

(i) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in subpart 12.6 of the Federal Acquisition Regulation, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued.

(ii) This solicitation is issued as a Request for Quotation (RFQ).

(iii) The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2023-02.

(iv) This procurement is set aside for 100 % Total Small Business. The NAICS code is 561720 and the Small Business Size Standard is \$19.5 Million.

**(v) Schedule of Items/Price Schedule**

<b>BASE YEAR – July 1, 2023 – June 30, 2024</b>				
<u>Description</u>	<u>Qty</u>	<u>Unit of Issue</u>	<u>Unit Price</u>	<u>Total Price</u>
Janitorial Services –Redwood Road Acquisition Office	12	Month	\$	\$
Janitorial Services –Redwood Road Warehouse Offices	12	Month	\$	\$
<b>Total Quote:</b>				<b>\$</b>

<b>OPTION YEAR 1 – July 1, 2024 – June 30, 2025</b>				
<u>Description</u>	<u>Qty</u>	<u>Unit of Issue</u>	<u>Unit Price</u>	<u>Total Price</u>
Janitorial Services –Redwood Road Acquisition Office	12	Month	\$	\$
Janitorial Services –Redwood Road Warehouse Offices	12	Month	\$	\$
<b>Total Quote:</b>				<b>\$</b>

<b>OPTION YEAR 2 – July 1, 2025 – June 30, 2026</b>				
<u>Description</u>	<u>Qty</u>	<u>Unit of Issue</u>	<u>Unit Price</u>	<u>Total Price</u>
Janitorial Services –Redwood Road Acquisition Office	12	Month	\$	\$
Janitorial Services –Redwood Road Warehouse Offices	12	Month	\$	\$
<b>Total Quote:</b>				<b>\$</b>

<b>OPTION YEAR 3 – July 1, 2026 – June 30, 2027</b>				
<u>Description</u>	<u>Qty</u>	<u>Unit of Issue</u>	<u>Unit Price</u>	<u>Total Price</u>
Janitorial Services –Redwood Road Acquisition Office	12	Month	\$	\$
Janitorial Services –Redwood Road Warehouse Offices	12	Month	\$	\$
<b>Total Quote:</b>				<b>\$</b>

<b>OPTION YEAR 4 – July 1, 2027 – June 30, 2028</b>				
<u>Description</u>	<u>Qty</u>	<u>Unit of Issue</u>	<u>Unit Price</u>	<u>Total Price</u>
Janitorial Services –Redwood Road Acquisition Office	12	Month	\$	\$
Janitorial Services –Redwood Road Warehouse Offices	12	Month	\$	\$
<b>Total Quote:</b>				<b>\$</b>

<b>TOTAL QUOTE, BASE YEAR - OPTION YEAR 4:</b>				<b>\$</b>
<b>Indicate Ability to Perform Services Per the Schedule Outlined in the Performance Work Statement Y or N:</b>				

Schedule Notes:

- a) Items labeled as optional are not required to be exercised by the Government. If exercised, the contractor will be required to perform the optional work in accordance with the terms and conditions of this contract.
- b) One award will be made from this solicitation, contractors must submit pricing for all items.
- c) Period of Performance:7/1/2023-6/30/2024 plus option years if exercised.

Redwood Road Facility, Uinta-Wasatch-Cache National Forest  
1749 West 500 South  
Salt Lake City, UT 8104

<b>Quoter's Company Information</b>	
<b>Name of Company (Please Print):</b>	
<b>UEID NUMBER from SAM.gov:</b>	
<b>Printed Name of Company Representative:</b>	
<b>Signature of Company Representative:</b>	
<b>Date:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

**(vi) Description of Requirement (including a list of any attachments)**

**REDWOOD ROAD FACILITIES JANITORIAL SERVICES PERFORMANCE WORK STATEMENT**

**SCOPE OF CONTRACT**

The Uinta-Wasatch-Cache National Forest has requirements for janitorial services for two buildings owned by the Forest Service. The Redwood Road Warehouse Office and the Acquisition Office. These buildings will be occupied by Forest Service employees.

This contract shall provide janitorial services in accordance with the specifications as detailed herein. The Contractor shall utilize commercial practices that will maintain the facility in a satisfactory condition.

Contractor shall furnish equipment, supplies, labor, transportation and supervision necessary to perform required services at designated Forest Service building(s) in accordance with provisions herein.

**1.1 Directions, Location and Description of Facilities**

**Uinta-Wasatch-Cache National Forest – Redwood Road Facilities**

**a. Directions:** The Uinta-Wasatch-Cache National Forest Redwood Road Facility is located at 1749 West 500 South in Salt Lake City, in the State of Utah. The zip code is 84104. The office is located on the corner of 500 South and Redwood Road in a secure Forest Service compound.

**Location and Description:** The work to be performed is at the Uinta-Wasatch-Cache National Forest, Redwood Road, Acquisition Office and Warehouse Facilities. Description and size of the facilities are as follows:

**1. Uinta-Wasatch-Cache Redwood Road – Warehouse Office:**

The building consists of a single story, above ground. The office portion of the building associated with this contract is 2,024 Square Feet (SF). There are two restrooms (Men's and Women's) with 188 SF of ceramic tile. There is 1 office, 2 open office areas with 8-10 work desks/cubicles, and a conference room consisting of 1,836 SF of carpeting.

**2. Uinta-Wasatch-Cache Redwood Road – Acquisition Office:**

The building consists of a single story, above ground. The area of the building is 4,300 Square Feet (SF). There are two restrooms (Men's and Women's) with 225 SF of ceramic tile. There are 20 work cubicles, a small break area with cabinets and a kitchen sink, a conference room, a janitor's closet, and a mail/file copy area. There is 100 SF of resilient flooring, 181 SF of sealed concrete and 3,800 SF of carpeting.

**1.2 JANITORIAL SERVICES**

**1.2.1 Acquisition Office - Tuesday and Friday (twice weekly):**

**a. Restrooms:**

1. Floors shall be swept or dust mopped.
2. Water closets and urinals shall be washed and sanitized. No rust encrustations shall remain. Traps shall be maintained free from odor at all times. Replace cartridges in waterless urinals per manufacturer's specifications.
3. Washbasins shall be cleaned.
4. Mirrors, shelving, dispensers and chromium fixtures shall be damp-wiped and polished.
5. All other surfaces shall be spot-cleaned and horizontal surfaces dusted.
6. Paper towel waste receptacles shall be emptied and towel, soap, seat cover and toilet dispensers serviced prior to occupants' (employees) official starting time. Sanitary napkin receptacles shall be emptied, cleaned, disinfected and provided with a new paper bag liner.
7. Toilet paper shall be supplied to stalls if dispensers are low.
8. Washbasins and countertops shall be cleaned and mirrors damp-wiped and dried as necessary to keep them in a clean condition. Paper towels shall be supplied where towel boxes are provided.

