

Janitorial Services Pine Flat Lake Performance Work Statement (PWS)

15 April 2026

Project: Janitorial services provided by a Cleaning Industry Management Standard (CIMS) certified contractor at Pine Flat Headquarters Compound, Kings River Wildlife Area, Deer Creek Recreation Area, Island Park Recreation Area, Lakeview Recreation Area, and Trimmer Recreation Area within the Pine Flat Dam and Lake Project Boundaries, Fresno County, CA.

Contracting Officer's

Representative (COR) To be provided once awarded

U.S. Army Corps of Engineers
CESPK-ODS-P
P.O. Box 117
27295 Pine Flat Road
Piedra, CA 93649-0117

Safety Officer

To be provided once awarded

U.S. Army Corps of Engineers, Sacramento District
Attn: CESPK-SO
1325 J Street
Sacramento, CA 95814-2922

Contracting POC

Contracting Officer

U.S. Army Corps of Engineers, Sacramento District
Attn: CESPK-CT-B
1325 J Street Sacramento, CA 95814-2922

Payment Questions: Direct payment questions to the COR

For prompt payment, submit invoices to all parties and follow the guidance provided in the Invoicing and Payment paragraph. Payment is NET 30 unless the Contractor specifies prompt payment discount terms in the quote/proposal.

Incomplete or inaccurate invoices shall be returned to the Contractor for revision.

1. General Information

- 1.1** This is a performance-based contract for Janitorial Services at Pine Flat Dam & Lake, Fresno County, CA. The overall responsibility of the Contractor is to plan, coordinate, organize, manage, and perform the activities described within this contract in accordance with the performance objectives.

2. Introduction

- 2.1** This Performance Work Statement describes the basic objectives for Janitorial Services at Pine Flat Headquarters compound, Kings River Wildlife Area, Deer Creek Recreation Area, Island Park Recreation Area, Lakeview Recreation Area, and Trimmer Recreation Area within the Pine Flat Lake and Dam Project boundaries, in Fresno County, CA. The performance-based service contract provides potential contractors the flexibility to develop cost effective solutions and the opportunity to propose innovative alternatives to meet the stated objectives. It also presents the Government with an opportunity to assess the offeror's understanding of all aspects of the effort to be performed by eliminating the "how to" instructions to accomplish the required effort normally contained on the Statement of Work that the Government traditionally provides to prospective contractors. Acceptable Quality Levels (AQL) of performance and remedies for failure to meet the AQL are outlined in the "Performance of Work Requirements Summary", contained in Attachment A.

3. Requirements

- 3.1** The Contractor shall be certified through the Cleaning Industry Management Standard (CIMS) and must maintain this certification for the duration of the contract. The Contractor must provide proof of CIMS certification as a submittal to the Contracting Officer's Representative (COR) at the pre-work meeting.
- 3.2** Reserved.
- 3.3** The Contractor and their employees shall be responsible for maintaining accurate and detailed records as required by the contract.
- 3.4** The Contractor and their employees shall be capable of communicating with visitors, other contractors, outside agencies and project personnel in a respectful and courteous manner.

4. Description of Services

- 4.1** The Contractor shall furnish all labor, materials, equipment, transportation and supplies necessary to fulfill the terms and conditions stated in this contract. The Contractor shall be responsible for all costs related to performing this contract and its successful

completion. All work, materials and equipment shall be subject to the control and acceptance of the Contracting Officer's Representative (COR).

5. Site Inspection

- 5.1 Prior to submitting bids, bidders are urged to inspect the job site where services are to be performed to accurately observe conditions that may affect the performance costs of the contract. A site visit will be scheduled for all potential bidders to assess the scope of the project and familiarize themselves with the area.
- 5.2 In no event will failure to inspect the site constitute grounds for the withdrawal of a bid after opening or for a claim after the award of the contract. (FAR 52.237-1)

6. Pre-Work Meeting

- 6.1 No less than 10 days prior to commencement of work, the Contractor shall contact the COR to schedule a pre-work meeting. This meeting will be held at the Pine Flat Park Headquarters, located at 27295 Pine Flat Road, Sanger, CA 93657. The Prime Contractor shall attend the pre-work meeting in person, not by phone, or video. Subcontractor(s) may attend, but the Prime Contractor is required to attend, and is the responsible party for our COR to work with.
- 6.2 During the pre-work meeting, the Contractor shall provide the COR with the following for acceptance:
- 6.3 Copies of Safety Data Sheets (SDS) for all chemical products to be used by the Contractor or their employees during the execution and duration of this contract.
- 6.4 Uniform shirt. (See Section 17.3)
- 6.5 Proof of insurance for all vehicles to be used by the Contractor or their employees while operating on U.S. Army Corps of Engineers (USACE) property.
- 6.6 Contractor vehicle identification decals/magnets shall read "Park Contractor". (See Section 17.5)
- 6.7 Accident Prevention Plan (APP)
- 6.8 **Cleaning Industry Management Standard (CIMS) certification**

7. Materials, Equipment & Supplies

- 7.1 The Contractor shall be responsible for all materials and equipment in their possession. The Contractor shall be accountable for any loss, damage, or misuse of Government equipment.
- 7.2 The Contractor shall be responsible for all keys issued. Keys are for the exclusive use of the Contractor while performing contractual services. The Contractor shall be liable for

any costs associated with changing locks due to lost keys. Key loss shall be reported to the COR immediately. Keys shall be turned into the COR immediately upon completion of contractual services following the period of performance.

