

STATEMENT OF WORK

Tamarac National Wildlife Refuge
Janitorial Services

1. SCOPE

Below is the scope of work for identified cleaning needs/areas at Tamarac National Wildlife Refuge. This is a performance-based acquisition for janitorial services to be performed at Tamarac NWR (refuge), Rochert, Minnesota. The janitorial services will include the cleaning of zones 1, 2, and 5 at Headquarters, zone 3 at the Shop office, and zone 4 at the Discovery Center on a calendar-scheduled basis. The overall responsibility of the contractor is to perform services in a manner that will maintain satisfactory facility conditions and present a clean, neat, and professional appearance. Standard janitorial practices and proper use of cleaning materials is required.

An invoice will be submitted on a monthly basis for partial payment against the contract using the online IPP method. Invoice charges and work completed will vary monthly, with vendor dependent on refuge specific needs during the period entailed on the invoice.

The contractor shall provide for all services, supervision, labor, equipment, transportation, management, and supplies necessary to administer and perform the requirements in accordance with these specifications.

2. LOCATION

U.S. Fish and Wildlife Service, Region 3
Tamarac National Wildlife Refuge
35704 County Highway 26
Rochert, MN 56578

3. PERIOD OF PERFORMANCE

Award will be for the period of January 1, 2023 through December 31, 2023 with up to four (4) option years possible.

4. WORK SCHEDULE

Zone 1 will require weekly cleaning services after regular business hours, 5:00 pm, on Sunday, Monday or Tuesday evenings, unless otherwise scheduled. Billing will be on a monthly basis.

Zone 2 and Zone 3 will require every other week cleaning services after regular business hours, 5:00 pm, on Sunday, Monday or Tuesday evenings, unless otherwise scheduled. Billing will be on a monthly basis.

Zone 4 and Zone 5 will require calendar-based cleaning services up to 40 cleanings per year after regular business hours, 5:00 pm, unless otherwise scheduled. Billing will be on a monthly basis.

The Government will provide all keys for the buildings, which shall not be duplicated. The contractor shall establish methods of ensuring that these keys are not lost or misplaced and are not used by unauthorized persons. Keys will be returned upon completion of the contract.

Cleaning will be provided only by person(s) contracted. Contractor personnel will not have guests or visitors accompanying them to the work site.

5. DESCRIPTION OF WORK/PERFORMANCE STANDARD

The contractor shall provide the technical effort necessary to achieve the defined standards for each of the tasks listed below.

Janitorial services required consist of the following:

ZONE 1: Staff Bathroom (1), Break Room, Public Bathrooms (2), and Building Entrances
Cleaned Weekly (52 cleanings)

5.1 FLOORS: Floors shall be maintained to be free from all visible litter, dust, dirt, soils, and stains. Vacuum all throw rugs, sweep/mop all non-carpeted, non-concrete floor surface areas.

5.2 BATHROOMS: Clean/sanitize all bathroom toilets (5; inside and out), sinks (5), counters, dividers, handrails, walls, and mirrors. Take out trash and any sanitary disposal bags in stalls. All surfaces shall be free of grime, soap scum, mold, and smudges. Contractor shall replace toilet paper, paper towels, trash liners, and soap in all dispensers and leave a supply of toilet paper inside of each bathroom. Baby changing station in women's bathroom should be wiped down and sanitized, free of smudges and dirt.

5.3 BREAKROOM and WATER FOUNTAIN: Stainless steel kitchen sink and water fountains should be cleaned and sanitized with appropriate cleaner. All surfaces shall be free of grime, soap scum, mold, and smudges. Contractor shall replace paper towels in all dispensers. Microwaves and toaster shall be clean on the inside and outside, free of debris or visible food particles. Refrigerator exterior, including handles and the water dispenser, shall be cleaned, sanitized, and free of smudges.

5.4 TRASH: Wastebaskets shall be emptied and maintained with clean liners, free of odors, and visible dirt, and trash. All garbage/trash shall be disposed of in dumpster.

