

**Grand Junction Air Center Janitorial Service
Attachment 1: PERFORMANCE WORK STATEMENT (PWS)**

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PART 1 - GENERAL INFORMATION

1. General: This is a non-personnel services contract to provide Janitorial Services. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform janitorial services as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

1.2 Background: This is an ongoing requirement for janitorial services at aviation and aviation support facilities. The Grand Junction Air Center plays a crucial role in fire management services in western Colorado and eastern Utah. It provides tactical aircraft resources, including airtankers, smokejumpers, lead planes, and air attack support for initial fire response and large incidents. The center collaborates with federal, state, and local agencies to mitigate wildfire risks and enhance ecosystem health. Janitorial services are an established requirement to enhance vector and infestation risks associated with the temporary lodging and administration of aircrews.

1.3 Objectives: Janitorial Services shall be rendered for all designated areas as clean pursuant to a combination of OSHA, Department of Labor, Department of the Interior, State of Colorado, and established commercial health practices established for Janitorial Services.

1.4 Scope: Provide severable janitorial services for the purpose of maintaining a clean, safe working environment at the Grand Junction Air Center scaled for the support of fire response responsibilities of BLM Colorado Fire and Aviation. Services include weekly, bi-weekly, monthly, and semi-annual requirements for the Grand Junction Air Center. The contractor shall accomplish all services outlined in part 5 of this document.

1.5 Period of Performance: The period of performance shall be for one (1) Base Year of 12 months and four (4) 12-month option years.

Base Year - 09/21/2026 to 09/20/2027

Option Year I - 09/21/2027 to 09/20/2028

Option Year II - 09/21/2028 to 09/20/2029

Option Year III - 09/21/2029 to 09/20/2030

Option Year IV – 09/21/2030 to 09/20/2031

1.6 General Information

1.6.1 Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The contractor shall provide a Quality Control Plan with the contractors' proposal as it is an evaluation factor, one digital copy of a comprehensive written QCP shall be submitted to the CO and COR within 5 working days when changes are made thereafter. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system. The Contractor shall always arrange for supervision of the work. The Contractor or Contractor-designated supervisor shall be available to receive notices, reports, or requests from the Contracting Officer's Representative (COR) at all times services are in progress.

1.6.2 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

Safety 1.6.2.1: The contractor is responsible for providing and maintaining personal protective equipment to all contractor employees based on the task and applicable MSDS for the cleaning materials utilized. The contractor may not use nor store flammable liquids anywhere on government property. All electrical equipment shall be UL approved and must operate utilizing existing electrical circuits; any non-organic electrical source requirements shall be the sole responsibility of the contractor. In the event that during the performance of this contract any electric or network wiring is unplugged incidentally or purposefully, the contractor shall not reconnect disconnected wiring. The contractor shall notify the COR within two hours via the COR's e-mail identified in Para 1.6.11 with a description of the location and equipment that was disconnected.

1.6.2.2 Displaced Items: All lost and found type of articles will be turned into the COR.

1.6.2.3 Unsafe Working Conditions: Hazardous conditions and items needing repairs (such as leaky faucets, toilet stoppage, electrical malfunction, etc.) are to be reported to the COR.

1.6.2.4 Climate Control: Contractor is not allowed to adjust any thermostat in the facility. If thermostat adjustments are required for application of cleaning products per the product specifications, the COR shall make those adjustments.

1.6.3 Recognized Holidays: The contractor shall not be required to work on federal holidays. The government recognized the following holidays as identified by the Department of Labor at:

<https://www.opm.gov/frequently-asked-questions/pay-and-leave-faq/pay-administration/what-are-federal-holidays/#:~:text=Labor%20Day%20%28First%20Monday%20in%20September%29.%20Columbus%20Day,%28Fourth%20Thursday%20in%20November%29.%20Christmas%20Day%20%28December%2025%29.>

