

United States Department of the Interior

FWS OCCOQUAN BAY NWR
C/O POTOMAC RIVER NWR COMPLEX
12638 Darby Brook Court
WOODBIDGE VA 22192

Statement of Work

Occoquan Bay NWR Multipurpose Building
Janitorial Services

1. GENERAL:

The U.S. Fish and Wildlife Service (Service), Potomac River National Wildlife Refuge Complex at 14050 Dawson Beach Road Woodbridge, VA 22191 has a requirement for performance-based janitorial services from October 1, 2026 to September 30, 2027 with four option years. This is a government-owned facility located on Occoquan Bay National Wildlife Refuge. The Contractor will be responsible for planning, scheduling, coordinating and assuring performance and effective completion of all work under this contract. The areas to be cleaned are:

Weekly

- Multipurpose Room (Classroom) and Reception Area: 1533 SF
- Restrooms: 469 SF

Weekly

- Administrative Area including kitchen: 2145 SF
- Storage: 575 SF

Monthly

- Mezzanine (Second floor): 671 SF
- Kitchen Appliances (Microwave, Oven, and Refrigerator interiors)

See the attached floor plan

- 1.1 Conduct: At a minimum, the Contractor is required to take all steps and measures that would be taken by a prudent building owner to maximize the life expectancy of the building and property. This includes Contractors passing a background check to be able to access building.

- 1.2 Security of the Premises: The Contractor shall turn off all lights, and secure doors, and windows as appropriate for all areas pertinent to the Contractor's access. The Contractor shall immediately report to the COR or Technical Coordinator any instance (by specific location) of problems encountered while on-site. The Contractor shall immediately notify personnel if buildings appear to be intruded or vandalized. Names and numbers of law enforcement officers shall be given to the Contractor at the beginning of the contract.
- 1.3 Safety Measures: Contractor will put in place safety measures to reduce the risk of injuries in the performance of work. Additionally, the Service will provide any and all Job Hazard Analyses that may apply to the Contractor's work.
- 1.4 Accident Reporting: The Contractor shall immediately report all accidents/injuries of person or property to the COR or Technical Coordinator and cooperate fully in any investigation as necessary.

2. SCOPE/DELIVERABLES:

- 2.1 Removal of trash and recycling in all bins to include in building should occur each time. Changing plastic liners if soiled and necessary. Trash and recyclables can be deposited in commercial bins adjacent to facility.
- 2.2 Cleaning and sanitation of bathrooms, sink areas, toilets, counters, mirrors, water fountains, and water faucets using suitable green non-abrasive cleaners and disinfectants will occur each time. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall replace paper towels, toilet paper, sanitary napkin bags, and soap in all dispensers, as needed.
- 2.3 Cleaning and sanitation of multipurpose/classroom and kitchen sink areas, counters, tables, and chairs using suitable green non-abrasive cleaners and disinfectants will occur each time. All surfaces shall be free of grime, soap scum, mold, and smudges.
- 2.4 Cleaning all floors includes vacuuming carpeted areas and mopping solid surface floor areas. Floors should be maintained so that they are free from dust, dirt, mud, etc.
- 2.5 Wipe down mesh backing and arm rails on all chairs.
- 2.6 Dusting of all horizontal surfaces including furniture, and counter-tops will occur each time. If items are lying on these surfaces they are not to be moved.
- 2.7 As needed, cobwebs throughout the building.

- 2.8 Carpets and floors shall be professionally cleaned once a year. Carpets shampooed. Strip and wax non carpeted flooring per manufacturer maintenance instructions. Areas shall be free of all litter, lint, loose soil and debris. The Contractor shall move any chairs, trash receptacles, and easily moveable items to vacuum underneath, and then replace them in the original position. Time when this should occur will be determined and coordinated with Field Supervisor and Refuge Manager.
- 2.9 All office areas (office rooms, conference rooms, halls, office cubicle spaces, etc.) will be included in cleaning, however, should an office be locked, that space will not be included in cleaning.
- 2.10 Windows and windowsills shall be cleaned once a month to remove smudges, streaks, or fingerprints.
- 2.11 Annually wash all windows inside and out.
- 2.12 Annually extra cleaning of tile floors and grout in all bathrooms, mud room, and entrance hall of administrative building.
- 2.13 Monthly complete dusting is high areas and dust HVAC vents.

3. PLACE/DELIVERY AND PERIOD OF PERFORMANCE:

- 3.1 The U.S. Fish and Wildlife Service, Potomac River National Wildlife Refuge Complex at 14050 Dawson Beach Road Woodbridge, VA 22191
- 3.2 Contractor service will commence from Monday through Friday after 8:00AM.
- 3.3 Non-duty hours include Government holidays (New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day).
- 3.4 Emergency/Miscellaneous maintenance functions may be scheduled. Emergency work is required when immediate action to correct or prevent loss or damage of Government property, or to eliminate hazards to personnel or equipment.