- 7.3 In the performance of the work herein, the Contractor shall furnish all necessary materials including, but not limited to 2-ply toilet tissue, paper towels, Skillcraft Lite & Foamy (or equivalent) hand soap, surface cleaner, disinfectant, graffiti remover, deodorant cakes, cleaning compounds, trash liners, trash bags (minimum .004" thick), and any other supplies as required. All supplies shall be subject to acceptance of the COR.
- 7.4 The Contractor shall maintain telephone and email services that will enable the COR to have communication capability during daylight hours and shall return all calls to the COR within 24 hours of receipt.
- 7.5 The Contractor shall maintain keys and combinations to all toilet tissue dispensers, restrooms, and gates required to perform contract services. Any changes to combinations made by the Contractor shall be pre-accepted by the COR. Any locks exclusively accessible by the Contractor, but inaccessible to park staff will be removed and replaced at the Contractor's cost.
- 7.6 Collected waste material must be disposed of properly. The Contractor shall have access and use of Government furnished trash bins for the disposal of such waste material.

8. Reporting

- 8.1 The Contractor shall maintain a service log record (provided by the Government) of all services performed for each workday. This service log record shall include dates worked, times at each location and duties performed. This service log shall be considered Government property and shall be made available by the Contractor for inspection at all times. The service log records for office janitorial services shall be kept on a clipboard in a location located within the project headquarters office determined by the COR. The service log records for recreational janitorial services shall be kept on a clipboard in the pipe chase room at each of the permanent restrooms within Island Park Campground and Trimmer Campground, and on the inside door of the Vault Restrooms. Services not recorded on the log sheets upon completion will be considered incomplete or not performed for billing purposes.
- 8.2 The Contractor shall submit a Safety Exposure Report, CESP Form 94-R, to the COR with each monthly invoice. Failure to submit this form may delay payment for services performed. See Attachment D.
- 8.3 The Contractor shall maintain an accurate record of, and shall notify a Park Ranger, Lead Park Ranger, or COR immediately following the occurrence/discovery, of any accidents

resulting in death, injury, occupational disease, and/or damage to property or equipment, incidental to work performed under this contract.

- 8.4 All personal property found on Government property shall be accounted for and turned in to the COR for inclusion into the Lost and Found Program.
- 8.5 The Contractor shall submit a monthly invoice for payment, verifying that all units, quantities and amounts are true, correct, and reflect janitorial service log records.
- 8.6 The Contractor shall report any needed repairs, malfunctions, damage, vandalism to Government property, and/or any potential safety hazards encountered while performing services to the COR immediately through email correspondence. All graffiti discovered by the Contractor shall not be cleaned/removed until it has been photographed by a Park Ranger or the Contractor for reporting. Equipment malfunctions, if applicable, shall also be reported. If the Contractor discovers an immediate danger or health hazard to the public or the potential thereof, the Contractor shall notify any Park Ranger or COR immediately. Record of this information shall be included in the daily log, and shall include the name of the individual to whom it was reported to.

9. Security

General Security Requirements and Guidance: The security requirements described below apply to all contract personnel (including employees of the prime Contractor (“Contractor”) and all subcontractor employees) supporting the performance requirements of this contract. The Contractor is responsible for compliance with these security requirements. Questions regarding security matters shall be addressed to the designated Government representative (e.g., Contracting Officer Representative (COR), or Contracting Officer (if a COR representative is not appointed)). Contract personnel are critical to the overall security and safety of US Army Corps of Engineers (USACE) installations, facilities and activities, and security awareness training contributes to those efforts. The Department of Defense (DoD) and Army security training requirements specified below, if applicable, are performance requirements; all applicable contract personnel shall complete initial training within 30 days of contract award or the date new contract personnel begin performance on the contract. Within five business days from the completion of training, the Contractor shall provide written documentation (e.g., email or memorandum) to the Government representative. The documentation shall include the names of contract personnel trained and which training they completed; the Contractor shall maintain training records as part of their contract files and be prepared to provide copies of training certificates to the Government representative. Contractor personnel and vehicles are subject to search when entering Federal installations. Additionally, all contract personnel shall comply with Force Protection Condition (FPCON) measures, Random Antiterrorism Measures (commonly referred to as “RAMs”), and Health Protection Condition (HPCON) measures. The Contractor is responsible for meeting performance requirements during elevated FPCON and/or HPCON levels in accordance with applicable RA plans and procedures—this includes identifying mission essential and non-mission essential personnel. In addition to the changes otherwise authorized by the changes clause of this contract, should the FPCON or HPCON levels at any individual

facility or installation change, the Government may implement security changes that affect contract personnel. The Contractor shall ensure all contract personnel are aware of their security responsibilities, including any site-specific requirements identified in local policies or procedures.