1.6.4 Hours of Operation:

Mid-week work must be performed between the hours of 6:00 a.m. and 9:00 p.m., Monday through Friday; weekend work on Saturdays between the hours of 6:00 a.m. and 6:00 p.m., excluding legal Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Once the contractor's employees receive a PIV card and an AOA badge, work MUST begin AFTER 4:30 pm Monday – Friday except legal holidays. Weekly, monthly, and semi-annual work may be performed on weekends between 7:00 a.m. and 7:00 p.m. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must maintain an adequate workforce for the uninterrupted performance of all tasks defined within this. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential. The Contractor can expect to encounter Government employees working during the hours designated for work under this Contract. During fire season, the entire Air Center Complex can experience a lot of activity. The ideal schedule would be Wednesday/Saturday cleanings, barring holidays interrupting the contractors' work days. During fire season, the facility will be open on holidays and weekends, so the contractor may choose to work or adjust a schedule as needed on those days during that time period.

The Contractor shall complete these services at the aforementioned frequencies and designated time schedule for each type of service without interrupting Government operations. Under circumstances when this is not feasible, the COR will provide the Contractor notice prior to the day of performance and the contractor will be expected to return to that area to complete the service in coordination with the COR, if it is still not possible to complete work, contractor shall note the specific area and reason for not being able to complete required cleaning and report to the COR.

1.6.5 Place of Performance: The work to be performed under this contract will be performed at 2774 Landing View Lane (Grand Junction Air Center), in Grand Junction, Colorado. The space to receive janitorial services consists of approximately 6,460 square feet in the Grand Junction Air Center Gebhart building and 4,800 square feet in the Grand Junction Air Center Tanker Base building.

1.6.6 Type of Contract: The government will award a commercial firm-fixed-price purchase order.

1.6.7 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically

with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.8 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.9 Key Personnel: The following personnel are considered key personnel by the government:

Primary Contract Manager (Contractor):

Alternate Contract Manager (Contractor):

The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 08:30AM MT to 04:30PM MT, Monday through Friday, except Federal holidays or when the government facility is closed for administrative reasons. Changes to key personnel shall be communicated to the contracting officer in writing and are subject to approval.

Qualifications for all key personnel are listed below:

The Contract Manager and the Alternate Contract Manager shall each have experience in supervision and coordination of government or commercial janitorial contract management totaling a minimum of 1 year.

Supervision shall be the responsibility of the Contractor. Any Contractor employee problems in performance, attendance, or other personal problems shall be referred to the Contract Manager through the COR.

1.6.10 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must

also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. The Contractor and its employees shall be issued individual Government ID cards authorizing access to specific areas and buildings within the Grand Junction Air Center identified in this Contract. Upon the loss or removal of any employee, whether permanent or temporary, the Contractor shall retain that employee's Government ID card and submit it to the COR within two (2) calendar days of the personnel action. Government ID cards submitted to the COR for temporary changes in force will remain on file with the COR until the Contractor submits to the COR either a written notice of employee reinstatement or the employee roster revision specified in this document.

1.6.11 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6.12 PHASE IN /PHASE OUT PERIOD: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board, during the thirty (30) day phase in/ phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements and commence full performance of services as soon as possible.

PART 2 – SECURITY

2.1 Contractor Personnel Security and Suitability Requirements

Performance of this contract requires contractor personnel to have a Federal government-issued Personal Identity Verification (PIV) credential before being allowed unsupervised access to a DOI facility. The Contracting Officer's Representative (COR) will be the requesting official and will make arrangements through a DOI Access Card Sponsor for personal identity verification and DOI Access Card issuance.

An Airport Operations Area (AOA) badge will be required to gain independent access to gate 27 of the Grand Junction Airport to access the Grand Junction Air Center facility during non-business hours and weekends during parts of the year. A separate background check and test will have to be passed to acquire that badge.

Prior to the start of contract performance, the Contractor must identify all contractor and subcontractor personnel who will require physical access for performance of work under this contract. *Physical Access* means routine, unescorted or unmonitored access to nonpublic areas of a federally controlled facility. The Contractor must make their personnel available at the place and time specified by the COR or DOI Access Card Sponsor in order to initiate screening and background investigations. The following forms and inquiries, or their equivalent, will be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF 306
- National Criminal History Check (NCHC)
- Release to Obtain Credit Information
- PIV card application (web-based)

Before starting work under this contract, a National Criminal History Check (NCHC) will be initiated to verify the identity of the individual applying for clearance and to determine the individual's suitability for the position. If the NCHC adjudication is favorable, a DOI Access Card will be issued for that individual. If the adjudication is unfavorable, the credentials will not be issued, and the contractor must make other arrangements for performance of the work. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this contract, DOI shall have the right of final determination.