4. EVALUATION AND ACCEPTANCE/QUALITY SURVEILLANCE PLAN (QSP):

- 4.1 Contractor's interested in submitting a proposal/quote are required to complete the QSP or submit their own approach performance plan for each task. How will you measure your performance?

5. GOVERNMENT FURNISHED EQUIPMENT, SUPPLIES AND MATERIALS:

- 5.1 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.
- 5.2 Government will furnish all utilities, however, see below Section 7.

6. AVAILABILITY:

- 6.1 Cleaning will occur between 8 am and conclude by 3 pm. In the event of emergencies, the contractor shall provide contact information.

7. CONTRACTOR FURNISHED EQUIPMENT, SUPPLIES, & MATERIALS:

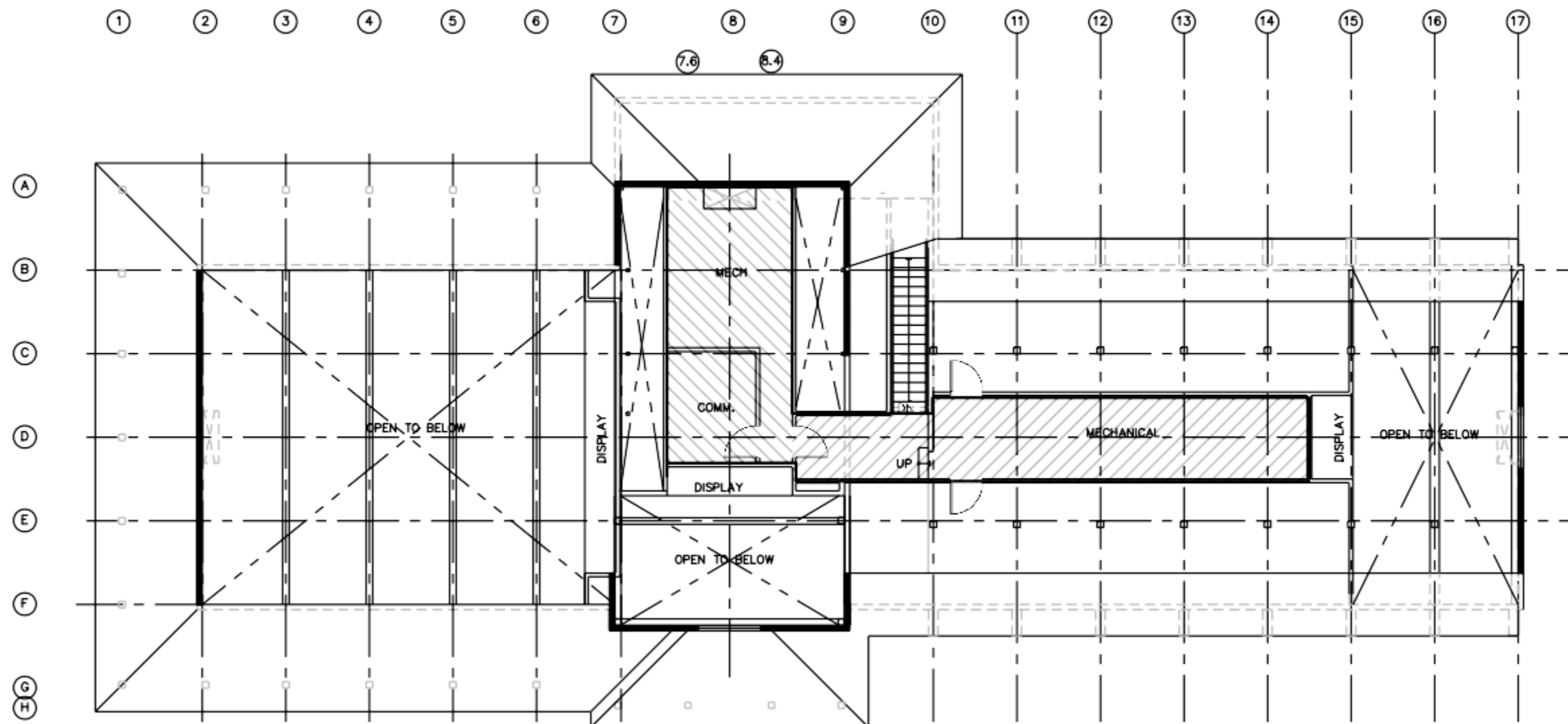
- 7.1 The Contractor shall furnish all equipment.
- 7.2 Equipment shall be used and maintained in accordance with the manufacturer's directions and meet all applicable OSHA standards. The Contractor is responsible for using green products whenever possible. The contractor shall provide MSDS sheets for all supplies.
- 7.3 The contractor shall provide all management, tools, equipment, and labor necessary to ensure that janitorial services are performed at the USFWS Headquarters and Maintenance buildings on an as-needed basis.