Antiterrorism (AT) Level 1 Training: All contract personnel requiring routine access to Army installation, facilities, and controlled access areas, or requiring network access shall complete initial and annual refresher AT Level 1 awareness training.

Physical Security and Access Control Requirements: All contract personnel requiring physical access to a Federal installation or facility shall comply with the access control procedures of that location. Contract personnel requiring unescorted access to meet contract performance requirements on a DoD installation in the US shall be vetted by the installation/facility Provost Marshal/Directorate of Emergency Services/Security Office using the National Crime Information Center-Interstate Identification Index (commonly referred to as "NCIC-III") and Terrorist Screening Database (commonly referred to as "TSDB"). Contract personnel shall comply with all personal identity verification requirements specified in installation/facility policies and procedures. Contract personnel who do not meet requirements for unescorted access to USACE facilities shall coordinate escorted access with the Government representative, as needed. Contract personnel who receive keys, access cards, or lock combinations that provide access to Government-owned property shall comply with key and lock control procedures.

Suspicious Activity Reporting Training (e.g., iWatch, CorpsWatch, or See Something, Say Something): All contract personal should receive initial and annual refresher training from the COR on the local suspicious activity reporting program. This locally developed training provides contract personal with general information on suspicious behavior, and guidance on reporting suspicious activity to the COR, security representative or law enforcement entity.

10. Accident Prevention Plan (APP):

- 10.1** The Contractor shall obtain the USACE Project Safety Officer's acceptance an Accident Prevention Plan (APP) BEFORE starting any on-site work.
- 10.2** The Contractor shall use a qualified Safety and Health Manager (SHM) to prepare the written site-specific Accident Prevention Plan (APP) in accordance with the format and requirements of USACE EM 385-1-1. Cover all paragraph and subparagraph elements in Appendix A of USACE EM 385-1-1, "Minimum Basic Outline for Accident Prevention Plan." Activity Hazard Analyses (AHAs) shall be appended to the APP.
- 10.3** The Contractor shall develop an Injury and Illness Prevention Program (IIPP) for projects within the State of California as an appendix to the APP. Where a paragraph or subparagraph element is not applicable to the work to be performed, indicate "Not Applicable" next to the heading. The APP shall be job specific and shall address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Contractor's overall safety and health program (SHP). Any portions of the Contractor's overall safety and health program referenced in the APP shall be included in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for all work site safety

and health of the Subcontractors. The Contractor is responsible for informing their Subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting Subcontractor operations to ensure that accident prevention responsibilities are being carried out.

10.4 The Contractor shall submit the APP to the COR during the pre-work meeting. The Government will review the documents within 10 days. The Contractor shall resubmit the documents, with any requested changes, within 5 days of request.

10.5 The Contractor's APP and subsequent activities shall comply with the following referenced document, at a minimum.

10.5.1 EM 385-1-1, USACE Safety & Health Requirements Manual, EM 385-1-1, <https://www.publications.usace.army.mil/Portals/76/EM%20385-1-1%20EFFECTIVE%2015%20March%202024.pdf>

11. Headquarters Area Janitorial Services to be Performed

11.1 Headquarters Area Janitorial Services shall be completed on scheduled service days, refer to Appendix X.

11.2 All other changes to the accepted schedule of work hours submitted by the Contractor shall be accepted by the COR prior to the Contractor implementing the change(s).

11.3 Headquarters Area Service:

11.3.1 Headquarters Building

11.3.1.1 Hallways and offices: Sweep and/or vacuum flooring and entrance rugs leaving no debris or scuffs on baseboards. A damp mop shall be used on vinyl plank type flooring to leave no streaks or residue on floors or baseboards. Dust and clean all surfaces to include but not limited to tables, cabinets, desk surfaces, bookcases, cubbies, shelves, chairs, windowsills, picture frames, blinds, and molding/baseboards - ensuring the removal of all dust, dead insects and spider webs, eliminating smudges, drink rings, spots, residue, etc. A professional standard of care shall be taken when dusting employee desks. Items may be carefully lifted and immediately replaced. Personal papers and electronic equipment shall not be disturbed. Empty all wastebaskets and recycle containers throughout and replace liners as necessary. Clean glass windows and doors in entrance ways. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, printer/copier touch pads/screens, security system touchpads, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