Contractor employees must give, and authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor must ensure they are available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. In that case,

the contractor must provide the COR/COTR with documentation that supports the individual's credentialed status.

Contractor employees who have been successfully adjudicated will be issued DOI Access Cards, which must be activated at a USAccess Credentialing Center. Those Contractor employees not located within a reasonable travel time of a USAccess Credentialing Center will be screened and issued alternate credentials, such as temporary access badges.

During performance of the contract, the Contractor must keep the COR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the COR and Issuing Office within 24 hours. If reissuance of expired credentials is needed, it must be coordinated through the COR.

At the end of contract performance, or when a contractor employee is no longer working under this contract, the Contractor must ensure that all identification cards are returned to the COR.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have routine unsupervised access to a federally controlled facility for more than 180 calendar days or any unsupervised access to a federally controlled Level 3 or 4 information system.

2.1.1 The contractor shall provide direction to employees of the following prohibitions while performing tasks on U.S. Government premises: opening drawers, shelves, cabinets, lockers, access panels and doors not identified herein as within the scope of work; disturbing or reading materials left on desk tops; using equipment including but not limited to; the equipment in the employee exercise room, telephones, computers, radios; disturbing non-fixed (portable) objects that impede work in areas identified in this Contract (hereafter referred to as obstructed areas).

2.1.2 The contractor shall be responsible for the conduct of their employees and will instruct their employees that only items located in the trash receptacles or clearly marked as being trash are to be removed from the building.

2.1.3 Removing supplies or equipment off the premises is strictly prohibited and may result in the removal and restriction of contractor employees from enter U.S. Government facilities.

2.1.4 Contractor employees are prohibited from moving, re-arranging, or relocating obstructing items unless specifically approved herein or by the COR. By exception the Contractor shall be expected to move office chairs, tables, floor mats, waste receptacles, and similar to provide access to cleaning areas and surfaces. All forementioned items shall be relocated to their original positions following cleaning.

2.1.5 Due to recent events and the formation of Homeland Security guidance, security of our facilities and personnel are very important. Doors shall remain closed and secured while working in the buildings and the contractor shall not admit anyone into the buildings. The contractor will ensure that all buildings are properly secured before leaving. This includes windows and doors closed and locked and lights turned off in areas where people are not actively working.

2.2 Key Control. The Contractor shall establish and implement methods of making sure all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards and security codes. No keys issued to the Contractor by the Government shall be duplicated, nor recorded on electronic devices. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards, or compromise of security codes to the Contracting Officer within 1 hour of discovery.

2.2.1. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

2.2.2. The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer. Any physical keys shall be returned to key control prior to end of work.

2.2.3 Lock Combinations. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

2.3 Requirements for Background Checks. The Government will conduct a background check on each employee and shall absorb associated costs. A negative outcome to an employee background check may result in the Contracting Officer issuance of an immediate discontinuance of that employee's on-site authorization and of future availability to perform the work under this Contract. Due to the nature of special security requirements at the Grand Junction Air Center, all workers shall be at least 18 years of age and shall not have been convicted of a felony or theft misdemeanor.

2.3.1 Background check procedures. See Contract Clause "SECURITY REQUIREMENTS: FACILITY ACCESS and INFORMATION TECHNOLOGY (August 2016).

2.3.1.1 Employee Roster. Contractor shall submit to the COR a roster of all employees performing the work under this Contract. Seven (7) calendar days prior to any change to the Contractor work force (temporary or permanent), the Contractor shall submit to the COR a legible revised version of the employee roster. The original and all submitted revisions shall remain on file with the COR. Only employees named on the most current roster the COR has on file will be allowed inside the

Grand Junction perimeter fence to access the grounds and facilities identified in this Contract for service. Until a valid Government ID is received, employees will be required to be escorted through the building by an Air Center employee. Once a valid Government ID is received by employee, they will be required to display it all times while inside the Grand Junction perimeter fence. Subcontractors on site to perform work under this contract shall be escorted by the Contractor or approved supervisor, with a current Government ID, at all times.