**b. Office Area Cleaning:** Check employees feedback sheet on a daily basis (feedback sheet is located in the mailroom) for items/areas that need attention and address those items. Office areas, lobbies, conference rooms and corridor space adjacent to these areas shall receive the following daily cleaning(Tue & Fri):

1. Wastebaskets shall be emptied, and trash removed to main disposal area/dumpster north of the warehouse. Wastebaskets shall be lined with a plastic liner. No wastebaskets or similar items shall be stacked on desks, tables, or windowsills. Upon completion of work, all furniture fixtures shall be returned to original position.
2. The full rug areas shall be vacuumed completely to remove all dirt, dust and litter and spot- cleaned to remove obvious stains. Vacuum high traffic and soiled areas as needed. Mop all linoleum floors. No dirt shall be left in corners, under furniture, behind doors, or on stair landings and steps. There shall be no dirt, trash, or foreign matter under desks, tables, or chairs.
3. Clean and wipe drinking fountains. Report any plumbing failures to the Contracting Officer's Representative (COR).
4. The carpeted floor area shall be spot-cleaned with a carpet sweeper to remove all obvious surface dirt from traffic areas and from under furniture weekly unless needed. Exposed floor areas in carpeted offices shall be swept on the same schedule. Sweep all entrances, including stairs.
5. Remove recycling from the kitchen daily.
6. Washbasins and countertops in the conference area shall be cleaned, damp-wiped and dried, to keep them in a clean condition. Paper towels shall be supplied where towel boxes are provided.
7. Replace burned-out light bulbs as needed.
8. Dust office areas including filing cabinets, counters, and desks. Clean door and window glass inside and outside. Dust blinds, picture frames, front counter, and brochure display case.
9. Spot clean walls, woodwork, window and glass as necessary to maintain clean conditions.

#### **1.2.2 Weekly Cleaning Services – performed one time per week:**

##### **a. Restrooms:**

1. Resilient floors shall be swept and damp-mopped with a disinfectant, high shine cleaner. Clean floors shall be streak-free.
2. Restroom surface area of wall/stall partitions, doors, window frames and sills shall be damp wiped.

##### **b. Office Area Cleaning (including lobbies and corridors):**

1. Spot clean walls and clear cobwebs. Clean wastebaskets as needed.
2. Clean exterior office doors in and out, including glass, doorknobs, and frames (front office/reception area door shall be cleaned daily).
3. Collect and recycle materials left in recycling bins throughout work areas and deposit in recycle bin in south parking lot (for Supervisors Office building) and as directed by the Contracting Officer (for Redwood Road Building).

##### **c. Quarterly Cleaning Services – FOUR times per year: December, March, June and September:**

1. Maintain interior light fixtures to remove any insects and cobweb buildup.
2. Dust venetian blinds and air vent registers throughout the building.
3. All entrances, reception areas, conference rooms and corridors shall be dusted, including windowsills, hand railings, fire extinguishers, ledges, and doors.

##### **d. Services to be Performed Every Six Months – April and October:**

1. Wash windows *inside and outside*, and wipe water spots from sills and frames. Lay drop cloths as required to protect adjacent surfaces, fixtures, and furniture. The one exceptions is the front doors, which shall be cleaned on both sides.
2. Resilient floor shall be stripped, waxed and buffed. Use non-slip, high-shine floor wax.
3. Machine-clean carpet in heavily-used areas.

**1.2.2 Warehouse Office - Tuesday and Friday (twice weekly):**

**a. Restrooms:**

1. Floors shall be swept or dust mopped.
2. Water closets and urinals shall be washed and sanitized. No rust encrustations shall remain. Traps shall be maintained free from odor at all times. Replace cartridges in waterless urinals per manufacturer's specifications.
3. Washbasins shall be cleaned.
4. Mirrors, shelving, dispensers and chromium fixtures shall be damp-wiped and polished.
5. All other surfaces shall be spot-cleaned and horizontal surfaces dusted.
6. Paper towel waste receptacles shall be emptied and towel, soap, seat cover and toilet dispensers services prior to occupants' (employees) official starting time. Sanitary napkin receptacles shall be emptied, cleaned, disinfected and provided with a new paper bag liner.
7. Toilet paper shall be supplied to stalls if dispensers are low.
8. Washbasins and countertops shall be cleaned and mirrors damp-wiped and dried as necessary to keep them in a clean condition. Paper towels shall be supplied where towel boxes are provided.

**b. Office Area Cleaning:** Check employees feedback sheet on a daily basis (feedback sheet is located in the mailroom) for items/areas that need attention and address those items. Office areas, lobbies, conference rooms and corridor space adjacent to these areas shall receive the following daily cleaning:

1. Wastebaskets shall be emptied, and trash removed to main disposal area/dumpster. Wastebaskets shall be lined with a plastic liner. No wastebaskets or similar items shall be stacked on desks, tables, or windowsills. Upon completion of work, all furniture fixtures shall be returned to original position.
2. The full rug area shall be vacuumed completely to remove all dirt, dust and litter and spot-cleaned to remove obvious stains. Vacuum high traffic and soiled areas as needed. Mop all linoleum floors. No dirt shall be left in corners, under furniture, behind doors, or on stair landings and steps. There shall be no dirt, trash, or foreign matter under desks, tables, or chairs.
3. Clean and wipe drinking fountain. Report any plumbing failures to the Contracting Officer's Representative (COR).
4. The carpeted floor area shall be spot cleaned with a carpet sweeper to remove all obvious surface dirt from traffic areas and from under furniture weekly unless needed. Exposed floor areas in carpeted offices shall be swept on the same schedule. Sweep all entrances.
5. Remove recycling daily.
6. Replace burned-out light bulbs as needed.
7. Dust front office area including filing cabinets, counters, and desks. Clean door and window glass inside and outside. Dust blinds, picture frames, counter.
8. Spot clean walls, woodwork, window and glass as necessary to maintain clean conditions.

**1.2.3 Weekly Cleaning Services – performed one time per week:**

**a. Restrooms:**

1. Resilient floors shall be swept and damp-mopped with a disinfectant, high shine cleaner. Clean floors shall be streak-free.
2. Restroom surface area of wall/stall partitions, doors, window frames and sills shall be damp wiped.

**b. Office Area Cleaning (including lobbies and corridors):**

1. Spot clean walls and clear cobwebs. Clean wastebaskets as needed.
2. Clean exterior office doors in and out, including glass, doorknobs, and frames (front office/reception area door shall be cleaned daily).
3. Collect and recycle materials left in recycling bins throughout work areas and deposit in recycle bin in south parking lot (for Supervisors Office building) and as directed by the Contracting Officer (for Redwood Road Buildings).

**c. Quarterly Cleaning Services – FOUR times per year: December, March, June and September:**

1. Maintain interior light fixtures to remove any insects and cobweb buildup.
2. Dust venetian blinds and air vent registers throughout the building.
3. All entrances, reception areas, conference rooms and corridors shall be dusted, including windowsills, hand railings, fire extinguishers, ledges, and doors.

