

STATEMENT OF WORK - Burley Creek Hatchery Janitorial

1. The contractor shall be responsible for satisfactorily managing and performing programs for cleaning as specified herein at the following location:

Burley Creek Hatchery
11421 Bethel-Burley Rd SE
Port Orchard, WA 98367

2. Primary Contact

Alyssa Mische, (503) 915-3711 (cell)

Bradley Gadberry, (253) 279-0716 (cell) Alternate Contact

If any of the services do not conform to contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount or the price of the contract may be reduced to reflect the reduced value of services performed. If the defects in services are not corrected by re-performance, the Government may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements.

3. Equipment, Materials, and Supplies

All equipment, materials, and supplies (MSDS for chemicals) shall be furnished by the Contractor and properly stored in the areas designated by the primary contact including paper products, hand soap, trash can liners, cleaning supplies, and cleaning equipment. The Contractor may use existing supplies on site, if available. All products used are to be environmentally friendly and a list and Material Safety Data Sheets of these products will be supplied to the primary contact for approval. The products are to be nontoxic, biodegradable, and made from renewable sources (not petroleum) to promote a healthy and green cleaning environment. Services performed under this contract shall be performed during hours approved by the primary contact. NOTE: All paper products shall be made of recovered materials as per EPA guidelines at the following website: www.epa.gov/epawaste/conservation/tools/cpg/products/tissue.htm.

Materials Safety Data Sheets (MSDS) must be provided by the contractor to the primary contact, where the information will be kept on file in accordance with applicable guidelines of the OSHA Hazard Communications Standard. Requirements pertaining to recordkeeping will be strictly followed, with copy(s) provided to primary contact as necessary and upon request.

4. Security Background Investigations

Personnel security investigations are required for all contractors entering the site per CAR clause 1352.237-71 Security Processing Requirements – Low Risk (Apr 2010). A full copy of the clause is provided in Request for Quotation Number 1305M326Q0119.

JANITORIAL SPECIFICATIONS FOR BURLEY CREEK HATCHERY
PORT ORCHARD, WA

5. Conduct of Work

The Contractor should bring any noted defect, disease or insect infestation of the grounds to the attention of the primary or alternate contact and services under this contract must be performed in such a way that there will be no interruption to, interference with, the normal operation of Government business on the premises.

The contractor shall be responsible for satisfactorily managing and performing programs for cleaning as specified. All equipment, materials and supplies (MSDS for chemicals) shall be furnished by the contractor including paper products, hand soap, trash can liners, cleaning supplies, and cleaning equipment. Healthy and environmentally friendly products that are non-toxic, biodegradable, and made from renewable sources (not petroleum) shall be used to promote a healthy and green cleaning environment.

6. Square Footage/Site Conditions

Service will be provided to the following Building 1 areas: entry, stairway/hallways, general office areas, private office, lab, restroom, and kitchenette/lunchroom at Burley Creek Hatchery. The full service would provide the following:

Bi-weekly:

- Empty trash and recycle receptacles; spot clean garbage areas and wipe down garbage can lids; replace plastic bag liners.
- Scrub out all sink, drain, and facet fixtures.
- Wash/put away dishes as needed.
- Clean, polish, and sanitize the restroom as appropriate, including sink, toilet, mirror, and bright-work.
- Dust high, low, and vertical surfaces: partitions, ledges, doorsills, baseboards, chairs, desks/tables/credenzas, filing cabinets, office equipment (e.g. computers, printers, and phones), counters, windowsills, blinds, light fixtures, heater/air vents, and ceiling corners and edges (remove cobwebs).
- Sweep all hard-surface flooring.
- Vacuum all carpeted areas, including edges and underneath desks and behind doors, and upholstered furniture; straighten all carpet runners and walk off mats.
- Damp wipe vinyl and upholstered chairs.
- Wipe down all vertical surfaces, including but not limited to kitchenette/lunchroom and desks/tables/credenzas/lab counters.
- Clean and disinfect "touch points", including doorknobs and handles, railings, light switches, phones, and keyboards; remove fingerprints and smudges as applicable.
- Clean inside and out of the microwave and refrigerator.
- Clean and sanitize the water cooler.

- Restock all paper products and hand soap; order supplies as needed/if necessary.

Bi-annually:

NOTE: Contractor must provide advance notice to hatchery in order to prepare the area for the bi-annual jobs.

- Mop hard-surface flooring.
- Carpet cleaning of all carpeted areas.
- Spot clean carpeted area and hard-surface flooring for spots or spills as needed.
- Clean all upholstered furniture and chairs.
- Polish office furniture with furniture polish, as applicable.
- Clean all interior and exterior windows and surfaces.

7. Invoicing

The vendor will bill on a monthly basis in IPP in accordance with NAM 1330-52.232-71 Electronic Submission of Payment Requests and is included in Request for Quotation Number 1305M326Q0119.

8. OBSERVANCE OF LEGAL HOLIDAYS AND SITE CLOSURE INFORMATION

The Contractor hereby agrees to observe all Federal holidays, plus any other day off work designated by Federal Statute, by Executive Order, or by Presidential proclamation. When any holiday falls on a Saturday, the preceding Friday is observed; when any holiday falls on a Sunday, the following Monday is observed.

Federal holidays are found at: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

All personnel assigned to this contract shall limit their observation of holidays to those set forth above. In each instance, the Contractor agrees to continue to provide sufficient personnel to perform requirements of any critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the primary or alternate point of contact. In the event of a site dismissal or closure due to weather, emergency or other circumstances, the contractor is instructed to contact the primary or alternate point of contact for guidance.

9. Period of Performance: June 1, 2026 to May 31, 2027, plus **FOUR** 1-year options as outlined below:

Option year 1: June 1, 2027 to May 31, 2028

Option year 2: June 1, 2028 to May 31, 2029

Option year 3: June 1, 2029 to May 31, 2030

Option year 4: June 1, 2030 to May 31, 2031

10. SECURITY

- Personnel performing work must wear visible identification at all times when physically within Government facilities or premises.
- Personnel performing work will work primarily [on-site].
- Personnel performing work [will] require access to NOAA facilities.
- Personnel performing work [will not] require a PIV or CAC.
- Personnel performing work [will not] require a NOAA email address.
- Personnel performing work [will not] require use of DOC owned IT Equipment (Laptop, Desktop Computer).
- Personnel performing work [will not] require Non-Government IT equipment to interconnect to a DOC network.
- Personnel performing work [will not] require access to non-public DOC/NOAA data.

11. DATA PRIVACY

Should work on this agreement require that personnel have access to Privacy information, personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

Data created, obtained and collected during the performance of this agreement is the property of NMFS. Data may not be released by any party without written consent from the NMFS POC. Data must be protected from unauthorized disclosure. Personnel must comply with all Federal, DOC, NOAA, and NMFS policies relating to IT and data security.

12. NON-PERSONAL SERVICE

Personnel performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. Personnel will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulations. The NMFS will perform the inspection and acceptance of the completed work.