2.3.1.1.1 The Government reserves the right to refuse any contractor employees recommended or referred by the Contractor.

2.3.1.1.2 Contractor personnel terminations, resignations, and reassignments must be reported prior to the next day of performance. The contractor shall issue a formal notification to the COR of any new employees subject to performance under this contract no later than 7 business days prior to the employees' arrival.

2.3.1.2 The Contractor and its employees shall occupy only those grounds and facilities identified herein solely to perform the work under this contract.

PART 3 - DEFINITIONS & ACRONYMS

CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

CONTRACTING OFFICER (CO). A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor provided the direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

DELIVERABLE. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

ENVIRONMENTALLY PREFERABLE PURCHASING. The EPA recommendations of Specifications, Standards, and Ecolabels help federal purchasers identify and procure environmentally preferable products and services. Federal purchasers are directed in Executive Order 14057 on Catalyzing American Clean Energy Industries and Jobs through Federal Sustainability and the Federal Sustainability Plan to procure products and services meeting the Recommendations to meet net-zero emissions and other procurement goals.

KEY PERSONNEL. Contractor personnel that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

PHYSICAL SECURITY. Actions or safeguards preventing the loss or damage of Government property.

QUALITY ASSURANCE (QA). The government procedures to verify services being performed by the Contractor are performed according to acceptable standards.

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

QUALITY CONTROL (QC). All necessary measures taken by the Contractor to assure the quality of an end product or service shall meet contract requirements.

SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

WORK DAY. Subject to the terms as included by local, state, and federal labor law. Unless otherwise prohibited or modify shall mean, 8:00 AM MT to 5:00 PM MT including all lunch and rest periods. Modified only through supplemental agreement between the contractor and the contracting officer.

WORK WEEK. Sunday through Saturday, unless specified otherwise.

FIRE SEASON. May 1 through September 30 of any given calendar year.

PART 4 - GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

4.1. Services. The Government will provide background investigative services and facilities clearance for contractor employees.

4.2 Facilities. The Government will provide, at the COR's discretion, access to a storage closet for staging and storage of materials necessary to complete routine, reoccurring, janitorial services within the government's control. The contractor shall not utilize any provided space for any materials or equipment not expressly authorized by the COR subject to this paragraph. The contractor is responsible for the cleanliness and storage of any designated storage closet at no additional cost to the government. Stored items must be maintained in an orderly manner and avoid blocking access to electrical service distribution panels, fire extinguishers, heating and cooling components and control panels, entryways, egress points, and any Government property that may be stored in this area. The Contractor shall not store gasoline or gasoline-powered equipment in any of the storage rooms.

4.3 Utilities. The Government will provide electricity and water, to be used at the direction of the COR for operation of necessary equipment. Water access is based on pre-existing faucets without modification to pre-existing fittings. Electrical access shall be limited to commercial standard 110V 15AMP receptacles available for use.

Contractor's equipment shall be rated for commercial applications, listed with Underwriter Laboratories (UL) where applicable and acceptable for use by industry standards for public and commercial settings. Electrical equipment shall operate without requiring or causing any changes or disruptions to existing building(s) electrical service. It shall be the responsibility of the Contractor to prevent such occurrences while performing work under this Contract.

Utility requirements above and beyond the organic capacity of the facility pursuant to the COR shall become the sole responsibility of the contractor.

The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

Dumpsters are located near or across from the Tanker Base building, uphill and Southeast from the Gebhart Building. These shall be used to dispose of all waste collected by janitorial staff. Recycle bins are located in the janitorial closet in the Gebhart Building. The contractor shall not remove refuse from the site in any receptacle not specifically authorized by the COR.

4.4 Equipment. The Government will not provide any equipment, nor access to equipment, not otherwise provided within this document.

4.5 Material. The Government will supply the paper towels, toilet tissue, hand soap and small garbage bags. It is the contractor's responsibility to notify the designated Project Inspector/ COR if they need additional supplies or are running low on supplies. This information needs to be given in a timely manner to allow ordering and receipt of needed supplies.