11.3.1.2 2 Restrooms: Disinfect sinks, toilets, and counter tops, including the removal of any mineral buildup. Clean mirrors and windows, remove any streaks. Disinfect

and mop floors. Re-stock toilet tissue, paper towel rolls, hand soap, toilet seat protectors, urinal cakes, and air-freshener as required. Leave an adequate supply of toilet tissue and standard paper towel rolls for restocking between cleanings. Replace urinal floor mat and urinal cake as recommended by manufacturer or on a Semi-Annual basis; whichever date comes first. Empty all wastebaskets and replace liners as necessary. Dust and clean shelves, windowsills, picture frames, blinds, and molding/baseboards - ensuring the removal of all dust, dead insects and spider webs, eliminating smudges, drink rings, spots, residue, etc. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, toilet seats, toilet/urinal flush handles, paper towel dispensers, faucet handles, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

11.3.1.3 Kitchen: Re-stock paper towels and hand soap as required. Leave an adequate supply of standard paper towel rolls for restocking between cleanings. Clean and disinfect sinks - remove all mineral build-up. Clean all countertop surfaces and conference table surfaces. Clean interiors and exteriors of microwave(s) units. Clean exterior of refrigerator and range unit. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, paper towel dispensers, faucet handles, refrigerator/freezer handles, microwave touchpads, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

11.3.1.4 Alcoves: Sweep sidewalks and floor mats to remove debris. Remove all cobwebs and dead insects from ceilings, walls and window casings. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

11.3.2 Ranger Building

11.3.2.1 Locker Room: Vacuum and mop floors. Dust and clean all surfaces (to include but not limited to benches, cabinets, lockers, shelves, chairs, windowsills, picture frames, blinds, and molding/baseboards) - ensuring the removal of all dust, dead insects and spider webs, eliminating smudges, drink rings, spots, residue, etc. Empty all wastebaskets and recycle containers throughout and replace liners as necessary. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, locker handles, Ac unit control panel, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

11.3.2.2 Restroom and shower: Disinfect sinks, toilet, shower stall and counter tops, including the removal of any mineral buildup. Clean mirrors and remove any streaks. Disinfect and mop floors. Re-stock toilet tissue, paper towel rolls, antibacterial hand soap, and toilet seat protectors as required. Leave an adequate supply of toilet tissue and standard paper towel rolls for restocking between cleanings. Empty all wastebaskets and replace liners as necessary. Dust and clean

all surfaces (to include but not limited to cabinets, shelves, chairs, and molding/baseboards) - ensuring the removal of all dust, dead insects and spider webs, eliminating smudges, drink rings, spots, residue, etc. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, toilet seats, toilet flush handles, paper towel dispensers, faucet handles, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

- 11.3.2.3** Alcoves: Sweep sidewalks and floor mats to remove debris. Remove all cobwebs and dead insects from ceilings, walls and window casings. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

11.3.3 Maintenance Shop

- 11.3.3.1** Restroom: Disinfect sink, toilet, and counter tops, including the removal of any mineral buildup. Clean mirrors and remove any streaks. Disinfect and mop floors. Re-stock toilet tissue, paper towel rolls, antibacterial hand soap, and toilet seat protectors as required. Leave an adequate supply of toilet tissue and standard paper towel rolls for restocking between cleanings. Empty all wastebaskets and replace liners as necessary. Dust and clean all surfaces (to include but not limited to cabinets, shelves, chairs, and molding/baseboards) - ensuring the removal of all dust, dead insects and spider webs, eliminating smudges, drink rings, spots, residue, etc. Wipe all surfaces frequently touched by multiple persons (to include all interior and exterior doorknobs, door push plates, toilet seats, toilet flush handles, paper towel dispensers, faucet handles, etc.) with a disinfectant cleaning solution. Bleach disinfectant can be used if material is not discolored after use.

- 11.4** **Headquarters Area Quarterly Service:** To be performed in addition to the Basic Services as scheduled in Appendix X.

- 11.4.1** Headquarters Building: Wash interior and exterior windows. Vacuum tracks. Remove, clean and re-install all window screens. (Includes 30 double hung windows, excludes windows at entrances). Windows shall be left clean and streak free.

- 11.4.2** Ranger Building: Wipe down exterior surfaces of lockers, washer/dryer unit, and ice machine.

- 11.5** **Headquarters Area Semi Annual Service:** To be performed in addition to the Basic and Quarterly Services as scheduled in Appendix X.

- 11.5.1** Headquarters Building: Steam clean all cloth/fabric office chairs. Additionally, apply stain and water repellent product which can be applied to fabrics and furniture (approximately 50 chairs).

12. Recreation Area Janitorial Services to be Performed

12.1 Recreation Area Janitorial Services shall be completed on scheduled service days, refer to Appendix X.

12.2 All other changes to the accepted schedule of work hours submitted by the Contractor shall be accepted by the COR prior to the Contractor implementing the change(s).

