

Scope of Work (SOW)

Custodial Services Contract

Christiansted National Historic Site (CHRI)

National Park Service



1. Introduction

Christiansted National Historic Site (CHRI) is located in Christiansted on the island of St. Croix in the United States Virgin Islands. The park preserves historically significant Danish colonial-era structures dating primarily from the 18th and 19th centuries and interprets the history of Danish governance, Caribbean trade, and the cultural history of St. Croix. Major historic resources include Fort Christiansvaern, the Danish Customs House, the Scale House, the Steeple Building, and the Danish West India and Guinea Company Warehouse. These structures, along with surrounding grounds such as the David Hamilton Jackson Park area, form a highly visited historic district that must be maintained in a clean, safe, and visitor-ready condition at all times. The purpose of this contract is to provide custodial services necessary to maintain interior and exterior public and operational spaces throughout Christiansted National Historic Site.

2. Scope of Services

The contractor shall provide custodial services for facilities and grounds located within CHRI. The contractor shall furnish labor, supervision, communication devices, contractor-provided equipment, personal protective equipment (PPE), and management necessary to perform the work described in this Scope of Work. The

Contracting Officer's Representative (COR) serves as the on-site supervisor and may redirect work priorities or adjust daily tasks based on operational needs, visitor levels, or special circumstances.

3. Period of Performance

The contract period shall be twelve (12) months. Work shall be performed Monday through Friday between the hours of 7:00 AM and 4:00 PM with a one-hour lunch break. The contractor employee must remain on site during the full duty period unless otherwise authorized by the COR. A contractor employee shall be present and working no later than 7:00 AM each workday and remain until 4:00 PM.

4. Federal Holidays

Custodial services will not be required on the following federal holidays:

- Thanksgiving Day
- Christmas Day

All other federal holidays remain regular workdays unless otherwise directed by the COR.

5. Staffing Requirements

The contract is priced based on one full-time custodial employee. If the assigned employee is absent due to illness, leave, resignation, or other circumstances, the contractor shall provide a qualified replacement employee no later than 9:00 AM on that day. The contractor may elect to provide additional employees to assist with the work. However, additional staffing must be approved in writing by the COR and the contract price shall remain unchanged regardless of the number of contractor employees utilized.

6. Timekeeping Requirement

The contractor shall maintain a timekeeping system documenting employee arrival and departure each workday. The system may consist of an electronic time clock, application, or punch clock. Records shall include:

- employee name
- date
- time of arrival
- time of departure

Timekeeping records shall be maintained by the contractor and made available to the COR upon request.

7. Contractor Communication

The contractor employee must carry a company-provided phone or communication device during duty hours so that the COR can contact the employee while they are working on site.

8. Facilities Covered Under This Contract

Custodial services apply to the following facilities and areas within Christiansted National Historic Site: Fort Christiansvaern (including but not limited to):

- visitor areas
- exhibit rooms
- museum room
- archives room
- resource management office inside archives room
- law enforcement office across from evidence room
- evidence room and office inside evidence room
- soldiers barracks

- dungeon
- powder room
- historic weapons room
- kitchen
- cells
- exercise yard
- two historic cisterns
- east bastion
- west bastion
- main gun deck
- cannon platforms
- stairwells
- balconies
- exterior staircases
- boardwalk areas
- offices

Additional buildings and areas:

- Scale House (all floors including offices and upstairs restroom)
- Danish Customs House (all floors including lower floor restroom)
- Guinea Company Warehouse courtyard area
- ADA restroom trailer located in GCW courtyard
- Steeple Building exterior grounds and entryways
- Fee booth
- Historic latrine and connecting rooms

9. David Hamilton Jackson Park

David Hamilton Jackson Park, located adjacent to Fort Christiansvaern and forming part of the visitor circulation area, is included within the custodial service area.

Responsibilities include:

- daily litter removal
- removal of small fallen branches
- blowing or sweeping walkways
- cleaning beneath benches
- maintaining the monument area in a clean visitor-ready condition

The contractor shall not clean, modify, or apply chemicals to the monument itself.

10. Restroom Cleaning Requirements

Restrooms shall be maintained in a sanitary condition throughout the day. Restrooms include:

- Fort Christiansvaern restroom
- Scale House upstairs restroom
- Danish Customs House lower floor restroom
- GCW ADA restroom trailer

Cleaning includes disinfecting toilets, sinks, partitions, and high-touch surfaces. Baseboards and lower wall areas shall be cleaned to prevent buildup. Cabinets beneath sinks shall be checked for trash.

Restroom servicing schedule:

- morning cleaning
- midday inspection
- approximately 2:30 PM inspection
- additional checks during cruise ship or high visitation days.

Restrooms shall never be left without soap, toilet paper, seat covers, or paper towels.

Cleaning includes disinfecting toilets, sinks, partitions, and high-touch surfaces. Baseboards and lower wall areas shall be cleaned to prevent buildup. Cabinets beneath sinks shall be checked for trash.