**d. Services to be Performed Every Six Months – April and October:**

1. Wash windows *inside and outside*, and wipe water spots from sills and frames. Lay drop cloths as required to protect adjacent surfaces, fixtures, and furniture. The one exceptions is the front doors, which shall be cleaned on both sides.
2. Resilient floor shall be stripped, waxed and buffed. Use non-slip, high-shine floor wax.
3. Machine-clean carpet in heavily-used areas.

**1.3 ADDITIONAL SERVICES**

Upon notification, the Contractor shall perform special event cleaning or other services not outlined in the PWS that may be required in any building, area or room covered under this contract. The Contracting Officer shall order services by issuing the specifications for the required work task(s) to the contractor. Pricing and terms will be negotiated prior to issuance and signature of a modification to the contract.

Contractor shall begin emergency work, as determined by the Contracting Officer, within one hour of notification, which may be verbal.

The Contracting officer or designated Contracting Officer Representative (COR) may notify the Contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event.

Completion schedule shall be determined for each event. Payment for emergency or special event cleaning services separate from the monthly billing under this contract.

**1.4 WORK SCHEDULE**

With the exception of emergency work which requires immediate attention, all work under this contract shall be accomplished during regular office working hours (regular office working hours are from 6:00 AM to 4:00 PM Wednesday and Friday). Variable schedule can be negotiated with Contracting Officer. The Contractor will not be required to perform work on a National Holiday, or the day the Holiday is observed. In the event that a work schedule falls on a National Holiday (or the day the Holiday is observed) the services normally scheduled for that day shall be performed either the day before or the day after the holiday.

Federal Holidays are:

New Year's Day

Martin Luther King Jr. Day

President's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

Unforeseen Building Closures – When an unforeseen building closure occurs on a regularly scheduled day of work, the Government shall have the following options:

- a. To require the Contractor to perform work necessary to sustain operations on the following normal duty day.
- b. To forgo the work and reduce payment due the Contractor accordingly for work not performed.

**1.5 GOVERNMENT FURNISHED PROPERTY**

The following supplies will be furnished by the Government and provided to the Contractor as needed:

- a. Keys and entrance code to access buildings. Keys and entrance code furnished to the Contractor shall be returned upon termination of the contract, shall not shared and shall be kept confidential. Keys shall not be duplicated.
- b. Dumpster for refuse.
- c. Dumpster/container for recycling materials.

## 1.6 CONTRACTOR-FURNISHED SUPPLIES, MATERIALS AND EQUIPMENT

The Contractor shall provide vacuum(s), carpet cleaner(s), carpet shampooers, and any other cleaning equipment, materials and supplies necessary to adequately meet the cleaning specifications and perform this contract according to all of the terms. No flammable or explosive liquids such as gasoline will be stored. The Contractor shall submit a list of cleaning products to be used to the Contracting Officer's Representative (COR), for approval at the pre-work conference and at any time that the approved product is replaced with a different product.

The contractor shall provide toilet tissue, hand soap, paper hand towels, waterless urinal cartridges (per mfg. specs), plastic trash bags, paper bags and all other supplies necessary to perform the required services as stated herein. Supplies shall meet the existing equipment manufacturer's specifications.

The Contractor will be permitted to store small quantities of Contractor-furnished supplies and equipment in the Government building. Supplies furnished by the Contractor shall be maintained in a neat, orderly manner by the Contractor when stored at a Government Facility within the designated area. Contractor shall provide Material Data Sheets for chemicals in cleaning compounds. Material Safety Data Sheets (MSDS) shall be posted in the storage area. Contractor shall meet all OSHA requirements for storing cleaning compounds/chemicals if stored on Government premises. If a piece of equipment needs repair or determined unsafe by the COR or Safety Officer, the Contractor shall immediately stop using the equipment. Defective equipment shall be repaired or replaced within 72 hours.

The Contractor must comply with Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," and the Federal Acquisition Regulation to provide bio based products.

The Contractor shall utilize products and material made from bio based materials (e.g., bio based greases, bio based hydraulic fluids, bio based absorbents) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the Contracting Officer Representative (COR). The following is an example list of products that may be used in this contract for Janitorial Services for which bio based products are available. The list is not all inclusive. It is desirable that vendors be able to supply the greatest number of bio based products listed meeting the health and environmental specifications.

Adhesive and mastic removers	General purpose household cleaners
Air fresheners and deodorizers including dispenser	Glass cleaner
All-purpose cleaner	Grout sealer
Bathroom cleaner	Gum remover
Brass polish/cleaner	Heavy duty cleaner
Carpet cleaners	Laundry detergent
Chrome polish/cleaner	Lime and scale remover (tub and tile cleaner)
Cream cleaner	Liquid hand soap including dispenser
Degreaser/cleaner	Metal cleaners and corrosion removers
Deodorizer	Microbial cleaners
Disinfectant sanitizer	Multipurpose cleaners
Drain cleaners	Neutral cleaner (liquid)
Extraction fluid	Solvent
Floor finish	Stain remover
Floor finish restorer	Stainless steel polish
Floor sealer	Toilet bowl cleaner
Floor stripper	Wood floor cleaner
Furniture cleaners and protectors	

Bio based products that are designated for preferred procurement under USDA's Bio Preferred program must meet the required minimum bio based content as stated in the USDA Final Rule available at [www.biopreferred.gov](http://www.biopreferred.gov). The Contractor should provide data for their bio based products such as bio based content.

In addition to the bio based products designated by the U.S. Department of Agriculture in the Bio Preferred Program, the Contractor is encouraged to use other bio based products.

The Contractor shall submit with the initial proposal a complete list of bio based products, indicating the name of the manufacturer, cost of each material, and the intended use of each of the materials that are to be used in carrying out the requirements of the contract. Additionally, the winning Contractor on each anniversary date of the contract shall compile a complete list of bio based products, including the information above, purchased to carry out the contract requirements. The Contractor shall list volume to be used and total cost for each individual product. This information will be used for reporting purposes.

The Contractor shall comply with the provisions at FAR 52.223-1, Bio based Product Certification.

The Contractor shall comply with the clause at FAR 52.223-2, Affirmative Procurement of Bio based Products under Service and Construction Contracts.

Within thirty (30) days of contract award, the Contractor shall submit an Operations and Maintenance Plan (OMP). This submittal shall be approved by the COR in writing. The Contractor shall not commence work until this submittal is approved by the COR in writing.

The OMP must be reviewed and updated annually, and is required by the Contracting Officer's Representative (COR). The OMP must contain and define the following elements:

The Contractor's written policy stating its commitment to the use of bio based products, employee health and safety, and sound environmental management practices.

Detail on how the Contractor intends to keep abreast of the development and increasing availability of bio based products and how any new or improved products will be incorporated on an ongoing basis into contract performance.