PART 5 - CONTRACTOR FURNISHED ITEMS AND SERVICES

5.1 General. The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 4 of this PWS including, but not limited to: brooms, brushes, cleaning rags, polishing and treated dust cloths, wet mops, sponges, squeegees, cleaning agents including polish, detergents and disinfectants, and any other supplies required to adequately perform the janitorial services for this contract. Cleaning supplies must meet BLM Health and Safety Standards and Green Products Environmental standard. All cleaning supplies must be labeled according to OSHA standards.

5.2. Materials. The Contractor shall provide all materials to accomplish the specified tasks as outlined in Section 6. The contractor shall comply with Environmentally Preferable Purchasing Requirements as established in the terms and conditions of this document. The contractor shall reference the following website to ensure all cleaning products comply with program requirements.

<https://www.epa.gov/greenerproducts/recommendations-specifications-standards-and-ecolabels-federal-purchasing>

5.3. Equipment. The Contractor shall provide all equipment to accomplish the specified tasks as outlined in Section 6. The contractor shall comply with Environmentally Preferable Purchasing and Energy Efficiency Requirements as established in the terms and conditions of this document wherever possible. The contractor shall reference the following website to ensure all cleaning products comply with program requirements. This section includes, but is not limited to; a commercial grade vacuum cleaner, carpet shampooer, floor buffer/polisher; floor-mops, brooms, buckets, hoses.

All applicable equipment shall be factory-equipped with appropriate shielding and/or bumper guards to avoid marking, scarring, chipping, or scratching fixtures, furnishings, wall surfaces, or any other surface type encountered during operation.

PART 6 - SPECIFIC TASKS

6.1. Basic Services. The space to receive janitorial services consists of approximately 6,460 square feet in the Grand Junction Air Center Gebhart Building, and 4,800 square feet in the Grand Junction Tanker Base Building. The contractor shall reference **technical exhibit 3** for specific spaces to be included in this part.

6.2 Daily/Weekly Cleaning Services.

6.2.1 Restrooms, Showers, and Changing Areas.

Bathrooms, showers, and changing areas shall be thoroughly cleaned and disinfected. Wash all fixtures including urinals, toilets, showers and sinks inside and out with disinfectant. Toilet seats shall be left in a raised position. All surfaces exposed to handling such as doors, partitions, locks, railings, doorknobs, faucets, soap and paper receptacles, etc. shall be cleaned with disinfectant. Polish all chrome and mirrors. All other surfaces, i.e. shelves, cabinets, etc. shall be damp wiped. The floors will be swept, and damp mopped with disinfectant. Spot clean walls and partitions as needed with a focus upon areas within five feet of any toilets. Empty all trash receptacles and install new liners. Supplies such as paper towels, toilet paper, toilet seat covers, deodorizers and soap shall be replenished. In addition to the toilet tissue on the holder, an additional roll shall be left in each stall. Additionally, water will be poured down each individual drain throughout the building.

Frequency: Conducted twice per week from May 1 to October 31; once per week from November 1 to April 31. One cleaning during the middle of the week and one on the weekend (ideally, Tuesday/Saturday or Wednesday/Sunday).

6.2.2 Kitchens and Drinking Fountain.

Because food handling occurs in these areas it is essential these areas are thoroughly cleaned and disinfected weekly. Wash and disinfect counter tops and sinks. Drinking fountains will be cleaned and disinfected. The refrigerator will be cleaned on the outside and where the water and ice dispenser are located. The microwave shall be washed inside and out. Any personal dishes such as coffee mugs, silverware, etc. are the responsibility of the owner and are not expected to be cleaned by the contractor. Empty all trash receptacles and install new trash liners.

Frequency: Conducted twice per week from May 1 to October 31; once per week from November 1 to April 31. One cleaning during the middle of the week and one on the weekend (Ideally, Tuesday/Saturday or Wednesday/Sunday).

6.2.3 Office Areas.

All trash receptacles shall be emptied, and new liners installed. Only items in trash receptacles shall be removed. Items lying beside receptacle shall not be removed unless clearly marked as trash. All vinyl or tile floor surfaces shall be swept, and damp mopped. All carpeted floor services shall be vacuumed. Any stains on carpets shall be spot cleaned as necessary (coffee spills, mud tracks, etc.).