12.3 Permanent Restroom Services:

12.3.1 Up to five (5) Permanent Restrooms shall be maintained in a clean and hygienic state. Four (4) Permanent Restrooms are located at Island Park Campground and one (1) Permanent Restroom is located at Trimmer Campground. Interior building surfaces including, but not limited to walls, floors, windows, ceilings, shelves, and partitions shall be disinfected to maintain sanitary conditions. All surfaces shall be left disinfected, and free of stains, residue, trash and debris. Light fixtures and covers shall be cleaned of dirt and insect debris. Mirrors shall be cleaned and free of streaks. All metal surfaces shall be polished to a shine. Showers, including all tile surfaces, grout, soap dishes, and seating, shall be disinfected, free of soap and other residues and be wiped clean. Shower drains shall be cleared of all debris. All clogged toilets, urinals, sinks and shower drains shall be cleared using a plunger. Any clogs not able to be cleared by a plunger shall be reported to COR. Toilets, urinals and sinks shall be disinfected, including all interior and exterior surfaces, which shall be free of all residues and wiped clean. Urinal drains shall be cleared of all debris and be kept free flowing. Deodorant cakes shall be placed in urinals as required. Toilet tissue shall be refilled as necessary to guarantee each tissue holder has the maximum number of tissue rolls for the holder's capacity. Toilet tissue rolls shall be replaced with new rolls if they are less than half full. Partial tissue rolls may be placed in a sealed plastic storage container and left in the restroom's pipe chase together with ten (10) extra rolls per stall. Restroom trash cans shall be emptied, cleaned, sanitized and a new plastic liner/bag shall be replaced. Insects, insect nests and cobwebs shall be removed. Additionally, all other animals and their waste products shall be removed and disposed of properly. All graffiti discovered by the Contractor shall not be cleaned/removed until it has been photographed by a Park Ranger for reporting (See Section 8.6). All graffiti shall be removed from all interior and exterior restroom surfaces, including but not limited to floors, walls, windows, and ceilings (graffiti found on brick or concrete surfaces will be removed by park staff). Exterior building walls, doors, windows and roof projections, including louvers over doorways shall be cleaned and all debris removed. Drinking fountains shall be disinfected, all surfaces wiped clean, and metal surfaces polished to a shine. Interior light fixtures and covers shall be cleaned of dirt, insect remains and all other debris. Pipe chases shall be swept, all cobwebs and insect debris removed and left in a sanitary condition. Sidewalks adjacent to and surrounding the restrooms shall be swept clean. Wipe all surfaces frequently touched by multiple persons (to include interior and exterior doorknobs/handles on restroom doors, door push plates, lavatory handles, toilet seats, toilet/urinal flush handles, shower seats, shower knobs, hand dryer buttons, etc.) with a disinfectant cleaning solution.

12.4 CXT Vault Restroom Services:

12.4.1 Up to eight (8) Vault Restrooms shall be maintained in a clean and hygienic state. One (1) Vault Restroom is located at Deer Creek Recreation Area, one (1) at Lakeview Recreation Area, one (1) at Trimmer Recreation Area, two (2) at Island Park Recreation Area, one (1) at Kings River Wildlife Area, two (2) at Deer Creek Point Group Sites. Interior and exterior surfaces including, but not limited to walls, floors, ceilings, vents, seats, and doors shall be wiped down to maintain sanitary conditions. All surfaces shall be left disinfected, and free of stains, residue and debris. Light fixtures and covers shall be cleaned of dirt and insect debris. All graffiti discovered by the Contractor shall not be cleaned/removed until it has been photographed by a Park Ranger for reporting (See Section 8.6). All graffiti shall be removed from all interior and exterior restroom surfaces, including but not limited to floors, walls, windows, and ceilings (graffiti found on brick or concrete surfaces will be removed by park staff). Toilet tissue shall be refilled as necessary to guarantee each tissue holder has the maximum number of tissues rolls for the holder's capacity. Toilet tissue rolls shall be replaced with new rolls if they are less than half full. Restroom trash receptacles shall be emptied, cleaned, sanitized and lined with a new plastic bag on each service. Insects, insect nests and cobwebs shall be removed from all interior and exterior surfaces. Additionally, all other animals and their waste products shall be removed and disposed of properly. Exterior building walls, doors and roof projections, including louvers over doorways, shall be cleaned and all debris removed. Utility rooms shall be swept; all cobwebs and insects remains removed and left in a sanitary condition. Sidewalks adjacent to and surrounding the vault restrooms shall be swept clean. Wipe all surfaces frequently touched by multiple people (to include interior and exterior doorknobs/handles on restroom doors, door push plates, lavatory handles, toilet seats, toilet/urinal flush handles, shower seats, shower knobs, hand dryer buttons, etc.) with a disinfectant cleaning solution.

12.4.2 Running water is not available at vault restroom locations. It is the responsibility of the contractor to transport any water or washing equipment necessary to properly execute the objectives of this line item.

