GA 31719. The areas to be cleaned consist of a primary office building (Building 1) of approximately 5700 square feet consisting of offices, conference room, kitchen area, lobby area, 2 bathrooms AND a secondary office building (Building 5) of approximately 850 square feet consisting of front lobby area and 2 bathrooms. Services will commence on or after December 15, 2025. This will be a Service Contract and the wage determination applicable to Americus, Sumter County, Georgia will be incorporated. The initial contract period will be for twelve (12) months and the government may, at its option, extend the contract a maximum of five years by exercising each of the additional four, twelve (12) month option periods which are subject to availability of funds.

2 GENERAL REQUIREMENTS

The contractor shall furnish all labor, supervision, equipment, transportation, quality control, and supplies necessary to satisfactorily perform the services to acceptable standards. It is intended that the services will include, whether specifically listed or not, all functions normally considered part of commercial janitorial work. The janitorial services shall be performed in such a manner that there will be minimal interruptions to or interfere with the normal operation of Government business on the premises.

2.1 Supplies, Materials, and Equipment Requirements

The Contractor shall make careful selection of janitorial cleaning products and equipment to:

1. Use products that are packaged ecologically;
2. Use products and equipment considered environmentally beneficial and/or recycled products that are phosphate free, non corrosive, non flammable, and fully biodegradable; and
3. Minimize the use of harsh chemicals and the release of irritating fumes.
(Examples of acceptable products may be found www.gsa.gov/p2products)
4. Select paper and paper products (i.e. bathroom tissue and paper towels) with recycled content conforming to EPA's CPG.

The Contractor shall provide all necessary supplies needed for the performance of the work of this contract in a timely manner. This may include, but not limited to, brooms, brushes, treated and untreated dusting cloths, wet mops, sponges, squeegees, glass cleaner, wax strippers, floor finish, metal polish and scouring powder. Lack of Contractor furnished supplies or materials shall not be considered an acceptable

cause for non-performance of this contract. The Contractor shall be responsible for ordering, determining inventory levels, processing receipts, storing materials, etc.

The Contractor shall furnish all necessary cleaning equipment including: floor scrubbing machines or equipment; waxing and polishing machines or equipment; vacuum cleaners equipped with High Efficiency Particulate Air (HEPA) filters; and all other equipment that may be needed for the performance of work under this contract. Such equipment shall be of the size, type, and condition customarily used in this work, shall conform to all applicable safety codes, and shall meet the approval of the COR. All equipment must be properly guarded and meet all applicable OSHA standards. Floor machines should be equipped with active vacuum attachments to capture fine particles. Filters should be replaced as necessary and in accordance with manufacturer's directions.

The Contractor shall immediately stop using equipment that needs repair. Repair or replacement of damaged equipment must be made within 48 hours. Equipment will be used only for its intended purpose. Contractor shall never use any equipment that has not been approved by the COR, in need of repair, or unsafe.

Contractor shall furnish all materials, supplies, and incidentals necessary to perform janitorial services in accordance with the terms, conditions, and specifications herein, including the following:

- a. Plastic trash can liners.
- b. Multi-fold paper towels for towel dispensers.
- c. Liquid soap for all sink areas in bathrooms and kitchen
- d. 2-ply toilet paper.
- e. Toilet seat covers.
- f. Disposable bags (for sanitary napkin containers).
- g. Urinal screens with deodorizer.

All provided supplies shall be compatible with existing fixtures (i.e. trash cans, paper towel dispensers, toilet paper dispensers, etc.) A minimum two-week supply of restroom supplies shall be kept on site. No flammable liquids shall be stored in the buildings.

Approximately 21 square feet of space in the building will be assigned to the Contractor for use and storage of inventoried bulk supplies, equipment, and replacement equipment that will be used in the performance of work under this contract. The Contractor shall maintain this space in neat and orderly condition. The Government will not be responsible in any way for damage or loss to the Contractor's stored supplies, materials, or replacement parts or equipment. No reactive, flammable, or explosives such as aerosol cans with flammable propellants or gasoline will be stored in the building. Government property shall remain the property of the Government in all respects. Government property shall be used only in direct operations of providing Contractor services and shall not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees. The Contractor is responsible for all repairs or replacement of equipment that is used by the Contractor and furnished by the Government.