Frequency: Conducted twice per week from May 1 to October 31; once per week from November 1 to April 31. One cleaning during the middle of the week and one on the weekend (Ideally, Tuesday/Saturday or Wednesday/Sunday).

6.2.4 Public Areas – Conference Rooms, mailroom, elevator, and stairwell areas.

All trash receptacles shall be emptied, and new liners installed. All vinyl or tile floor surfaces shall be swept, and damp mopped. Carpeted floors shall be vacuumed, and spot cleaned as necessary (coffee spills, mud tracks, etc.). Conference tables, desks and surfaces that are handled, such as doorknobs, railings, etc. will be cleaned and disinfected. Doors and windows will be cleaned, and windows polished.

Frequency: Conducted twice per week from May 1 to October 31; once per week from November 1 to April 31. One cleaning during the middle of the week and one on the weekend (Ideally, Tuesday/Saturday or Wednesday/Sunday).

6.3 Monthly Services.

6.3.1 Restrooms, Showers, and Training Areas.

Surfaces of the bathroom such as walls, partitions, pipes, etc. will be thoroughly cleaned and disinfected.

Frequency: Conducted at the end of each month.

6.3.2 Office Areas.

Dust horizontal surfaces such as tops of file cabinets, bookcases, windowsills, table and desk tops using a treated cloth. Easy to move items such as manuals and binders, and plants should be moved, dusted underneath, and returned to original location. Working desk surfaces with papers should not be disturbed. Dust venetian blinds with a treated cloth. Damp mop plastic desk mats (plastic mats that protect the carpet from rolling chairs). Dust or wipe exposed heat registers.

Frequency: Conducted at the end of each month.

6.3.3 Public Areas – Conference Rooms, mailroom, elevator, and stairwell areas.

Dust horizontal surfaces such as tops of cabinets, bookcases, windowsills and desks using a treated cloth. Easy to move items such as manuals, binders, and plants should be moved, dusted underneath, and returned to their original location. Dust venetian blinds using a treated cloth. Damp wipe heat registers.

Frequency: Conducted at the end of each month.

6.4 Semi-annual Services. Dates to be coordinated with the COR.

Cleaning ceiling fixtures such as lights, speakers, and air conditioning vents. All wall surfaces shall be cleaned by either washing them when surfaces allow or vacuuming (brick walls) with the dust attachment on the vacuum. Baseboards, pictures, clocks, and other items hanging on the walls will be removed, dusted, walls cleaned and items returned to their original location. All vertical and horizontal surfaces that are not ordinarily cleaned on a daily or weekly basis shall be cleaned. This includes chairs, desk sides and walls, cabinets, bookcases, heat registers, baseboards, etc. Trash receptacles shall be washed inside and out.

Frequency: Conducted at the end of April and the end of October.

6.5 Excluded Services.

6.5.1 Carpet cleaning will be done through a separate contract by professional carpet cleaners. Vinyl and tile floor striping/resealing will be conducted through a separate contract.

6.5.2 Pest Control. Pest control devices have been supplied by a commercial vendor and are serviced monthly by that vendor. They are not to be moved or disturbed.

6.5.3 Exterior window cleaning shall be done through a separate contract by professional window cleaners.

PART 7 - TECHNICAL EXHIBIT LISTING

Technical Exhibit 1 – Performance Requirements Summary

Technical Exhibit 2 – Deliverables Schedule

Technical Exhibit 3 – Estimated Workload Data

Technical Exhibit 4 – COR Inspection Checklist

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required—usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be “Zero deviation from standard”)	Method of Surveillance
1.6.2.1 Safety	Utilize only UL approved electrical products. Refrain from use or storage of flammable liquids on site	100%	Periodic Sampling
1.6.7.1 Physical Security	All employees complete NACI or FBI National Criminal History Fingerprint Check prior to site access.	100%	Direct Observation
1.6.7.2 Key Control	All keys, access cards, and codes remain uncompromised with no loss of physical keys or cards.	100%	Customer Feedback
1.6.7.5.2 Reporting of terminations, resignation, and reassignments	The contractor shall report all applicable personnel changes of key personnel or crew members with physical access prior to the next business day. All new employees are reported at least seven days prior to beginning work.	100%	Direct Observation
1.6.12 Identification of Contractor Employees	Contractors must maintain and display government issued identification while on site – or – actively escorted by an authorized person.	No more than 5 reports in one calendar year.	Customer Feedback
4.1 Contractor Furnished Items	The contractor will utilized EPA identified “green” cleaning products as referenced within the contract	95%	Random Sampling

