

US Department of Agriculture (USDA)



Statement of Work

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Project
Humboldt/Toiyabe National Forest Service
Tonopah Ranger District Janitorial Services

General Information

1.0 Scope of Work

Provide a brief statement of the overall project, including goals and objectives.

It is the purpose of this contract to secure janitorial services for the Tonopah Ranger District, Humboldt/Toiyabe National Forest building located at 1400 S. Erie Main Street, Tonopah, NV 89049. The contractor shall furnish all labor, equipment, supervision, transportation, supplies (except those designated as Government furnished), and incidentals to perform all the work necessary as specified herein. Services shall not be subcontracted unless approved in writing by the Contracting Officer's (CO) with COR Recommendations.

2.0 Background

Provide a general description of the requirement, describing the acquisition history (if applicable), the current environment, and the vision of the future of the requirement. If information technology is a factor, provide pertinent technical facts.

Insert Background Here

Contractor Requirements

3.0 Technical Requirements / Tasks

ROOM CLEANING: Two Times Per Week, not on consecutive days, 1 of the days shall be during the weekend:

Description of tasks:

1. **Vacuuming.** Vacuuming of carpets is done using a mechanical beater or powered brush type carpet vacuum machine. Includes the removal of gum and spots. Floor should be free of lint, dust, dirt, foodparticles and gum spots. Clean under desks and use hose to get close to walls and corners.
2. **Dusting.** Dusting includes the removal of soil and grease with a treated damp cloth. Tables should be free of all dirt, dust, lint, streaks, coffee rings, and soil spots. Window sills and door frames shall be freeof dust. Webs should be removed at each cleaning. Dust ceiling fan blades and picture frames. Dust base of chairs. Furniture and equipment, including telephones, calculators, desks (computer terminals, keyboards and monitors are excluded.)
3. **Waste Receptacles.** Waste receptacles will be emptied and a plastic liner placed in the receptacles. Theoutsides of the waste receptacle should be free of dust, dirt, and other matter.
4. **Window Cleaning.** Windows should be free of dust, dirt, grease, streaks, spots or residue. Clean frontdoor glass, both sides of both sets of doors.
5. **Mopping.** Mop floor in restrooms and offices using a detergent/disinfectant solution and assure floor isfree of dirt, dust, film, streaks, debris, standing water and water stains. Care should be given to avoid splashing on equipment, furniture, walls, doors, trim and adjacent carpet.
6. Damp mop front and rear area entries

RESTROOMS: Two times a week, not on consecutive days:

Cleaning of urinals, commodes, wash basins and partitions is done using cloths, sponges and disinfectant solutions. Remove all deposits, stains, and foreign matter including those under fixture edges, lips and on all exposed surfaces including walls. Mop floors. Keep towels, toilet tissue, and soap containers stocked. Keep exhaust fans free from dust.

1. Floors shall be swept and wet-mopped.
2. Wash and rinse complete toilet stool and seat assembly, urinals, wash basins and dividers. Treat washbasins, toilets, sinks, and urinals with suitable scale remover, germicide and deodorant.
3. Mirrors, shelving, dispensers and chrome fixtures shall be damp wiped and polished.
4. All other surfaces including walls around sink and toilet area shall be damp wiped.
5. Paper towel waste receptacles shall be emptied and towel, soap and toilet paper dispensers serviced.
6. Scrub water and fountain with disinfectant-type cleaner.

Duties to be performed YEARLY

1. Clean window blinds.
2. Clean exterior windows
3. Shampoo Carpet
4. Wax vinyl floors and tiled areas

SERVICES TO BE PERFORMED AS NEEDED:

1. Spot clean any stains in the carpet and fabric chairs that occur periodically.
2. Clean walls

CONTRACTOR FURNISHED SUPPLIES:

1. Carpet shampooer and supplies
2. Other supplies necessary to maintain office work area in a neat and clean manner
3. Vacuum

4.0 Government Furnished

List any government-furnished support, data, property or facilities. Describe government responsibility for reviewing and approving reports and final products generated under the contract. If the contractor will require access to government facilities, identify the facility location and specific area. Identify any federal holidays or other times when access may be restricted.

1. Building code and paper product dispenser keys
2. Paper towels for bathrooms and breakrooms
3. Toilet paper for bathrooms
4. Plastic bag liners for wastebaskets
5. Hand soap
6. Dusting supplies
7. Window cleaner
8. Disinfectants
9. Air Freshener

5.0 Deliverables / Schedule

The Contractor shall comply with the regulations governing the operation of premises, which are occupied, and shall perform his/her contract in such a manner as not to interrupt or interfere with the conduct of Government business. Contractor will not allow non authorized persons entrance to the facility. Contractor/agent will be exposed to various documents and/or communications. At no time will the contents of these documents be discussed or transmitted in any way to people outside the office. Services shall be performed after 5:00PM and/or before 7:30AM, Tuesday through Thursday or any time on Saturday and Sunday unless otherwise directed (except Federal Holidays). If a subcontractor is used, they shall be paid a minimum of 4 hours a week. The Tonopah Ranger District shall be responsible for notifying the contractor at least five (5) days in advance.

