

**STATEMENT OF WORK
BASE CARPET AND FLOOR CLEANING**

**SHAW AFB
1 OCT 2022**

**STATEMENT OF WORK
FOR
BASE CARPET AND FLOOR CLEANING**

1. DESCRIPTION OF SERVICES. The contractor shall provide all personnel, equipment, tools, materials, vehicles, supervision, and other items and services necessary to perform emergency and routine carpet and hard floor cleaning. Services will be an “On Call” basis. Contractor shall respond within two (2) hours for emergency calls and respond within one (1) duty day for routine calls. Contractor will be called for, but not limited to flooding, sewer back-up, spills, stains, freshwater leaks, air conditioner leaks and odorous carpets. Carpets shall be deep cleaned in order to remove embedded soil from carpet fibers. Deep cleaning shall employ **external extraction method only** to address soil suspension, soil extraction and drying. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs and other similar items. Chairs, trash receptacles, and other items shall be moved to clean carpets underneath and returned to their original location after has dried. Contractor shall dry all carpets after cleaning. Contractor shall warranty stains and odor for 90 days. Contractor shall submit price quotes in writing and get approval from the Contracting officer’s Representative (COR) before starting any work.

1.1. Disposal. The contractor shall be responsible for disposal of all debris generated during repairs at a certified off base site.

1.1.2. WORK AREA: The site must be kept neat, clean, and free of debris with a complete general clean up at the end of the project. Contractor shall restore work area to a manner that presents a neat and professional appearance.

1.1.3. WORK AREA SAFETY: Contractor shall clearly mark work area using signs, reflective tape or cones.

2. GENERAL INFORMATION.

2.1. All required work will be coordinated through the 20th CES/CEOESC, Bldg# 252 office daily at 895-9711/9716, Fax# 895-9715. No additional work will be approved unless coordinated through the Contracting officer’s Representative (COR).

2.1.2. The contractor shall notify the Contracting officer’s Representative (COR), 20th Civil Engineer Squadron at 895-9711 or 897-9716 upon completion of all work for this contract.

2.1.3. Normal working hours are 7:30 AM to 4:30 PM, Monday through Friday, excluding US Government holidays. Work to be performed at all other times shall be approved by the COR’s Office. Emergency contact information will be provided to contractor.

2.1.4. Buildings will be occupied during all work activities. The contractor shall coordinate all work with the COR to ensure that aircraft and vehicle maintenance operations are not impaired.

3.0 HOLIDAYS. The followings Federal holidays are observed by this base:

New Year's Day	1 January
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	19 June
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

4.0. **GOVERNMENT FURNISHED PROPERTY AND SERVICES:** The Government shall provide, without cost, the services listed below:

4.1. **Utilities Service.** The government will furnish water, sewage and electricity from existing sources.

5. SECURITY REQUIREMENTS FOR UNCLASSIFIED CONTRACTS

5.1. The following security requirements are required in Shaw AFB Statement of Works (SOW's) and Performance Work Statements (PWS's) when contract work **does not** involve access to classified information.

5.1.2. **Listing Of Employees.** The contractor shall maintain a current listing of employees. The list shall include the employee's name, social security number and type of investigation if contract work involves unescorted entry to Air Force restricted areas or other sensitive areas designated by the installation commander. The list shall be provided to the Program Manager and sponsoring agencies Security Manager. An updated listing shall be provided when an employee's status or information changes.

5.1.3. **Security Training.** The contractor ensures all contractor employees receive initial and recurring security education training from the sponsoring agencies security manager. Training must be conducted IAW DOD 5200.1-R, Information Security Program Regulation, and AFI 31-401, "Information Security Program Management". Contractor personnel who work in Air Force controlled/restricted areas must be trained IAW AFI 31- 101, The Air Force Installation Security Program.

5.1.4. Pass And Identification Items. The contractor shall ensure the pass and identification items required for contract performance are obtained for employees. Contractors cannot sponsor other contractors on base. Only government employees (military or civilian) are authorized to sponsor contractors.