Proposed bio based custodial products which must be selected in accordance with the criteria included above. At a minimum, the OMP must identify products by brand name for each of the product types, propose more than one product within a product category and/or propose a product or products addressing more than one product category.

The product guides which define standard operating procedures for instructing staff in the proper use, storage, and disposal of bio based products; proper maintenance of equipment; and other procedures/instructions to accomplish work under this contract.

The Contractor shall provide data on the quantity and dollar values of bio based products used in the contract. The data will be submitted to the Contracting Officer's Representative (COR) quarterly.

A demonstration of proper use, an effective training program, and technical assistance are essential to the success of the purchase and use of some bio based products that may function differently than a conventional product. There we will look for a Contractor who will (1) demonstrate products, and 2) when selected, offer any necessary training to all of the service staff and 3) be available with technical assistance to trouble shoot problems.

## **1.7 GOVERNMENT AND CONTRACTOR RESPONSIBILITIES**

**Government Responsibilities** – The Government will not be responsible for damage occasioned by fire, theft, and accident or otherwise, to the Contractor's supplies, materials, or equipment in storage. In addition, the Government will not be responsible for damage to the Contractor's and his/her employee's personal belongings brought into the building.

**Contractor Responsibilities** – The Contractor shall not employ persons for work on the contract if such employee is considered by the Contracting Officer's Representative (COR) to be a potential threat to the health, safety, security, general well-being, or operation mission of the Agency.

- i. The Contractor is responsible for loss, theft, damage, or destruction of any Government or personal items belonging or assigned to the occupant or user in any office or other rooms of the facilities when such acts can be proven, beyond a reasonable doubt, to be the fault of the Contractor or one of his/her employees, agents or subcontractors.
- ii. Anyone employed by the Contractor must be 16 (sixteen) years of age or older. No one under the age of 16 shall be permitted to work in the building or on the premises. The Contractor shall ensure that only the Contractor and/or his/her employees have access to the premises.
- iii. The Contractor is also responsible for ensuring that his/her employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones or equipment, except as authorized, in writing, by the Contracting Officer's Representative (COR).
- iv. The Contractor shall supply some type of identification that must be work at all times while on the premises by Contractor and his/her employees. (FAR 52.204-9 -- Personal Identity Verification of Contractor Personnel)
- v. The Contractor shall inform the Contracting Officer's Representative (COR) of any items in need of repair/replacement.
- vi. Key Control – the Contractor will establish and implement methods of ensuring that all keys issued by the Government are kept secure in the Contractor's possession and are not used by unauthorized persons.
  1. Keys issued by the Government shall not be duplicated.
  2. The Contractor will report the occurrence of a lost key to the contracting Officer no later than the next duty day.
  3. The Contractor will be required to reimburse the Government for replacement of locks or re-keying as result of the Contractor loss of keys. In the event a mate key is lost or duplicated, all locks and keys for that system will be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.
  4. It is the responsibility of the Contractor to prohibit the use of keys issued by the government to persons other than the Contractor's employees. It is also the responsibility of the Contractor's employees to prohibit the opening of locked areas by Contractor's employees to permit entrance of persons other than Contractor's employees engaged in the performance of assigned work in those areas.
  5. Energy Conservation - Contractor shall turn on lights in rooms only during the time needed to perform the required work and shall ensure that all lights, except those required to remain on, are turned off in each room as it is completed.

## **1.8 REGULATIONS/POLICIES**

All activities for this contract are governed by the applicable Federal Acquisition Regulations (FAR) as supplemented by the Department of Agriculture Acquisition Regulations (AGAR) and the Forest Service Acquisition Regulations (FSAR) and established local policy and procedures.

**1.9 TRAVEL:** Travel reimbursement is not authorized under this contract.

## **1.10 GOVERNMENT VEHICLES**

For purposes of this contract, Government furnished resources shall not include Government Vehicles, nor shall contractor personnel be allowed to ride in Government vehicles without prior authorization by the Contracting Officer.

## **1.11 SECURITY**

The Contracting Officer's Representative (COR) for this contract will assist with the Contractor's entry into secure areas and inform the Contractor of security procedures. The Contractor shall

comply with all security procedures.

All doors shall remain locked while Contractor performs the work and the Contractor shall ensure that all exterior doors are shut and locked prior to departure. The Contractor shall also ensure that all unnecessary lights and faucets are turned off, and all windows are closed.

All secured interior office doors shall remain locked while Contractor performs the work and the contractor shall ensure that those doors are locked and secured prior to departure. Offices shall only remain open while Contractor is present.

The Contractor shall not adjust any mechanical equipment controls, shall report any fires and hazardous conditions, shall turn in lost and found articles, and shall notify the Contracting Officer's Representative (COR) when an unauthorized or suspicious person(s) is seen on the premises.

The Forest Service reserves the right to perform security check on Contractor employees.

### **1.12 TRAINING**

The Contractor is responsible for all training for its employees except when training can only be provided by the Forest Service. Requests for training by exception must be provided to and approved by the CO prior to the Government conducting training.

### **1.13 CONTRACT PERFORMANCE PERIOD**

The contract will be awarded for the Redwood Road, Warehouse Office.: with a base period beginning July 1, 2023 continuing to June 30, 2024. There is a possibility for 4 (four) option years:

Option Year 1 -July 1, 2024 to June 30, 2025

Option Year 2 -July 1, 2025 to June 30, 2026

Option Year 3 -July 1, 2026 to June 30, 2027

Option Year 4 -July 1, 2027 to June 30, 2028

### **1.14 QUALITY**

The tasks for each functional area are outlined in Section 1.2 - Janitorial Services. The performance of the tasks will be monitored periodically based on the Performance Requirements Summary Sheet (Attachment D) and reported monthly via the Quality Assurance Checklist (Attachment C). The completed Checklist will be retained in the Contracting Officer's Representative (COR) file and a copy provided to the Contracting Officer.

The Contractor shall develop and maintain a quality program to ensure the required services are performed in accordance with commonly accepted commercial practices, which may include service checklists or reports. The Contractor shall implement procedures to identify, prevent and ensure non-recurrence of defective services. As a minimum, the Contractor shall develop quality control procedures addressing the areas identified in the PWS.

The Contracting Officer's Representative (COR) will perform bimonthly inspections to evaluate the quality of work being performed. At any time when work is performed and is not in compliance with specifications, the Contractor will be informed and required to correct the deficiencies in accordance with FAR Clause 52.246-4 inspection of Services Fixed Price (Section C). Acceptance of work will be determined by inspection of the entire job and will be based on adherences to the specification. The Contracting Officer's Representative (COR) will record the results of these inspections on a Quality Assurance Checklist (Attachment C). Inspection will be conducted more frequently as deemed necessary by the Contracting Officer's Representative (COR).

Government Remedies.

