

US Department of Agriculture (USDA)



Statement of Work

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Project

Cassville Office Janitorial Contract

General Information

1.0 Scope of Work

Clean main level, upstairs level, and basement level; maintain cleanliness and visual standards.

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.

Office used to be cleaned once a month due to low staffing. When Covid-19 started, cleanings went to once a week. Staffing levels are increasing, so maintaining the minimum of once-a-week cleanings is a priority. The building is an old CCC structure with a main level, upstairs, and basement. There is one bathroom, located on the main level. There is a small kitchen area located in the basement.

Contractor Requirements

3.0 Technical Requirements / Tasks

Describe the specific tasks or work the contractor must perform. Provide direction on any specific methodologies.

- *The description of task requirements will depend on the approach that is selected to describe the required effort.*
 - *For a level-of-effort SOW, identify all tasks that must be performed and the hours to be devoted to each task.*
 - *For a detailed statement of work, describe how the service must be accomplished. It may include precise measurements, tolerances, materials, quality control requirements, and other government requirements that control the processes of the contractor.*
- *Describe the requirements in a way that permits the contractor personnel to perform the service without direct government supervision. Contractor personnel must not be subject to the supervision and control usually prevailing between the government and its employees. For example, a SOW may permit the government to approve key personnel but must not permit the government to approve all personnel performing the service. The SOW should also not include words (e.g., "use methods directed by the Contracting Officer's Representative (COR)") that appear to indicate the government is managing day-to-day operations. Other items to consider:*
 - *Specify requirements clearly so all readers can understand the content.*
 - *Reference only the absolute minimum applicable specifications and standards needed.*
 - *Tailor specifications and other documents.*
 - *Separate general information from direction.*

Cleaning Requirements:

- Vacuum the main level and upstairs carpets.
- Empty trash cans and replace trash bags.
- Clean bathroom to include: cleaning the toilet and sink, replacing toilet paper, paper towels, and hand soap as necessary.
- Sweep basement kitchen area and wipe down countertops and table.

4.0 Government Furnished

Facility Location – 601 State HWY 248, Cassville, MO 65625 – the first building on the left.

Facility Information – The building has 3 floors, one bathroom, and one small kitchenette in the basement. See Section 3 for more specifics about the cleaning. The office is open Monday through Friday from 8:00 am to 4:30 pm. See Section 8 for time(s) when cleaning should occur in regards to office hours.

Furnished items include:

- Vacuum cleaner with retractable cord
- Toilet paper
- Paper towels
- Hand soap
- Trash bags

5.0 Deliverables / Schedule

All written deliverables shall be phrased in layperson language.

Cleaning will occur at least once a week, preferably on Wednesdays, but other days can be negotiated.

6.0 Travel

N/A

7.0 Contractor's Key Personnel

Describe positions which are considered key to successful performance of the contract and the information required to support key personnel qualifications, e.g., experience which correlates to SOW requirements, education, and past performance on similar projects. Specify if resumes are required and provide resume format if appropriate.

Insert Contractor's Key Personnel Here

8.0 Security Requirements

Cleaning must be completed during the hours of 8 am to 4 pm, as a key to the building will not be issued, and access to the building will end at 4:30 pm. The building will not be accessible on Saturdays, Sundays, or federal holidays.

9.0 Data Rights

N/A

10.0 Section 508 – Electronic and Information Technology Standards

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.