NOTICE: All contract employees shall submit to a criminal background check accomplished by Shaw Air Force Security Forces prior to the employee being issued base access credentials. Failure to submit requested information as indicated below can result in denial or delay of issuing base access credentials.

5.1.5. Retrieving Identification Media. The contractor is responsible for retrieving all identification media from employees who depart for any reason before the contract expires, e.g. terminated for cause, retirement, etc. The contractor shall return retrieved items to the Security Forces Pass and Registration Office.

5.1.6. Traffic Laws. The contractor and its employees shall comply with base traffic regulations.

5.1.7. Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately-owned vehicle while on Shaw Air Force Base.

5.1.8. For Official Use Only (FOUO). The contractor shall comply with DoD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program, requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

5.1.9. Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

5.1.10. Physical Security. The contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

5.1.11. Controlled/Restricted Areas. (IF APPLICABLE) The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work. An AF Form 2586, Unescorted Entry Authorization Certificate, must be completed and signed by the sponsoring agencies Security Manager before a Restricted Area Badge will be issued. Contractor employees must have a completed National Agency Check, Local Agency Check, Credit Check (NACLC) investigation before receiving a Restricted Area Badge.

5.1.12. 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. The contractor shall not duplicate any keys issued by the government.

- a. The contractor shall immediately report to the COR or Program Manager any occurrences of lost or duplicated keys.
- b. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the contracting officer, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such 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.
- c. The contractor shall prohibit the use of keys, issued by the government, by any persons other than the contractor's employees and the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of contract work requirements in those areas.

6. SHAW AFB HAZARDOUS MATERIAL AND ENVIRONMENTAL POLICIES

6.1. Air Force Manual 32-7002, Environmental Compliance and Pollution Prevention, requires that all Hazardous Materials (HM) used on the base will be tracked by the HM database, EESOH-MIS (AF Enterprise Environment, Safety, and Occupational Health Management Information System). This includes HM used by any Contractor while working on Shaw AFB property.

6.2. Prior to using any HMs on base, the Contractor shall provide the following information to the HAZMART (bldg. 231, phone 803-895-9931/9932/9933) for authorization prior to use: Base Project Name, Contract Number, HM Use Location(s), Safety Data Sheet (SDS), Material Container Size, and Usage Data. (such as 1-gallon per week or 3-pints per month, etc.). This requirement applies to all contractors, including construction, performing studies or tests and service contractors, such as janitorial and maintenance. All SDS's and quantities used are required to be submitted to the HAZMART (bldg. 231, 895-9931/9932/9933) for authorization and approval prior to use. This shall be done PRIOR to the start of this contract. If you require assistance, please contact HAZMART at (803) 895-9931/9932/9933.

6.3. The generation of hazardous waste is not expected from this contract, however it is the responsibility of the contractor to determine if hazardous waste is generated from contractor operations. Shaw AFB Environmental Compliance (20 CES/CEIEC) will assist with determination if requested by the contracting officer. Proper disposal of any Hazardous or Universal waste, generated by the contractor, is the responsibility of the contractor. All such waste must be removed from the installation before the end of the contract period of performance. The generation of universal waste (including but not limited to mercury containing light fixtures) is probable under this contract. The contractor shall manage and dispose of all universal waste in accordance with South Carolina Department of Health and Environmental Control (SC DHEC) and 40 CFR Part 273, Universal Waste Rules. Fluorescent and HID lamps (including CFLs), ballasts, thermostats, smoke detectors, mercury-containing equipment, emergency light batteries and other potentially hazardous

waste will be removed, packaged and stored on site until ready for disposal in accordance with applicable regulations under Resource, Conservation and Recovery Act (RCRA), Toxic Substances Control Act (TSCA), and SC DHEC regulations.

6.4. The contractor shall ensure that all personnel involved in the generation or handling of any Hazardous or Universal Waste are appropriately trained to safely and legally manage the waste in accordance with the State of South Carolina and Federal regulations.