The Contracting Officer shall follow FAR 52.249-8 Default (Fixed-Price Supply and Service), for Contractor's failure to perform satisfactory services or failure to correct non-conforming services.

Contractor's Performance Assessment Reporting System (CPARS).

The attached Contracting Performance Report is provided for your information. This report will be completed by the Contracting Officer's Representative (COR) at the end of each performance period/option year. This information will be entered into the CPARS website.

Performance-Based Contracting.

Quality will be measured based on the standards and objectives listed in the Performance Requirements Summary **(Attachment E)**.

#### **1.15 IDENTIFICATION OF CONTRACTOR EMPLOYEES:**

All contract personnel are required to identify themselves as contractors. In any situations where their contractor status is not obvious to third parties, they must make their status known to avoid creating an impression that they are Government employees.

**POINTS OF CONTACTS (POC):** The POCs are:

**Contracting Officer's Representative (COR):**

Heidi Little, Lead Property Management Specialist  
USDA- FS, Procurement and Property Services  
1749 West 500 South  
Salt Lake City, UT 84104  
Office Phone: 801.908-1931  
E-Mail: [heidi.little@usda.gov](mailto:heidi.little@usda.gov)

**Contracting Officer (CO):**

Whit Fausett, Contract Specialist  
USDA- FS, Procurement and Property Services  
1749 West 500 South  
Salt Lake City, UT 84104  
Office Phone: 385-270-7112  
E-Mail: [arlen.fausett@usda.gov](mailto:arlen.fausett@usda.gov)

#### **(vi) Date(s) and Place(s) of Delivery and Acceptance/Location**

**Uinta-Wasatch-Cache National Forest**  
**Redwood Road Facility**  
1749 West 500 South Salt Lake City, UT 84104

**CLAUSES:**

**(viii) 52.252-2 Clauses Incorporated by Reference (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

Federal Acquisition Regulation (FAR) Clauses:

<https://www.acquisition.gov/browse/index/far> (FAR clauses begin with 52)

Department of Agriculture Acquisition Regulation (AGAR) Clauses: <https://www.acquisition.gov/agar> (AGAR clauses begin with 452)

FAR and AGAR Deviations to clauses may be viewed at: [Policies & Regulations | USDA](#)

**Clauses Incorporated by Reference:**

**(ix) 52.212-4 Contract Terms and Conditions – Commercial Products and Commercial Services (DEC 2022) ([DEVIATION 2017-1](#))**

**Addenda to 52.212-4:**

**52.204-13 System for Award Management Maintenance (OCT 2018)**

**52.204-18 Commercial and Government Entity Code Maintenance (AUG 2020)**

**52.204-19 Incorporation by Reference of Representations and Certifications (DEC 2014)**

**52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts (SEP 2013)**

**52.232-9 Limitation on Withholding of Payments (APR 1984)**

**52.232-39 Unenforceability of Unauthorized Obligations (JUN 2013)**

**52.237-2 Protection of Government Buildings, Equipment, and Vegetation (APR 1984)**

**52.245-1 Government Property (SEP 2021) Alt 1 (APR 2012)**

**52.245-9 Use and Charges (APR 2012)**

**52.246-4 Inspection of Services-Fixed Price (AUG 1996)**

**52.249-8 Default (Fixed-Price Supply and Service)(APR 1984)**

**(x) 52.204-9 Personal Identity Verification of Contractor Personnel (JAN 2011)**

(a) The contractor shall comply with the personal identity verification (PIV) policies and procedures established by the Department of Agriculture (USDA) Directives 4620-002 series.

(b) Should the results of the PIV process require the exclusion of a contractor's employee; the Contracting Officer will notify the contractor in writing.

(c) The contractor must appoint a representative to manage compliance with the PIV policies established by the USDA Directives 4620-002 series and to maintain a list of employees eligible for a USDA LincPass required for performance of the work.

(d) The responsibility of maintaining a sufficient workforce remains with the contractor. Contractor employees may be barred by the Government from performance of work should they be found ineligible or to have lost eligibility for a USDA LincPass. Failure to maintain a sufficient workforce of employees eligible for a USDA LincPass may be grounds for termination of the contract.

(e) The contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine unaccompanied physical access to a Federally-controlled facility and/or routine unaccompanied access to a Federally-controlled information system.

(f) The PIV Sponsor for this contract is a designated program point of contact, which in most cases is the COR, unless otherwise specified in this contract. The PIV Sponsor will be available to receive contractor identity information from **Monday – Thursday, 9:00 AM – 3:00 PM MT 1749 West 500 South Salt Lake City, UT 84104 Attn: Ms. Chris Hansen**. The Government will notify the contractor if there is a change in the PIV Sponsor, the office address, or the office hours for registration; however, it is the contractor's responsibility to meet all aspects of paragraphs (c), (d), and (e).

**(xi) 52.217-8 Option to Extend Services (Nov 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 3 days of the expiration of the final option year.

**(xii) 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

(a)The Government may extend the term of this contract by written notice to the Contractor within 30 Days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b)If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c)The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years and 6 months.

**Clauses Incorporated by Full Text:**

**(xiii) 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders– Commercial Products and Commercial Services (MAR 2023) ([DEVIATION 2017-1](#), [DEVIATION DEC 2022](#))**

(a) (1)-(7)

(b) (5), (8) (14), (22), (27), (29), (30), (32), (35), (44), (51), (58)

(c) (1), (2), (7), (8)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of [5 U.S.C.5341](#) or [5 332](#).

This Statement is for Information Only: It is not a Wage Determination

Employee Class	Monetary Wage/Fringe Benefits
<b>GS-3 Step-4</b>	<b>\$16.20/\$4.80</b>

(d) (1) - (3)

(e) (1), (2)

**(xiv) 52.252-6 Authorized Deviations in Clauses (NOV 2020)**

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the clause.

(b) The use in this solicitation or contract of any Agriculture Acquisition Regulation (48 CFR 4) clause with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

**(xv) 452.204-70 Modification for Contract Closeout ([DEVIATION JUL 2022](#))**

Upon contract closeout for contracts utilizing Simplified Acquisition Procedures (SAP) according to FAR 13:

(a) If unobligated funds in the amount of \$1000 or less remain on the contract, the Contracting Officer (CO) shall issue a unilateral modification for de-obligation. The contractor will receive a copy of the modification but will not be required to provide a signature. The CO shall immediately proceed with contract closeout upon completion of the period of performance, receipt and acceptance of supplies or services, and final payment.

(b) If unobligated funds of more than \$1000 remain on the contract, the CO shall issue a bilateral modification for de-obligation. The contractor will receive a copy of the modification and will be required to provide a signature. (The CO may also request a Release of Claims be completed by the contractor, although not required for contract and orders using SAP procedures.) If the bilateral modification and Release of Claims are not returned to the CO within 60 days, the CO shall release the modification as unilateral and proceed with contract closeout upon completion of the period of performance, receipt and acceptance of supplies or services, and final payment.