5.2.1 Restroom, Showers and Training Areas – Daily/Weekly	Bathrooms, showers, and changing areas shall be thoroughly cleaned and disinfected. Wash all fixtures including urinals, toilets, showers and sinks inside and out with disinfectant. Toilet seats shall be left in a raised position. All surfaces exposed to handling such as doors, partitions, locks, railings, doorknobs, faucets, soap and paper receptacles, etc. shall be cleaned with disinfectant. Polish all chrome and mirrors. All other surfaces, i.e. shelves, cabinets, etc. shall be damp wiped. The floors will be swept, and damp mopped with disinfectant. Spot clean walls and partitions as needed with a focus upon areas within five feet of any toilets. Empty all trash receptacles and install new liners. Supplies such as paper towels, toilet paper, toilet seat covers, deodorizers and soap shall be replenished. In addition to the toilet tissue on the holder, an additional roll shall be left in each stall. Additionally, water will be poured down each individual drain throughout the building.	95%	Periodic Inspection
5.2.4 Office Areas – Daily/Weekly	All trash receptacles shall be emptied, and new liners installed. Only items in trash receptacles shall be removed. Items lying beside receptacle shall not be removed unless clearly marked as trash. All vinyl or tile floor surfaces shall be swept, and damp mopped. All carpeted floor services shall be vacuumed. Any stains on carpets shall be spot cleaned as necessary (coffee spills, mud tracks, etc.).	95%	Periodic Inspection

5.2.5 Public Areas – Conference Rooms, mailroom, elevator, and stairwell areas – Daily/Weekly	All trash receptacles shall be emptied, and new liners installed. All vinyl or tile floor surfaces shall be swept, and damp mopped. Carpeted floors shall be vacuumed, and spot cleaned as necessary (coffee spills, mud tracks, etc.). Conference tables, desks and surfaces that are handled such as doorknobs, railings, etc. will be cleaned and disinfected. Doors and windows will be cleaned, and windows polished.	95%	Periodic Inspection
5.3.1 Restrooms, Showers, and Training Areas – Monthly	Surfaces of the bathroom such as walls, partitions, pipes, etc. will be thoroughly cleaned and disinfected.	95%	Periodic Inspection
5.3.3 Office Areas - Monthly	Dust horizontal surfaces such as tops of file cabinets, bookcases, windowsills, table and desk tops using a treated cloth. Easy to move items such as manuals and binders, and plants should be moved, dusted underneath, and returned to original location. Working desk surfaces with papers should not be disturbed. Dust venetian blinds with a treated cloth. Damp mop plastic desk mats (plastic mats that protect the carpet from rolling chairs). Dust or wipe exposed heat registers.	95%	Periodic Inspection
5.3.4 Public Areas – Conference Rooms, mailroom, elevator, and stairwell areas – monthly	Dust horizontal surfaces such as tops of cabinets, bookcases, windowsills and desks using a treated cloth. Easy to move items such as manuals, binders, and plants should be moved, dusted underneath, and returned to their original location. Dust venetian blinds using a treated cloth. Dust/Wipe heat registers.	95%	Periodic Inspection