6.0 Travel

Identify any travel requirements, locations involved, number of trips (if known), and duration of anticipated travel. Specify responsibility for travel reimbursement, e.g., the contractor or the Government. If the travel will be reimbursed by the Government, discuss the method of reimbursement, e.g., in accordance with Federal/agency travel regulations. State the Government official authorized to approve contractor travel, e.g., the Contracting Officer or Contracting Officer Representative.

Insert Travel Here: N/A

7.0 Contractor's Key Personnel

The Contractor shall, within 10 days from start of contract, submit for the CO's approval the following:

- Complete list of all personnel employed under this contract with a designated on site working supervisor. This list shall include individual tours of duty (such as 6:30pm – 12:00 midnight) and scheduled work assignments.
- Schedule for contracted services to be performed bi-monthly, quarterly, and semi-annually.
- Quality Control Plan ensuring contract compliance.
- Submittals as detailed under Contractor-Furnished Property, biobased products.
- Safety Data Sheets (SDS) and chemical lists in a notebook for chemicals stored in Government-Furnished storage spaces. SDS notebooks shall be kept up-to-date and stored in storage spaces with chemicals.

8.0 Security Requirements

Specify security requirements that apply to the contract performance. Specify the level of clearances required and identify positions that are applicable.

SUBMITTALS

Seven days prior to an employee starting work, the Contractor shall submit for each employee working on government premises for this contract:

- I-9, Employee Eligibility Verification Form, with a copy of the documents that establish employment eligibility and identity. This information may be used for an initial background check.
- Full Name of Employee with a valid email address and telephone number. This information will be submitted to the Department of Agriculture's Human Capital Management (HCM) department who may then contact the employee and require the employee to provide their full name, date of birth, place of birth, social security number, working contact phone number, and working email address. The employee may then be required to complete a background investigation package as requested

by HCM.

- **Background Checks:** Background checks are required to comply with Presidential Directive HSPD-12 that requires "for unescorted entry into a Federally controlled facility, the individual will have a background investigation on file." Within ten calendar days of contract award and a new employee being selected for work on this contract, provide a complete list of the name, address, social security number, date of birth, and work phone of each employee engaged in the performance of this contract. It shall be the responsibility of the contractor to complete the background check and obtain a USDA Lincpass credential for each employee who will access the building. The contractor shall provide proof that the process has been started within 10 calendar days of contract award.
- Excessive personnel turnover means more than 3 occurrences within a rolling 12-month performance period. No more than three background investigations will be conducted within a 12-month period at the Government's expense. Additional background investigations, if necessary, will be at the contractor's expense, and will be deducted from final invoice of the current line-item period of performance.

The Government reserves the right to remove any Contractor employee that is, in the Government's estimation, found to be unsuitable or deemed a security risk for the Government. If such a finding occurs, either by the Government or the Contractor, the employee shall be immediately dismissed from duty and shall not be permitted to enter the buildings. The Contractor shall immediately inform the CO of any such issues.

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- Quality Control Plan ensuring contract compliance.
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SAFETY:

- The Contractor shall be responsible for instructing his/her employees in appropriate safety measures. Employees must not place mops, brooms, machines, and other cleaning equipment at locations in such a manner as to create safety hazards. Cautionary signs shall be displayed in areas where cleaning operations are in progress which necessitate the use of any equipment or supplies such as buckets, wires, ladders, water, wax, wet floors etc., which could cause a personal hazard. Contractors shall comply with all Federal, State, and Local regulations, laws, codes, and requirements relating to safety.
- Fire prevention shall be exercised at all times by the Contractor's employees. Janitor's closet, etc. shall be kept clean and free from odors and fumes. All combustible material shall be used and stored in a safe manner. The Contractor shall report to the COTR any fire hazards, and if possible, correct them.
- The Contractor shall be responsible for maintenance and upkeep of the SDS forms and

- chemical list for all chemicals used and stored on site.
- Vendors & employees must wear PIV identifying their authorization to be in office for janitorial work.

9.0 Data Rights

If data is to be produced, furnished, acquired, or used in meeting contract requirements, delineate the respective rights and obligations of the government and the contractor regarding the use, production, and disclosure of that data.

Insert Data Rights Here N/A

10.0 Section 508 – Electronic and Information Technology Standards

When information technology is to be acquired, include language describing Section 508 requirements.

Insert Section 508 Here N/A

Attachment

If applicable, include an Attachment stating Evaluation Factors and significant Subfactors representing the key areas of importance and emphasis to be considered in the source selection decision.