**List of Documents, Attachments, and Exhibits**

<b>Attachment</b>	<b>Description</b>	<b>Pages</b>
<b>A</b>	<b>Quality Assurance Surveillance Plan</b>	<b>5</b>
<b>B</b>	<b>Wage Determination – WD 2015-5409 (Rev. 19) 12/27/2022</b>	<b>11</b>
<b>C</b>	<b>Quality Assurance Checklist</b>	<b>2</b>
<b>D</b>	<b>Quality Assurance Checklist – Customer Complaint Form</b>	<b>1</b>
<b>E</b>	<b>Performance Requirements Summary</b>	<b>2</b>
<b>Exhibit</b>	<b>Description(Contractor required to fill out exhibits and return with their quote)</b>	<b>Pages</b>
<b>1</b>	<b>Experience and Equipment Questionnaire</b>	<b>1</b>
<b>2</b>	<b>Technical Approach Narrative</b>	<b>1</b>
<b>3</b>	<b>Key Personnel Abilities/Training/Experience</b>	<b>1</b>
<b>4</b>	<b>Project Specific Safety Plan</b>	<b>1</b>
<b>5</b>	<b>Bio-Based Product Information</b>	<b>1</b>
<b>6</b>	<b>Subcontractor Form SF-1413 (If Applicable)</b>	<b>1</b>

**Attachment A - QUALITY ASSURANCE SURVEILLANCE PLAN**

**FOR SUPPORT OF  
Redwood Road Janitorial Services Uinta-Wasatch-Cache National Forest**

**Issued June 2023**

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## **QUALITY ASSURANCE SURVEILLANCE PLAN - (QASP)**

### **1.0 INTRODUCTION**

This quality assurance surveillance plan (QASP) is pursuant to the requirements listed in the performance work statement (PWS) entitled Janitorial Services. The Contractor shall provide janitorial services.

This QASP sets forth the procedures and guidelines Forest Service will use in ensuring the required performance standards or services levels are achieved by the Contractor.

### **2.0 PURPOSE**

**2.1** The purpose of the QASP is to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and is delivering the tasks specified in the contract. The QASP provides a means for evaluating whether the Contractor is meeting the performance standards/quality levels identified in the PWS and the Contractor's quality control plan (QCP), and to ensure that the government pays only for the level of services received.

The required performance standards and/or quality levels are included in the PWS and in Attachment 1, "Performance Requirements Summary." If the Contractor meets the required service or performance level, it will be paid the monthly amount agreed on in the contract.

**2.2** This QASP defines the roles and responsibilities of all members of the integrated project team (IPT), identifies the performance objectives, defines the methodologies used to monitor and evaluate the Contractor's performance, describes quality assurance documentation requirements, and describes the analysis of quality assurance monitoring results.

**2.3** The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet the quality standards set forth by the contract. The QASP is not intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

### **3.0 ROLES AND RESPONSIBILITIES**

#### **3.1 The Contracting Officer**

The contracting officer (CO) is responsible for monitoring contract compliance, contract administration, and cost control and for resolving any differences between the observations documented by the Contracting Officer's Representative (COR) and the Contractor. The CO will designate one full-time COR as the government authority for performance management. The number of additional representatives serving as technical inspectors depends on the complexity of the services measured, as well as the Contractor's performance, and must be identified and designated by the CO.

#### **3.2 The Contracting Officer's Representative**

The contracting officer's representative (COR) is designated in writing by the CO to act as his or her authorized representative to assist in administering a contract. COR limitations are contained in the written appointment letter. The COR is responsible for technical administration of the project and ensures proper government surveillance of the Contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the government's behalf. Any changes that the Contractor deems may affect contract price, terms, or conditions shall be referred to the CO for action. The COR will have the responsibility for completing QA monitoring forms used to document the inspection and evaluation of the Contractor's

work performance. Government surveillance may occur under the inspection of services clause for any service relating to the contract.

#### **4.0 METHODS OF QA SURVEILLANCE**

##### **4.1 Surveillance Techniques**

In an effort to minimize the performance management burden, simplified surveillance methods shall be used by the government to evaluate Contractor performance when appropriate. The primary methods of surveillance are:

- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the COR. The COR shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file. The COR shall also keep the tabulated results of all customer satisfaction surveys on file and shall enter the summary results into the Quality Assurance Checklist.
- **Random Checks/Inspections on Completion of Workload Taskings** – Random checks will be conducted to ensure compliance with the intent of the Performance Work Statement and common commercial practices. The COR will conduct the random monitoring.

##### **4.2 Customer Feedback**

The Contractor is expected to establish and maintain professional communication between its employees and customers. The primary objective of this communication is customer satisfaction. Customer satisfaction is the most significant external indicator of the success and effectiveness of all services provided and can be measured through customer complaints.

Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed, and must be forwarded to the COR. The COR will accept those customer complaints and investigate using the Quality Assurance Checklist.

Customer feedback may also be obtained either from the results of formal customer satisfaction surveys.

#### **5.0 DOCUMENTATION**

##### **5.1 Quality Assurance File**

The COR will, in addition to providing documentation to the Contracting Officer, maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government's performance of the quality assurance function, including the originals of all Surveillance Activity Checklists. All such records will be retained for the life of this contract. The COR shall forward these records to the Contracting Officer monthly, unless otherwise requested.

##### **5.2 Contractor Performance Assessment Report System (CPARS)**

An evaluation will be submitted through CPARS at the end of each year of performance. This evaluation will be one determinant in exercising an option. The COR will address the quality of the service, schedule, cost control and customer service and other important areas. As this information may affect future source selections throughout the Government, the annual evaluation will be used as an additional performance oversight and communication tool with the QASP.

## **6.0 RESOLVING PERFORMANCE ISSUES**

### **6.1 Actions to Remedy Unacceptable Performance**

When performance is deemed unacceptable, the COR will so inform the Contractor's on-site representative. Disputes should be referred to the CO for resolution. If any services do not conform to contract requirements, the Government may require the Contractor to re-perform the services to conform with contract requirements at no additional cost to the government. When sub-par performance cannot be corrected by re-performance, the Government may:

- Seek form of consideration, as well as require the Contractor to take action to reasonably ensure future performance conforms to contract requirements.
- By separate contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service.
- Issue Cure Notice.
- Issue Show Cause.
- Terminate the contract for government convenience.
- Terminate the contract for cause.

### **6.2 Resolution**

The COR, CO, and Contractor should jointly formulate tactical and long-term courses of action. Decisions regarding r service levels should be clearly documented. Changes to service levels, procedures, and metrics will be incorporated as a bilateral contract modification.