12.5 Fish Cleaning Station

12.5.1 One (1) fish cleaning station is located at Island Park Campground. All surfaces and components shall be maintained in a clean and hygienic state. All surfaces and components shall be left disinfected and free of debris. Additionally, any residues, including fish waste and scales, shall be removed from the surfaces. All metal surfaces shall be polished to a shine. The concrete area surrounding the fish cleaning station shall be cleaned, swept or hosed, and all debris removed. Insects, insect nests and cobwebs shall be removed. The grinder shall be ran for a minimum of thirty (30) seconds to ensure the grinder is cleared and functioning properly. Wipe all surfaces frequently touched by multiple people with a disinfectant cleaning solution.

13. General Service Provisions

13.1 When any restroom has been closed by the COR due to elevated water levels, maintenance, or seasonal closures, the Contractor will not be required nor requested to

perform services at that restroom for the duration of the closure. The contractor shall not be paid for those cancelled services. The COR or their representative will notify the Contractor of any restroom closures due to maintenance issues within 8 hours following the closure.

- 13.2** The Contractor is not permitted to store any cleaning chemicals (when not in use) in Government owned buildings without prior acceptance from the COR.

14. Estimated Service Schedule/Frequency

- 14.2** All Janitorial Services shall be completed on scheduled service days, referring to appendix X.

15. E-Verify

- 15.1** As of September 8, 2009, employers with Federal contracts or subcontracts are required to use E-Verify to determine the employment eligibility of employees performing direct, substantial work under those Federal contracts. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify> .

- 15.2** Confirmation results for all on-site employees are to be provided to the COR prior to the issuance of any keys, gate codes, or on-site work being performed.

16. Period of Performance

- 16.1** The contract shall consist of a Base Year plus four (4) Option Years as follows. Option Years are exercised at the discretion of the Government.

17. Standards of Employee Conduct

- 17.1** The work to be performed is within the boundaries of public areas. The Contractor's attention is directed to the needs for extreme caution and care while driving and operating equipment. Safety requirements of EM-385-1-1 shall apply to all work. A copy of the Engineering Manual is available at the Park Headquarters for review.
- 17.2** The Contractor and their employees shall be required to adhere to the following standards of dress and conduct while performing work. These regulations are enforceable as per the US Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, the California State Health Code, and County Codes.
- 17.3** The Contractor shall provide and wear during all duty hours, an accepted uniform and closed-toe shoes. Uniform shirts shall have a company name/identifier on the front. All clothing shall be clean and in good condition. Cut-offs, stained, and/or tattered/frayed

clothing, sandals or open toe shoes will not be allowed. Advertisement logos and clothing displaying offensive text or graphics is prohibited.

- 17.4 A clean, well-groomed appearance shall be always maintained while on duty.
- 17.5 The contractor shall display door magnet or other accepted decals on each of the front doors of their vehicle(s) while on duty. The decals or signs shall be identical for each vehicle and door and shall read "PARK CONTRACTOR". Any magnetic decals shall be removable from the vehicle. The magnetic decals shall be provided by the Contractor and accepted by the COR prior to being displayed on the contractor's vehicle.
- 17.6 The Contractor shall not be in possession of any weapons in the public use areas at any time.
- 17.7 The Contractor shall not take part in any selling or advertising activities.
- 17.8 The Contractor shall not perform any duties relative to any other contract duties while performing this contract.
- 17.9 Alcoholic beverages and/or illegal substances shall not be consumed or possessed while on duty performing contract services. The Contractor shall not be under the influence of any substance that impairs his/her ability to safely perform contract services.
- 17.10 The Contractor and their employees shall not smoke in or around any Government-owned structures or facilities. Additionally, the Contractor shall not smoke while in contact with the public and/or Government personnel.
- 17.11 The use of any Government property without proper authorization will not be permitted.
- 17.12 The Contractor shall comply with all CFR Title 36 regulations while performing services under this contract. The Contractor and their employees shall cooperate fully with all Corps of Engineers Employees, local law enforcement and State agencies. The Contractor and their employees are not authorized to direct the work of other contractors.
- 17.13 The Contractor shall be responsible for the proper training of all new and existing employees to adhere to the standards set forth within the contract.

18. Protection and Use of Government Facilities and Equipment

- 18.1 The Contractor shall be responsible for restoring any Government facilities or property damaged as a result of the Contractor's operations. Reasonable care shall be used to avoid damage to existing structures, equipment, facilities, and vegetation in the areas serviced. Any damage shall be repaired or replaced as directed by the COR, and at no cost to the Government.

19. Performance Evaluation Meeting

19.1 The issuance of a Contract Discrepancy Report (CDR) may be cause for the scheduling of a meeting with the Contractor, and the Contracting Officer's Representative (COR). A mutual effort will be made to resolve all problems identified. The Government will prepare written minutes of the meeting. The Contractor, and the COR will sign minutes of the meeting(s).

19.2 Should the Contractor not concur with the minutes, he/she will state in writing to the COR within ten calendar days any areas he does not concur and explain the reasons for non-concurrence. The COR will review and consider the reasons submitted for the Contractor's non-concurrence and make a decision. The COR will notify the Contractor of the decision in writing within ten calendar days.