5.4 Semi-annual Services	Cleaning ceiling fixtures such as lights, speakers, and air conditioning vents. All wall surfaces shall be cleaned by either washing them when surfaces allow or vacuuming (brick walls) with the dust attachment on the vacuum. Baseboards, pictures, clocks, and other items hanging on the walls will be removed, dusted, walls cleaned and items returned to their original location. All vertical and horizontal surfaces that are not ordinarily cleaned on a daily or weekly basis shall be cleaned. This includes chairs, desk sides and walls, cabinets, bookcases, heat registers, baseboards, etc. Trash receptacles shall be washed inside and out.	95%	Periodic Inspection
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TECHNICAL EXHIBIT 2
DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Quality Control Plan	Upon submittal of quotation; within 5 business days of any change	1 electronic copy	PDF Document	Distribute to all entries of paragraph 1.6.11
Key Personnel Resumes	Upon submittal of quotation; within 5 business days of any change	1 electronic copy	PDF Document	Distribute to all entries of paragraph 1.6.11
Employee Roster	Seven days prior to the onset of performance and/or onboarding of new employees	1 electronic copy	PDF Document	Distribute to all entries of paragraph 1.6.11

TECHNICAL EXHIBIT 3

ESTIMATED WORKLOAD DATA

Grand Junction Air Center consists of private offices, open concept office areas, dispatch floor, one (1) mail area, one (1) conference room with adjoining rooms, two (2) kitchens, one (1) men's bathroom, one (1) women's bathroom, two (2) unisex bathrooms, one (1) shower room, an elevator, a stairwell and hallways and entry ways.

The men's restroom consists of two (2) urinals, two (2) toilets, and two (2) sinks on a continuous counter, mirrors, partitions and tile flooring.

The women's restroom consists of two (2) toilets, two (2) sinks on a continuous counter, mirrors, partitions and tile flooring.

One (1) upstairs unisex bathroom consists of one (1) toilet, one (1) urinal, one (1) sink and tile flooring.

One (1) upstairs unisex bathroom consists of one (1) toilet, one (1) sink and tile flooring.

The shower area consists of a hallway, eight (8) showers, partition walls, wood doors and tile flooring.

The downstairs kitchen contains one (1) sink, countertops, one (1) microwave, two (2) refrigerators, two (2) tables and tile flooring.

The upstairs kitchen contains one (1) sink, countertops, one (1) microwave, two (2) refrigerators and vinyl flooring.

One (1) upstairs water fountain.

The office areas, dispatch floor, conference room, stairwell, hallways, mailroom include carpet and tile flooring.

A utility sink is also present in the Janitorial supply room.

Grand Junction Tanker Base Building consists of private offices, open concept office areas, pilot lounge, operations room, one (1) mail area, one (1) conference room, one (1) kitchen, five (5) unisex bathrooms, one (1) shower area with multiple shower rooms, and hallways and entry ways.

Five (5) unisex bathrooms consist of one (1) toilet, one (1) urinal, one (1) sink, tiled walls and polished concrete flooring.

The shower area consists of a hallway, four (4) showers, seating, wood doors tiled walls, tile flooring and polished concrete flooring.

The kitchen contains one (1) sink, countertops, one (1) microwave, two (2) refrigerators, one (1) oven/range and polished concrete flooring.

One (1) water fountain and one (1) ice machine.

The office areas, dispatch floor, conference room, pilot lounge, hallways, entry ways and mailroom include desks, cabinets, tables, carpet and polished concrete flooring.

A utility sink is also present in the Janitorial supply room.

TECHNICAL EXHIBIT 4

COR INSPECTION CHECKLIST

PERFORMANCE OBJECTIVE	DATE INSPECTED	COMMENTS	RATING		
			S	U	NI
Restrooms					
Sweep and damp-mop and/or scrub floors.					
Clean and disinfect wash basins, toilets, urinals, sinks, showers, restroom partitions and soiled wall surfaces					
Damp-wipe and polish mirrors, shelving, dispensers and fixtures.					
Empty waste receptacles. Empty, clean and disinfect sanitary napkin receptacles and replace used liners.					
Refill all paper towel, soap, toilet paper & seat cover dispensers.					
Spot-clean other surfaces and dust horizontal surfaces.					
General Use & Office Areas					
Vacuum all carpets, floor mats and upholstered chairs. Spot clean all smudges, marks or spots.					
Dust all desk and table surfaces, shelves, windowsills, and door trim. Spot clean any smudges or marks.					
Empty all trash containers. Inside and outside of wastebaskets shall be clean, odor free, and in acceptable condition.					
Clean and polish all bright metal surfaces.					
Remove fingerprints and other marks from woodwork and walls.					