"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
--	--	--

Daniel W. Simms Director		Division of Wage Determinations Wage Determination No.: 2015-5489 Revision No.: 20 Date Of Last Revision: 12/27/2022
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Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: Utah

Area: Utah Counties of Salt Lake, Tooele

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		16.72
01012 - Accounting Clerk II		18.78
01013 - Accounting Clerk III		21.00
01020 - Administrative Assistant		29.02
01035 - Court Reporter		20.29
01041 - Customer Service Representative I		14.56***
01042 - Customer Service Representative II		15.88***
01043 - Customer Service Representative III		17.83
01051 - Data Entry Operator I		16.54
01052 - Data Entry Operator II		18.05
01060 - Dispatcher, Motor Vehicle		22.12
01070 - Document Preparation Clerk		14.97***
01090 - Duplicating Machine Operator		14.97***
01111 - General Clerk I		14.68***
01112 - General Clerk II		16.02***
01113 - General Clerk III		17.98

01120 - Housing Referral Assistant	22.61
01141 - Messenger Courier	15.74***
01191 - Order Clerk I	16.62
01192 - Order Clerk II	18.13
01261 - Personnel Assistant (Employment) I	18.40
01262 - Personnel Assistant (Employment) II	20.59
01263 - Personnel Assistant (Employment) III	22.94
01270 - Production Control Clerk	23.10
01290 - Rental Clerk	14.38***
01300 - Scheduler, Maintenance	18.13
01311 - Secretary I	18.13
01312 - Secretary II	20.29
01313 - Secretary III	22.61
01320 - Service Order Dispatcher	19.77
01410 - Supply Technician	29.02
01420 - Survey Worker	17.83
01460 - Switchboard Operator/Receptionist	14.60***
01531 - Travel Clerk I	18.14
01532 - Travel Clerk II	19.26
01533 - Travel Clerk III	20.19
01611 - Word Processor I	13.94***
01612 - Word Processor II	15.88***
01613 - Word Processor III	17.61
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.83
05010 - Automotive Electrician	21.22
05040 - Automotive Glass Installer	19.88
05070 - Automotive Worker	19.88
05110 - Mobile Equipment Servicer	17.15
05130 - Motor Equipment Metal Mechanic	22.57
05160 - Motor Equipment Metal Worker	19.88
05190 - Motor Vehicle Mechanic	22.57
05220 - Motor Vehicle Mechanic Helper	15.80***
05250 - Motor Vehicle Upholstery Worker	18.50
05280 - Motor Vehicle Wrecker	19.88
05310 - Painter, Automotive	21.22
05340 - Radiator Repair Specialist	19.88
05370 - Tire Repairer	14.55***
05400 - Transmission Repair Specialist	22.57
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.52***
07041 - Cook I	14.77***
07042 - Cook II	17.12
07070 - Dishwasher	11.73***
07130 - Food Service Worker	13.40***
07210 - Meat Cutter	17.96
07260 - Waiter/Waitress	10.80***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.14
09040 - Furniture Handler	13.20***
09080 - Furniture Refinisher	20.76
09090 - Furniture Refinisher Helper	15.46***
09110 - Furniture Repairer, Minor	18.11
09130 - Upholsterer	17.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.09***
11060 - Elevator Operator	14.01***
11090 - Gardener	23.85
11122 - Housekeeping Aide	12.84***
11150 - Janitor	12.84***
11210 - Laborer, Grounds Maintenance	18.13
11240 - Maid or Houseman	13.57***
11260 - Pruner	16.20
11270 - Tractor Operator	21.97
11330 - Trail Maintenance Worker	18.13

11360 - Window Cleaner	14.36***
12000 - Health Occupations	
12010 - Ambulance Driver	18.07
12011 - Breath Alcohol Technician	21.81
12012 - Certified Occupational Therapist Assistant	30.56
12015 - Certified Physical Therapist Assistant	29.75
12020 - Dental Assistant	18.08
12025 - Dental Hygienist	37.42
12030 - EKG Technician	33.54
12035 - Electroneurodiagnostic Technologist	33.54
12040 - Emergency Medical Technician	18.07
12071 - Licensed Practical Nurse I	20.74
12072 - Licensed Practical Nurse II	23.21
12073 - Licensed Practical Nurse III	25.87
12100 - Medical Assistant	18.10
12130 - Medical Laboratory Technician	22.71
12160 - Medical Record Clerk	20.32
12190 - Medical Record Technician	22.73
12195 - Medical Transcriptionist	18.38
12210 - Nuclear Medicine Technologist	42.81
12221 - Nursing Assistant I	12.14***
12222 - Nursing Assistant II	13.64***
12223 - Nursing Assistant III	14.89***
12224 - Nursing Assistant IV	16.73
12235 - Optical Dispenser	15.25***
12236 - Optical Technician	18.63
12250 - Pharmacy Technician	18.91
12280 - Phlebotomist	17.66
12305 - Radiologic Technologist	29.64
12311 - Registered Nurse I	24.93
12312 - Registered Nurse II	30.50
12313 - Registered Nurse II, Specialist	30.50
12314 - Registered Nurse III	36.89
12315 - Registered Nurse III, Anesthetist	36.89
12316 - Registered Nurse IV	44.23
12317 - Scheduler (Drug and Alcohol Testing)	28.74
12320 - Substance Abuse Treatment Counselor	29.56
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.95
13012 - Exhibits Specialist II	24.73
13013 - Exhibits Specialist III	30.25
13041 - Illustrator I	19.29
13042 - Illustrator II	23.90
13043 - Illustrator III	29.24
13047 - Librarian	28.51
13050 - Library Aide/Clerk	14.01***
13054 - Library Information Technology Systems Administrator	25.74
13058 - Library Technician	14.42***
13061 - Media Specialist I	18.57
13062 - Media Specialist II	20.78
13063 - Media Specialist III	23.17
13071 - Photographer I	17.13
13072 - Photographer II	19.16
13073 - Photographer III	23.73
13074 - Photographer IV	29.03
13075 - Photographer V	35.12
13090 - Technical Order Library Clerk	17.59
13110 - Video Teleconference Technician	20.11
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.99
14042 - Computer Operator II	22.37
14043 - Computer Operator III	24.94
14044 - Computer Operator IV	27.71
14045 - Computer Operator V	30.69