20. Remedial Actions

20.1 The COR will verbally advise or give a written inspection report to the Contractor of discrepancies the first time they occur and ask the Contractor to correct the problem. A notation will be made on the COR checklist of the date and the time the deficiency was discovered and the date and time the Contractor was notified.

20.2 If the Government creates any discrepancies in contract services, these will not be counted against the Contractor's performance.

20.3 When the Contractor is not meeting the AQL of satisfactory performance, a CDR will be issued to the Contractor. The seriousness of the failures should govern whether to issue a CDR at the end of the period, or as soon as the limits of satisfactory performance are exceeded.

20.4 When a CDR is issued for a service, the contractor shall re-perform at no additional cost to the Government until the AQL is achieved, as indicated in the Performance of Work Requirements Summary (Attachment A).

20.5 If the Contractor does not achieve satisfactory performance by the end of the next period or agreed suspense date, another CDR will be issued.

21. Contractor's Quality Control Plan (QCP):

21.1 The Contractor shall establish and maintain a complete QCP to assure the requirements of this contract are provided as specified. This QCP shall be forwarded to the COR at time of award. The COR will review the QCP and list any needed clarifications and return to the Contractor for response. The Contractor's QCP shall include the following, or have incorporated into the document during performance of the contract, at a minimum:

21.2 An inspection plan covering all services is required by this contract. The inspection plan shall specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections shall be accomplished and documented, and shall specify the title of the individual(s) who will perform the inspections. A Quality Control inspection is required

to be performed by the supervisor on each service performed. Note, if the Prime contractor is using a subcontractor to accomplish the work, the Prime contractor must perform a Quality Control inspection with their own personnel at least once a month and annotate the service logs with who performed this quality control inspection for the Prime contractor.

- 21.3** On-site records of all inspections conducted by the Contractor noting necessary corrective actions taken. The Government reserves the right to request copies of any and/or all inspections.

22. Authorities/Technical Direction

- 22.1** The Contractor shall take no direction from any Government employee or any other person other than the Government Contracting Officer that changes the terms and conditions of this contract action, the scope, or any change that impacts the cost, price or schedule. Changes authorized by the Contracting Officer will be in the form of a written, official, signed modification to the contract action received by the Contractor before the Contractor will act upon those changes. The Contractor shall comply with the Changes clause of this contract when the Contractor believes direction has been given from persons other than the Government Contracting Officer that equate to a change by notifying the Contracting Officer as directed by the clause. Any direction given by any Government employee or any other person outside their authority must be reported to the Contracting Officer. Contracting Officer Representatives (CORs) are limited to the authorities stated in the COR appointment letters. If a COR is appointed under this contract, they will be appointed by written letter from the Contracting Officer to the Contractor and COR specific to this contract only. COR appointment letters from previous contracts at this installation are not valid for this contract.

23. Payment and Invoices

- 23.1** Invoices for payment shall be submitted upon completion of tasks as outlined in the pricing/payment schedule. Invoices shall include all necessary information, including any necessary supporting documentation required as part of this Performance Work Statement. All invoices must reflect the contract number W91238-XX-X-XXXX, see Block 2 of the Standard Form 1449. The final invoice must be marked "FINAL." Copies of all invoices shall be provided to the following:
- 23.2** A copy of the invoice WITH all necessary supporting documentation as required by this Performance Work Statement shall be sent electronically to the following individuals:

COR : **To be given at time of award**
Email: **To be given at award**

24. Contract Payments

1. 24.1 **Invoicing, Exposure Report:** Invoices for payment shall be submitted upon completion of tasks as outlined in the PWS of this contract. Final invoice(s) shall be marked “**Final**”. Invoices shall be submitted to:

Original invoice only WITHOUT additional information or supporting documentation:

USAED, FINANCE CINETER
ATTN: CEFC-FP
5270 Integrity Drive
Millington, TN 38054-5005
or
CEFC-payments@usace.army.mil

One copy of each invoice WITH all required information including any necessary supporting documentation:

US Army Corps of Engineers
Success Lake, ATTN: COR
Name and email will be provided at time of award

The contractor shall only be paid for those services performed. The Government shall pay the Contractor upon submission of proper invoices for services delivered and accepted for the portion of the work actually performed under the contract. Payment shall be made monthly in areas at the contract unit price

- 24.3 The final payment will be authorized when all Government issued equipment has been returned and all reporting requirements have been met.

25. **Sustainable Acquisition**

The United States Department of Agriculture (USDA) designates certain biobased products for Federal procurement and specifies minimum biobased content levels for those products. Any designated product that is being supplied under this contract shall meet USDA BioPreferred’s minimum biobased content level. Visit the BioPreferred web site for the complete list of designated products and the associated minimum biobased content level requirements.