8. ONSITE REPRESENTATIVES and COORDINATORS:

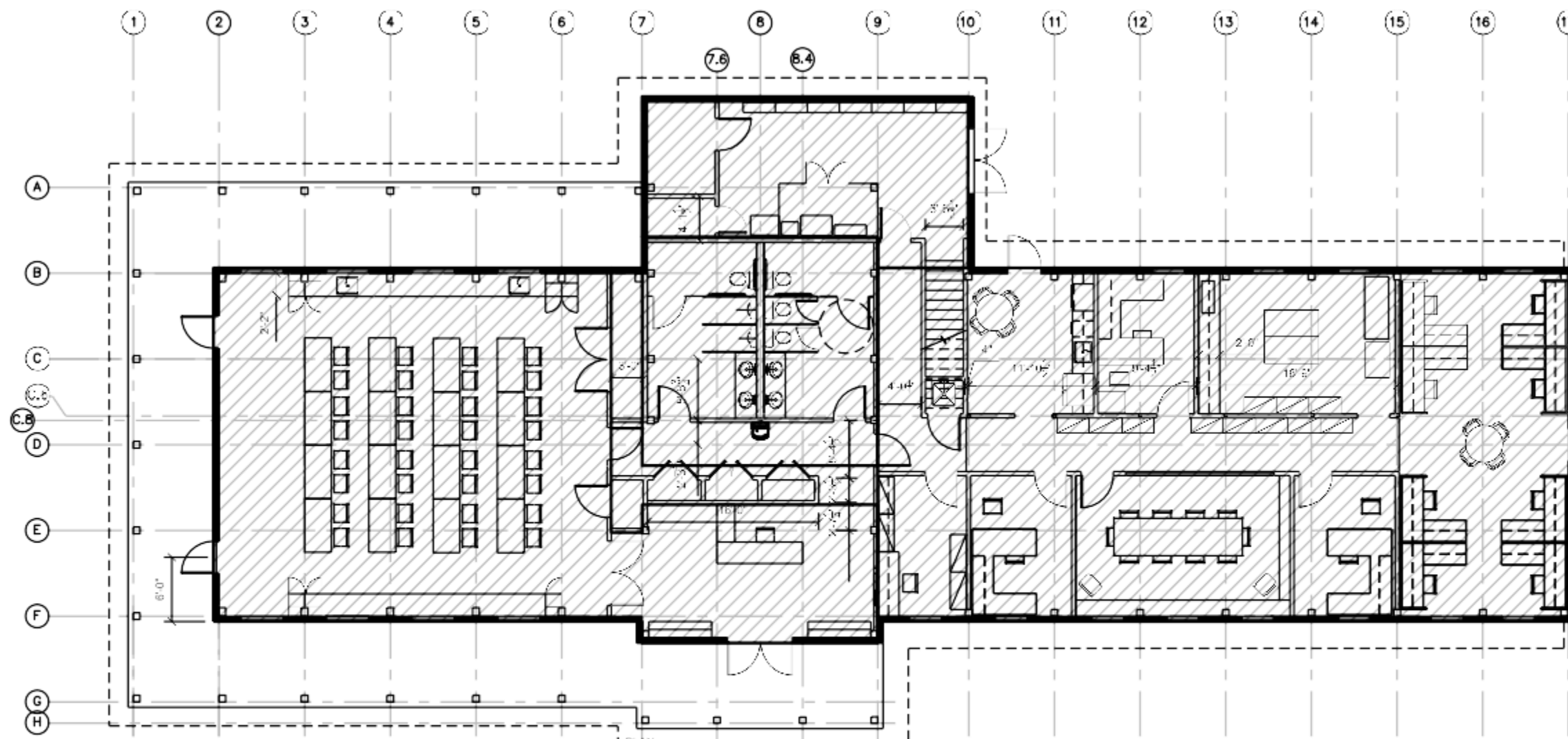
- 8.1 Technical coordinators:
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Enclosure: Floor Plan



2 MEZZ. FLOOR PLAN
1/8" = 1'-0"
A-100



1 FIRST FLOOR PLAN
1/8" = 1'-0"
A-100

GENERAL SHEET NOTES

A. GENERAL SHEET NOTES APPLY ONLY TO THE SHEET ON WHICH THEY APPEAR.

SHEET KEYNOTES

1. SHEET KEYNOTES APPLY TO SPECIFIC DRAWING ELEMENTS ON THE SHEET THEY ARE LOCATED.
2. A HEXAGON WILL BE USED TO DENOTE SHEET KEYNOTES.



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2411 DULLES CORNER
FAIRFAX COUNTY, VIRGINIA
HERNDON, VIRGINIA

POTOMAC RIVER MAR COMPLEX
WOODBRIDGE, VIRGINIA
US FISH AND WILDLIFE
OCCOQUAN RAY

ch2m
ARCHITECTURAL
INNOVATIVE AND SUSTAINABLE SOLUTIONS

**FIRST & MEZZ FLOORS
AREA CALCULATIONS**

VERIFY SCALE	DATE	MAR 2018
SCALE IS ONE INCH ON ORIGINAL DRAWING	PROJ	694383
	DWG	A-100
	SHEET	4L of 116