The Government will provide utility services at existing outlets for use in those facilities provided by the Government and as may be required for the work to be performed under the contract: electricity, fresh water, sewage service, and refuse collection (from existing collection points). Information concerning the location of existing outlets may be obtained from the Contracting Officer. Utilities specified above will be furnished at no cost to the Contractor. The Contractor shall provide and maintain at his/her expense, the necessary services from existing Government outlets to the site of the work.

2.2 Safety Requirements

All Contractor personnel shall comply with all applicable Federal, State and local laws while engaged in the performance of this contract to include safety policies and regulations established by the NRCS. All hard copy publications are available via the referenced websites below. Supplements or amendments to listed publications may be issued during the life of the contract.

1. Occupational Safety and Health. The Contractor shall comply with all provisions of the William-Steiger Occupational Safety and Health Act of 1970, all applicable safety and health regulations that have been promulgated by the Secretary of Labor under the Williams-Steiger Occupational Safety and Health Act of 1970, to include 29 Code of Federal Regulation (CFR) Part 1910 (Occupational Safety and Health Standards), and all applicable safety and health codes and standards of the state and local jurisdictions where the work is to be performed. Periodic inspections will be made by the Government to ensure safe and healthy working conditions. Provisions of the William-Steiger Occupational Safety and Health Act of 1970 and the Occupational Safety and Health Standards can be found at the following links:

- a. William-Steiger Occupational Safety and Health Act of 1970
http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=OSHACT
- b. 29 (CFR) Part 1910 Occupational Safety & Health Standards
http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910

2. Safety, Health and Environmental Requirements. The Contractor shall ensure that personnel comply with all NRCS safety, health, fire protection, and security policies, guidelines, and directives. The Contractor shall ensure safety in the assigned work areas, and shall identify safety hazards to the designated office representative. Before any work is performed, the Contractor shall advise people performing the work of any hazards involved.

3. Energy Conservation. The Contractor shall participate in Government utility conservation and resource recycling programs. The Contractor shall instruct all personnel in energy and resource conservation practices and shall require them to operate utilities under conditions that preclude wasteful use of energy. Current recycling programs include aluminum cans, paper, and printer ink cartridges. Federal guidelines concerning recycling can be found at <http://www.ofee.gov>

The Contractor shall provide its personnel with PPE as required by the nature of the assigned activities. The Contractor shall inspect and maintain PPE before use and on a periodic basis to ensure safe operation. As appropriate, personal items must be cleaned, sanitized, and repaired, before being issued to another individual.

The Contractor shall implement all reasonable actions to prevent personal injury to its employees, occupants, or visitors and or damage to property. This includes, but is not limited to, the posting of sufficient and adequate signs to warn occupants of possible hazards (e.g., floor maintenance in progress) and or restricting or limiting the flow of pedestrian traffic within certain areas while work is in progress.

2.3 Non-Personal Services

The Government shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees, except for the site lead. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the

nature of personal services or give the perception of personal services. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the Contracting Officer, in writing, immediately.

2.4 Contractor Personnel Qualifications

The Contractor shall select personnel with appropriate experience and provide personnel with appropriate training to complete the requirements of this contract. During performance of the contract, the Contractor shall keep the Contracting Officer apprised of changes in personnel to ensure that performance of this contract is not delayed. If a contract employee is no longer working under this contract, the Contractor will notify immediately the Contracting Officer and will provide a substitute to continue with the services required.

2.5 Identification of Contractor Personnel

The contractor shall submit a list of names and background information of all employees who will perform work under this contract. This list needs to be kept current when employees are replaced or substituted in the performance of the work under the contract. If the COR finds an employee unsuitable or unfit for his assigned duties, the contractor shall be advised immediately that such an employee cannot continue to work or be assigned work under the contract. Contractor employees who work in situations where their actions could be construed as acts of Government officials, must clearly identify themselves as Contractor employees.

2.6 Location and Hours of Work

The location of work for this contract will be at the Jimmy Carter Plant Materials Center located at 295 Morris Drive, Americus, GA, 31719. Work under this contract is performed at a U.S. Government facility. The normal workdays of the facility are Monday through Friday, 8 a.m. to 4 p.m. except U.S. Federal Holidays. Government employees typically observe a scheduled lunch break during a period between 11:30 a.m. and 1 p.m. during which time they may leave the facility.