5.5 FURNITURE and LEVEL SURFACES: Office furniture, file cabinets, countertops, shelves, tables, and display cabinets, shall be clean and free of dust and cobwebs. The contractor shall ensure papers and personal items are not disturbed during performance of services, but desktop items such as pencils, holders, staplers, in-boxes, etc. should be moved when dusting/polishing desktops. Telephones shall be sanitized.

5.6 WALLS, WINDOWS, and DOORS: Walls, windows, chair rail, and door casings should be clean of cobwebs and dust. Window blinds, wall hangings, and vents should be cleaned as necessary to be kept in professional looking condition. All window ledges shall be wiped and free of dust and debris.

5.7 BUILDING ENTRANCES: Three building entrances with glass-pained doors and their respective floor spaces need to be clean of debris and/or smudges. Floors shall be maintained and free of all visible litter, dust, dirt soils and stains.

ZONE 2: Offices, Cubicles (4), Horseshoe, Conference Room, Work Room, and Hallways

Cleaned Every Other Week (26 cleanings)

5.8 FURNITURE and LEVEL SURFACES: Office furniture, file cabinets, countertops, shelves, tables, and display cabinets, shall be clean and free of dust and cobwebs. The contractor shall ensure papers and personal items are not disturbed during performance of services, but desktop items such as pencils, holders, staplers, in-boxes, etc. should be moved when dusting/polishing desktops. Telephones shall be sanitized.

5.9 FLOORS: Floors shall be maintained to be free from all visible litter, dust, dirt, soils, and stains. Vacuum all throw rugs and sweep/mop all non-carpeted, non-concrete floors.

5.10 TRASH: Wastebaskets shall be emptied and maintained with clean liners, free of odors, and visible dirt and trash. All garbage/trash shall be disposed of in dumpster.

5.11 SINK IN WORKROOM: Stainless steel kitchen sink should be cleaned and sanitized with appropriate cleaner.

5.12 WALLS, WINDOWS, and DOORS: Walls, windows, chair rail, and door casings should be clean of cobwebs and dust. Window blinds, wall hangings, and vents should be cleaned as necessary to be kept in professional looking condition. All window ledges shall be wiped and free of dust and debris.

ZONE 3: Shop Office

Cleaned Every Other Week (26 cleanings)

5.13 BATHROOMS: Clean/sanitize all bathroom toilets (inside and out), sinks, counters, dividers, handrails, walls, and mirrors. Take out trash and any sanitary disposal bags in stalls. All surfaces shall be free of grime, soap scum, mold, and smudges. Contractor shall replace toilet paper, paper towels, trash liners and soap in all dispensers and leave a supply of toilet paper inside of each bathroom.

5.14 FURNITURE and LEVEL SURFACES: Office furniture, file cabinets, countertops, shelves, tables, and display cabinets, shall be clean and free of dust and cobwebs. The contractor shall ensure papers and personal items are not disturbed during performance of services, but desktop items such as pencils, holders, staplers, in-boxes, etc. should be moved when dusting/polishing desktops. Telephones shall be sanitized.

5.15 FLOORS: Floors shall be maintained to be free from all visible litter, dust, dirt, soils, and stains. Vacuum all throw rugs and sweep/mop all non-carpeted, non-concrete floors.

5.16 TRASH: Wastebaskets shall be emptied and maintained with clean liners, free of odors and visible dirt and trash. All garbage/trash shall be disposed of in dumpster.

5.17 APPLIANCES: Stainless steel kitchen sink should be cleaned and sanitized with appropriate cleaner. Microwave shall be cleaned so it is free of debris and food particles. Refrigerator exterior shall be wiped down and free of smudges.

5.18 WALLS, WINDOWS, and DOORS: Walls, windows, chair rail, and door casings should be clean of cobwebs and dust. Window blinds, wall hangings, and vents should be cleaned as necessary to be kept in professional looking condition. All window ledges shall be wiped and free of dust and debris.