11. Interior Cleaning

Interior custodial duties include sweeping, mopping, and wiping surfaces. Custodial cleaning includes but is not limited to:

- desks
- printers
- monitors
- keyboards
- bookshelves
- water jug stands
- tables
- countertops

12. Exterior Cleaning and Grounds Maintenance

Exterior areas including walkways, gathering areas, and circulation areas shall be maintained free of litter and debris. Responsibilities include:

- litter pickup throughout the grounds
- sweeping exterior concrete or stone areas weekly
- blowing debris from entryways and walkways
- removing small branches and wind-blown debris

Cleaning methods shall protect historic surfaces including limewash finishes.

Floors shall be swept and damp mopped weekly at minimum.

Only approved environmentally friendly cleaning products shall be used in accordance with the park's green initiative.

13. Trash Collection

The contractor shall collect trash from interior and exterior areas. Trash bags shall be tied and staged at the designated collection location. The National Park Service will transport trash to the Sion Farm dumpster location for disposal.

14. Historic Resource Protection

Cleaning must protect historic surfaces including masonry, limewash, woodwork, and historic architectural features. Abrasive cleaning tools, harsh chemicals, and pressure washing are prohibited unless specifically authorized by the COR.

15. Secured Areas

Certain locations require escort by park staff, including evidence-related spaces and secure offices. Contractor employees may clean surfaces only and shall not move documents, evidence, or official materials.

16. Safety Requirements

Contractor employees must wear closed-toe footwear such as boots or tennis shoes. Slippers, Crocs, flip-flops, or sandals are not permitted. The contractor shall supply appropriate PPE required to safely perform custodial duties.

17. Smoking and Conduct

Smoking or vaping is prohibited inside any government structure or in view of visitors within park areas.

18. Supply Inventory

The contractor shall maintain a minimum 45-day supply of cleaning supplies & materials on site and notify the COR when supply levels reach approximately 45 days remaining so that additional supplies can be ordered.

19. Weekly Reporting

The contractor shall submit weekly reports documenting completed work and observations. Reports must be emailed to the COR no later than close of business on the following Monday.