The Contractor will provide services under this contract once weekly on Wednesdays or Thursdays. The Contractor shall be responsible for establishing their work hours under this contract within the normal work hours of the facility. If Contractor personnel will need access to the facility during the normal lunch break period, the Contractor should receive prior confirmation that Government employees will be present to permit access. If observation of a U.S. Federal Holiday occurs on a normally scheduled workday, the Contractor may perform the duties of the contract on the day prior or day after.

Weather and security closures by their nature usually arise without advance notice. As such, the Government will notify the Contractor as soon as possible once any closures have been announced.

Any deviation in schedule shall be requested by the Contractor in writing at least 24 hours in advance of the scheduled service date.

2.7 Invoicing

Payment will be made upon completion of proper invoicing in arrears. Monthly payment will be disbursed once satisfactory performance has been rendered per Government's representative.

The United States Department of Agriculture (USDA) partnered with the US Department of the Treasury's Bureau of the Fiscal Service to implement the Invoice Processing Platform (IPP). The Invoice Processing Platform (IPP) is a secure, Web-based service that more efficiently manages government invoicing from purchase order (PO) through payment notification, at no charge to Federal agencies and their vendors.

Invoices must be submitted electronically through the Invoice Processing Platform (IPP) system and in accordance with the payment clause(s) in the contract. Invoices submitted by means other than IPP will not be accepted unless the Contracting Officer authorizes alternate procedures in writing.

3 REQUIREMENTS/TASKS

The Contractor shall maintain the premises and all areas of the Property to which the Government has routine access in a clean condition and shall provide supplies and equipment to provide these services. The Contractor shall be entitled to assume that the following frequencies of cleaning tasks shall be sufficient. If the Contractor elects to perform any cleaning tasks less frequently, and the level of cleanliness does not meet the Government's approval, the Government may direct the Contractor to increase the frequency that such tasks are performed up to the frequency set forth below without incurring liability for an adjustment.

The Contractor shall perform:

3.1 Weekly Tasks

- Sweep and mop entrances, lobbies, offices, kitchen area, conference room, laboratory area and toilet rooms.
- Clean drinking fountains.
- Clean kitchen countertops, tables, and faucet handles.
- Wash inside and out trash cans used for collection of food remnants.
- Dust or wipe down conference room tables as needed.
- Scrub toilet rooms, clean all toilet fixtures, replenish toilet supplies, as needed.
- Ensure that soap dispensers, toilet tissue dispenser are working properly.
- Empty trash receptacles; dispose of all trash and garbage generated in or about the building in provided dumpster.
- Dust horizontal surfaces that are readily available and visibly require dusting.
- Clean glass doors, dust all door, window frames, wall hangings and other wall accessories. Disinfect door handles.
- Sweep Exterior porches.

3.2 Monthly Tasks

- Thoroughly dust furniture, top of file cabinets, and top of desk areas.
- Spot clean all wall surfaces within 70 inches of the floor.
- Dust high area, ceiling fans, air conditioning vents, to prevent dust and cobweb build up and dust all door and window frames.
- Damp wipe toilet wastepaper receptacles, doors, windowsills, and frames.
- Dust office chairs and surrounding equipment.

3.3 Twice Yearly Tasks

- Wash all interior and exterior windows and other glass surfaces.

3.4 Miscellaneous Tasks

In addition to the work specified above, the Contractor shall perform the following duties in conjunction with the cleaning operation:

- Turn off lights in rooms when not in use.
- Report fires, hazardous conditions, and items in need of repair.
- Report any signs of insects / rodents.

- Report any open or unlocked entrance doors.
- Report any harassment that occurred while on the site.
- Report any packages left at the front door without disturbing it.
- Report and close any window left open.
- Water faucets or valves shall be turned off after the required usage has been accomplished.

4 DELIVERABLES/SCHEDULE

Timely completion of deliverables is essential to a successful outcome. Below are the required due dates for each requirement/task.

Item No.	Deliverable	Reference	Due
1	Weekly Tasks	SOW Section 3.1	Initial completion within 5 business days from beginning of service period. Following weekly timing interval thereafter.
2	Monthly Tasks	SOW Section 3.2	Initial completion with 30 calendar days from beginning of service period. Following monthly timing interval thereafter.
3	Twice Yearly Tasks	SOW Section 3.3	Initial completion within 180 calendar days from beginning of service period. Following twice yearly timing interval thereafter.
4	Miscellaneous Tasks	SOW Section 3.4	Miscellaneous Tasks to be completed during each scheduled visit.