ATTACHMENT A

Quality Assurance Surveillance Plan (QASP)

1. The purpose of this exhibit is to:
 - a. Show, where applicable, the maximum allowable degree of deviation from perfect performance for each requirement that shall be allowed by the Government before contract performance is considered unsatisfactory.
 - b. Define the procedures the Government shall use if satisfactory performance is not rendered.
2. The Government's quality assurance procedures are based on actual performance of the contract and all areas will be reviewed periodically, (e.g. daily, weekly, monthly, quarterly, semi-annually, etc.).
3. The criteria for acceptable and/or unacceptable performance are as follows:
 - a. Contract requirements. The criteria for requirements are the QAL of performance deemed acceptable by the Government.
 - b. If the quality of work does not comply with the contract requirements, the COR will initiate and the Contractor shall be required to complete a Contract Discrepancy Report (CDR).
 - c. The CDR will require the Contractor to explain in writing why performance was unacceptable, how performance will be returned to an acceptable level, and how recurrence of the problem will be prevented in the future. The Contractor will not be paid for services not rendered in accordance with the standards set forth in this contract.
 - d. If the level of performance is deemed unacceptable to the Government, the contractor shall reperform at no additional cost to the Government until the AQL is met:

OBJECTIVE: Headquarters Janitorial Cleaning Services

<i>Performance Standard</i>	<i>Acceptable Quality Level (AQL)</i>	<i>Method and Frequency of Inspection</i>	<i>Remedy</i>
Basic, Quarterly, and Semi-Annual Services as per specifications outlined in section 11.	90% required at the AQL	Random quality assurance inspections by the COR	Remedy: The Contractor shall reperform at no additional cost to the Government until service meets the AQL.

Adhere to assigned work schedule for Basic, Monthly and Quarterly Services at Pine Flat Lake & Dam Headquarters Area as per specifications outlined in Section 11.	90% required at the AQL	Daily and random quality assurance inspections by the COR	Remedy: The Contractor shall reperform at no additional cost to the Government until service meets the AQL.
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OBJECTIVE: Recreation Janitorial Cleaning Services

<i>Performance Standard</i>	<i>Acceptable Quality Level (AQL)</i>	<i>Method and Frequency of Inspection</i>	<i>Remedy</i>
Service Permanent Restrooms, Vault Restrooms and Fish Cleaning Station at Recreation Areas as per specifications outlined in Section 12.	95% required at the AQL	Random quality assurance inspections by the COR	Remedy: The Contractor shall reperform at no additional cost to the Government until service meets the AQL.

ATTACHMENT B

SAFETY EXPOSURE REPORT <i>(USACE Supplement 1 to AR 385-40)</i>										DATE:									
INSTRUCTIONS																			
1. Enter the following exposure data: a. Man hours worked per certified payroll report. b. Month - Year																			
2. Report shall be delivered to the contracting officer's representative by the 19th of each month.																			
3. Please check appropriate box: ☐ Check if report is final. ☐ Accidents during the month. (Lost Time Personal Injury and Property Damage) List accidents on the back of the form. Indicate worker's name, date of accident and days lost for personal injury accidents. ☐ Worker's Compensation Claim Report submitted. ☐ 50% ☐ 100%																			
THRU ☐ RESIDENT ENGINEER ☐ PROJECT ENGINEER ☐ PROJECT MANAGER (PARKS/LAKES ONLY)										SAFETY AND OCCUPATIONAL HEALTH OFFICE									
_____ SIGNATURE																			
PRIME CONTRACTOR NAME:										SUB-CONTRACTOR NAME:									
CONTACT NUMBER																			
 																			
SITE LOCATION																			
 																			
MAN HOURS												MONTH				YEAR			
PREPARED BY <i>(Typed Name and Title)</i>										SIGNATURE									
CERTIFIED BY CONTRACTOR PROJECT MANAGEMENT <i>(Typed Name and Title)</i>										SIGNATURE									

Appendix X

Line Item	Description	Frequency	Scheduled Service Days
0001	Headquarters Area Service	Weekly	Sundays
0002	Headquarters Area Quarterly Service	Quarterly	1st Sunday in each of the following months: March, June, September, & December
0003	Headquarters Area Semi-Annual Service	Semi-Annual	1st Sunday in each of the following months: March & September
0004	Permanent Restroom Services - Recreation Season (1 April - 30 September) (Trimmer Campground and all Island Park Campground Restrooms, 5 in total)	Weekly - Recreation Season	Sundays, Wednesdays, Fridays, & Saturdays
0005	Permanent Restroom Services - Off Season (1 October - 31 March) (Trimmer Campground and Island Park Campground Restrooms #2 & #4, 3 in total)	Weekly - Off Season	Sundays, Wednesdays, & Fridays
0006	CXT Vault Restroom Services - Recreation Season (1 April - 30 September)	Weekly - Recreation Season	Sundays, Wednesdays, Fridays, & Saturdays
0007	CXT Vault Restroom Services - Off Season (1 October - 31 March)	Weekly - Off Season	Sundays, Wednesdays, & Fridays
0008	Fish Cleaning Station Services	Weekly	Sundays