20. Photo Reference Sections

Fort Christiansvaern Interior



Fort Christiansvaern restroom area

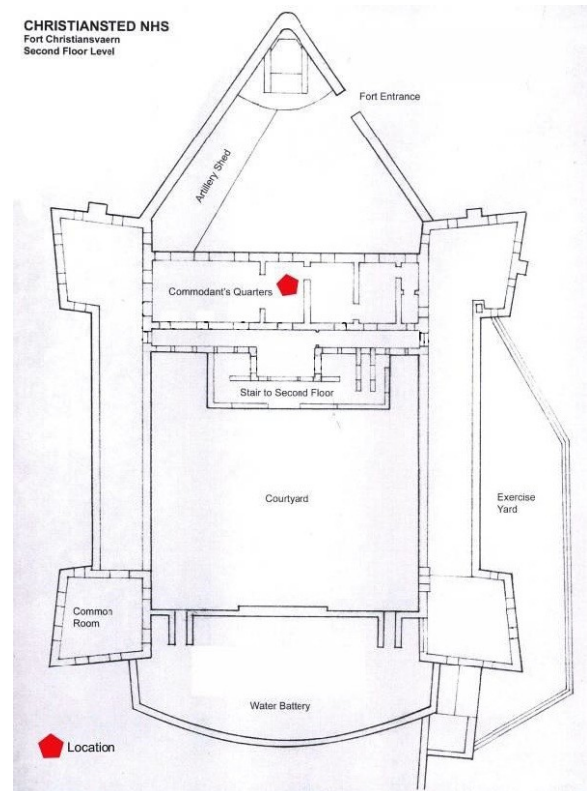




Soldiers Barracks

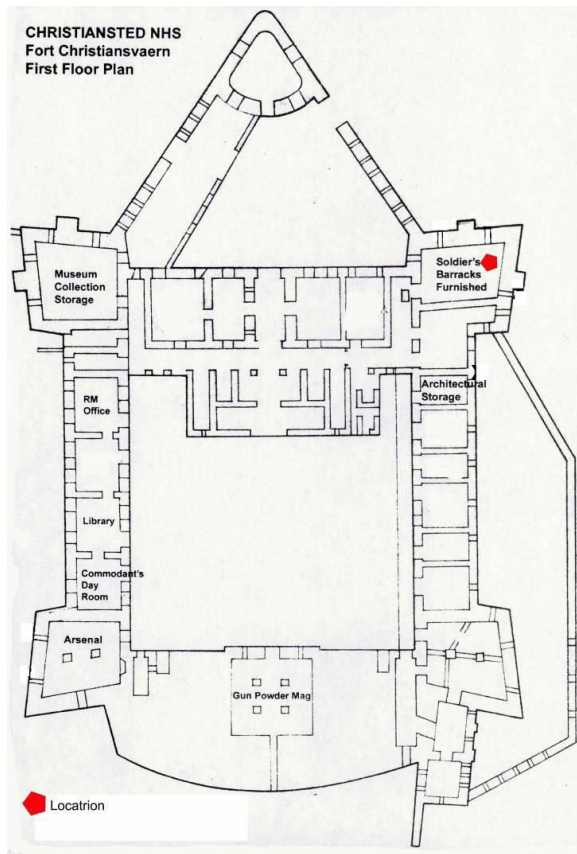


Arsenal ground floor

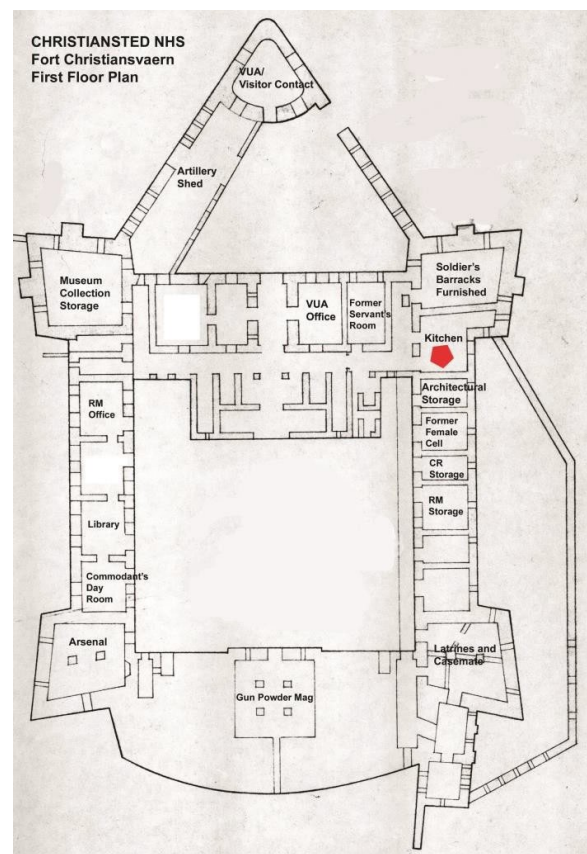


NPS office / archives room

Bastions and Gun Deck



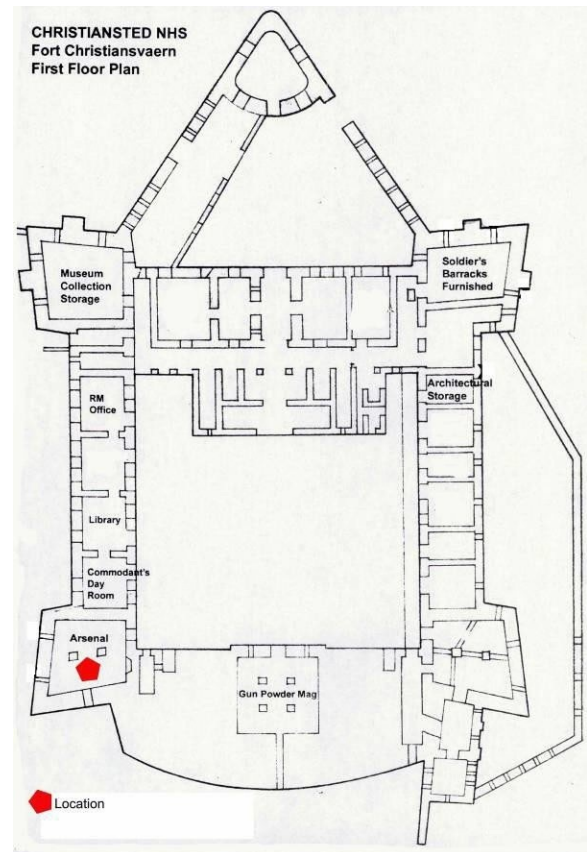
Overall picture of Fort Christiansvaern



Overall view of Fort Christiansvaern



Fort grounds and bandstand



Overall map of Arsenal location

Hamilton Jackson Park



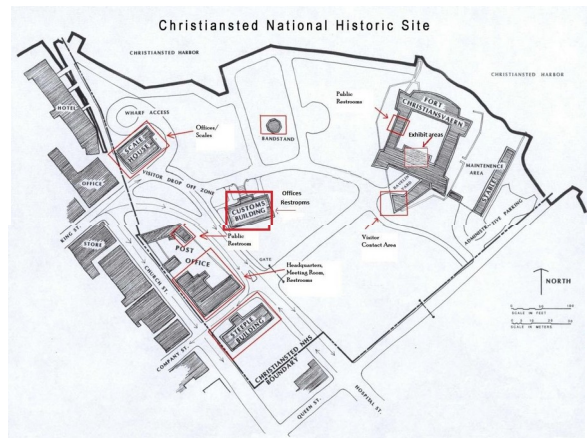
David Hamilton Jackson Park



Danish Customs House



Scale House building / offices



Site map reference