5 SPECIAL REQUIREMENTS

This section describes the special requirements that apply to this contract. The following sub-sections provide additional detail for each requirement.

5.1 Security

The Contractor will be provided access to Government property by Government employees during normal work hours. Contractor shall not admit anyone into buildings other than those persons listed on the list of employees described in section 2.5 above. The Government reserves the right to remove any Contractor employee that is, in the Government's estimation, a security risk for the Government. The Contracting Officer or representative may request the Contractor to immediately remove any employee(s) from the work site. The Contractor must comply with any removal request. The Contractor is responsible for providing replacement employee(s) in cases where contract employee(s) are removed from working at the work site or on the contract.

For clarification, a determination to remove an employee will be made for, but is not limited to, incidents involving the most immediately identifiable types of misconduct or delinquency as set forth below:

- Failure to receive a suitability determination, temporary clearance, or clearance from

Government or a tenant agency.

- Violation of Federal, State, or local law.
- Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3. This includes the carrying or possession of explosives, or items intended to be used to fabricate an explosive or incendiary device.
- Neglect of duty, including sleeping while on duty, unreasonable delays, or failure to carry out assigned tasks, conducting personal affairs during official time, refusing to render assistance, or cooperate in upholding the integrity of the security program at the work site.
- Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
- Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, fighting, or participation in disruptive activities, which interferes with the normal efficient operations of the Government.
- Theft, vandalism, immoral conduct, or any other criminal actions.
- Selling, consuming, or being under the influence of intoxicants, drugs, or substances which produce similar effects while in or on Federally-controlled property.
- Unauthorized use of communication equipment on Government property.
- Violation of security procedures or regulations.
- Violation of Title 18, U.S.C., Section 930, which prohibits the knowing possession or the causing to be present of firearms or other dangerous weapons in Federal facilities and Court facilities.

5.2 Organizational Conflicts of Interest

The Contractor acknowledges that it is familiar with Federal Acquisition Regulation (FAR) Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR. If the performance would require the Contractor, including subcontractors, to provide services related to systems or projects with which the Contractor is already directly concerned, either by prime or subcontract, that would cause an organizational conflict of interest, the Contractor shall immediately notify the Contracting Officer, in writing, and not perform the work until direction is provided by the Contracting Officer.

5.3 Insurance

The table below lists the kinds and minimum amounts of insurance required, as referenced in contract clause 52.228-5 (Insurance—Work on a Government Installation).

Minimum Insurance Requirements

1	Workers' compensation and employer's liability	\$100,000 or per statute
2	General liability:	
	Bodily injury	\$500,000 per occurrence
	Property damage	\$100,000 per occurrence
3	Automobile liability:	
	Bodily injury	\$200,000 per person / \$500,000 per occurrence
	Property damage	\$20,000 per occurrence.

In addition, the contractor must provide coverage for any other risks as deemed appropriate, since the Government is not indemnifying the Contractor against any risks under the contract. A current duplicate (not machine reproduced) certificate of insurance must be submitted to the Contracting Officer (CO) for approval before the Contractor begins work under this contract. Duplicates of renewal certificates (not machine reproduced) obtained by the CONTRACTOR during the life of this contract must immediately be provided to the CO. Also, see the cause, "Insurance Additional Named Insured" below.

The insurance policy must contain an endorsement that any cancellations or material decreases in the coverage's shall not be effective, unless the insurer or the Contractor gives advance written notices of cancellations or changes in accordance with the CO's instructions.

All premiums or costs incurred to comply with these insurance requirements will be paid by the Contractor. If the Contractor already has an organizational policy in effect, the CO requires evidence that it satisfies all the above stated requirements. The Contractor is required to provide such evidence as deemed necessary by the Contracting Officer before a notice to proceed with contract performance issued. The Government reserves the right to disapprove the purchase of any insurance coverage not in the Government's interest.

This contract requires that all insurance coverages be kept in full force and effect until all contract work is completed; the insurance requirements also apply to subcontractors.

The Government will not be responsible for any losses, damages, or liabilities beyond the amounts, limits, and conditions of the above-required insurance.

The requirement of contract clause 52.228-5 is hereby supplemented to provide that the general liability policy shall name "The United States of America, acting by and through USDA Natural Resources Conservation Service," as an additional insured with respect to operations performed under this contract.