ZONE 4: Discovery Center

Up to 40 Cleanings scheduled per Calendar Year

5.23 BATHROOMS: Clean/sanitize all bathroom toilets (inside and out), sinks, counters, dividers, handrails, walls, and mirrors. Take out trash and any sanitary disposal bags in stalls. All surfaces shall be free of grime, soap scum, mold, and smudges. Contractor shall replace toilet paper, paper towels, trash liners and soap in all dispensers and leave a supply of toilet paper inside of each bathroom.

5.24 FURNITURE and LEVEL SURFACES: Furniture, countertops, tables, and chairs shall be clean and free of dust and cobwebs. Telephone shall be sanitized.

5.25 FLOORS: Floors shall be maintained to be free from all visible litter, dust, dirt, soils, and stains. Vacuum all throw rugs and sweep/mop all non-carpeted, non-concrete floors.

5.26 TRASH: Wastebaskets shall be emptied and maintained with clean liners, free of odors and visible dirt and trash. All garbage/trash shall be disposed of in dumpster.

5.27 APPLIANCES: Stainless steel kitchen sink should be cleaned and sanitized with appropriate cleaner. Microwave shall be cleaned so it is free of debris and food particles. Refrigerator exterior shall be wiped down and free of smudges.

5.28 WALLS, WINDOWS, and DOORS: Walls, windows, chair rail, and door casings should be clean of cobwebs and dust. Window blinds, wall hangings, and vents should be cleaned as necessary to be kept in professional looking condition. All window ledges shall be wiped and free of dust and debris.

5.29 BUILDING ENTRANCE: There is one building entrance with glass-paned doors and its floor space needs to be clean of debris and/or smudges. Floors shall be maintained and free of all visible litter, dust, dirt soils and stains.

5.30 WATER FOUNTAINS: Water fountains will be cleaned and sanitized with appropriate cleaner. All surfaces shall be free of grime, soap scum, mold, and smudges. Contractor shall replace paper towels in all dispensers.

ZONE 5: Visitor Use Area (Exhibit Room, Gift Shop, and Theater)

Up to 40 Cleanings scheduled per Calendar Year

5.31 FURNITURE and LEVEL SURFACES: Office furniture, file cabinets, countertops, shelves, tables, and display cabinets, shall be clean and free of dust and cobwebs. The contractor shall ensure papers and personal items are not disturbed during performance of services, but desktop items such as pencils, holders, staplers, in-boxes, etc. should be moved when dusting/polishing desktops. Telephones shall be sanitized.

5.32 FLOORS: Floors shall be maintained to be free from all visible litter, dust, dirt, soils, and stains. Vacuum all throw rugs and sweep/mop all non-carpeted, non-concrete floors.

5.33 TRASH: Wastebaskets shall be emptied and maintained with clean liners, free of odors, and visible dirt and trash. All garbage/trash shall be disposed of in dumpster.

5.34 WALLS, WINDOWS, and DOORS: Walls, windows, chair rail, and door casings should be clean of cobwebs and dust. Window blinds, wall hangings, and vents should be cleaned as necessary to be kept in professional looking condition. All window ledges shall be wiped and free of dust and debris.

6. GOVERNMENT FURNISHED ITEMS

The government will furnish all liquid soap, toilet bowl cleaner, window spray, furniture polish, floor cleaner, toilet paper, baby changing station liners, sanitary receptacle liners, urinal deodorant blocks, paper towels, and plastic trash bags.

A trash dumpster is located near the shop building.

A storage area for contractor furnished items and equipment will be provided.

7. CONTRACTOR FURNISHED ITEMS

The contractor shall provide all labor, supervision, equipment, tools, materials, and cleaning supplies necessary to perform janitorial services.

The contractor shall have current license(s), bonds, and insurance as required by the Minnesota state laws.