14071 - Computer Programmer I	(see 1)	25.78
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		19.99
14160 - Personal Computer Support Technician		27.82
14170 - System Support Specialist		32.00
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		31.89
15020 - Aircrew Training Devices Instructor (Rated)		38.58
15030 - Air Crew Training Devices Instructor (Pilot)		44.10
15050 - Computer Based Training Specialist / Instructor		35.08
15060 - Educational Technologist		29.28
15070 - Flight Instructor (Pilot)		42.75
15080 - Graphic Artist		24.03
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		44.10
15086 - Maintenance Test Pilot, Rotary Wing		44.10
15088 - Non-Maintenance Test/Co-Pilot		44.10
15090 - Technical Instructor		23.72
15095 - Technical Instructor/Course Developer		29.02
15110 - Test Proctor		19.15
15120 - Tutor		19.15
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.41***
16030 - Counter Attendant		10.41***
16040 - Dry Cleaner		13.84***
16070 - Finisher, Flatwork, Machine		10.41***
16090 - Presser, Hand		10.41***
16110 - Presser, Machine, Drycleaning		10.41***
16130 - Presser, Machine, Shirts		10.41***
16160 - Presser, Machine, Wearing Apparel, Laundry		10.41***
16190 - Sewing Machine Operator		14.85***
16220 - Tailor		15.73***
16250 - Washer, Machine		11.62***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.40
19040 - Tool And Die Maker		29.12
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		21.75
21030 - Material Coordinator		23.10
21040 - Material Expediter		23.10
21050 - Material Handling Laborer		15.59***
21071 - Order Filler		15.15***
21080 - Production Line Worker (Food Processing)		21.75
21110 - Shipping Packer		14.92***
21130 - Shipping/Receiving Clerk		14.92***
21140 - Store Worker I		13.08***
21150 - Stock Clerk		17.66
21210 - Tools And Parts Attendant		21.75
21410 - Warehouse Specialist		21.75
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		30.49
23019 - Aircraft Logs and Records Technician		23.59
23021 - Aircraft Mechanic I		28.77
23022 - Aircraft Mechanic II		30.49
23023 - Aircraft Mechanic III		32.00
23040 - Aircraft Mechanic Helper		20.13
23050 - Aircraft, Painter		27.04
23060 - Aircraft Servicer		23.59
23070 - Aircraft Survival Flight Equipment Technician		27.04
23080 - Aircraft Worker		25.33
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		25.33

I		
23092	- Aircrew Life Support Equipment (ALSE) Mechanic	28.77
II		
23110	- Appliance Mechanic	23.06
23120	- Bicycle Repairer	16.52
23125	- Cable Splicer	46.02
23130	- Carpenter, Maintenance	23.50
23140	- Carpet Layer	19.54
23160	- Electrician, Maintenance	29.02
23181	- Electronics Technician Maintenance I	25.74
23182	- Electronics Technician Maintenance II	27.48
23183	- Electronics Technician Maintenance III	29.23
23260	- Fabric Worker	22.32
23290	- Fire Alarm System Mechanic	24.84
23310	- Fire Extinguisher Repairer	20.69
23311	- Fuel Distribution System Mechanic	29.83
23312	- Fuel Distribution System Operator	22.67
23370	- General Maintenance Worker	21.45
23380	- Ground Support Equipment Mechanic	28.77
23381	- Ground Support Equipment Servicer	23.59
23382	- Ground Support Equipment Worker	25.33
23391	- Gunsmith I	20.69
23392	- Gunsmith II	23.98
23393	- Gunsmith III	27.22
23410	- Heating, Ventilation And Air-Conditioning Mechanic	27.84
23411	- Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	29.51
23430	- Heavy Equipment Mechanic	29.02
23440	- Heavy Equipment Operator	23.93
23460	- Instrument Mechanic	29.69
23465	- Laboratory/Shelter Mechanic	25.58
23470	- Laborer	15.59***
23510	- Locksmith	27.71
23530	- Machinery Maintenance Mechanic	27.98
23550	- Machinist, Maintenance	24.67
23580	- Maintenance Trades Helper	16.37
23591	- Metrology Technician I	29.69
23592	- Metrology Technician II	31.47
23593	- Metrology Technician III	33.03
23640	- Millwright	33.39
23710	- Office Appliance Repairer	24.37
23760	- Painter, Maintenance	18.75
23790	- Pipefitter, Maintenance	29.29
23810	- Plumber, Maintenance	27.53
23820	- Pneudraulic Systems Mechanic	27.22
23850	- Rigger	25.37
23870	- Scale Mechanic	23.98
23890	- Sheet-Metal Worker, Maintenance	23.58
23910	- Small Engine Mechanic	22.51
23931	- Telecommunications Mechanic I	29.02
23932	- Telecommunications Mechanic II	30.76
23950	- Telephone Lineman	24.83
23960	- Welder, Combination, Maintenance	23.24
23965	- Well Driller	29.34
23970	- Woodcraft Worker	27.22
23980	- Woodworker	20.69
24000	- Personal Needs Occupations	
24550	- Case Manager	17.64
24570	- Child Care Attendant	11.49***
24580	- Child Care Center Clerk	14.32***
24610	- Chore Aide	14.28***
24620	- Family Readiness And Support Services Coordinator	17.64
24630	- Homemaker	17.64

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.01
25040 - Sewage Plant Operator	24.38
25070 - Stationary Engineer	29.01
25190 - Ventilation Equipment Tender	20.30
25210 - Water Treatment Plant Operator	24.38
27000 - Protective Service Occupations	
27004 - Alarm Monitor	21.12
27007 - Baggage Inspector	15.33***
27008 - Corrections Officer	21.36
27010 - Court Security Officer	22.12
27030 - Detection Dog Handler	18.83
27040 - Detention Officer	21.36
27070 - Firefighter	22.87
27101 - Guard I	15.33***
27102 - Guard II	18.83
27131 - Police Officer I	27.68
27132 - Police Officer II	30.76
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.58***
28042 - Carnival Equipment Repairer	16.92
28043 - Carnival Worker	11.50***
28210 - Gate Attendant/Gate Tender	15.16***
28310 - Lifeguard	12.14***
28350 - Park Attendant (Aide)	16.97
28510 - Recreation Aide/Health Facility Attendant	12.38***
28515 - Recreation Specialist	21.02
28630 - Sports Official	13.51***
28690 - Swimming Pool Operator	19.60
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	29.20
29020 - Hatch Tender	29.20
29030 - Line Handler	29.20
29041 - Stevedore I	27.19
29042 - Stevedore II	31.17
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	41.26
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	28.46
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	31.33
30021 - Archeological Technician I	17.66
30022 - Archeological Technician II	19.75
30023 - Archeological Technician III	24.47
30030 - Cartographic Technician	24.47
30040 - Civil Engineering Technician	30.28
30051 - Cryogenic Technician I	27.10
30052 - Cryogenic Technician II	29.93
30061 - Drafter/CAD Operator I	17.66
30062 - Drafter/CAD Operator II	19.75
30063 - Drafter/CAD Operator III	22.02
30064 - Drafter/CAD Operator IV	27.10
30081 - Engineering Technician I	15.21***
30082 - Engineering Technician II	17.07
30083 - Engineering Technician III	19.10
30084 - Engineering Technician IV	23.67
30085 - Engineering Technician V	31.46
30086 - Engineering Technician VI	35.02
30090 - Environmental Technician	25.51
30095 - Evidence Control Specialist	24.47
30210 - Laboratory Technician	22.55
30221 - Latent Fingerprint Technician I	27.10
30222 - Latent Fingerprint Technician II	29.93
30240 - Mathematical Technician	27.53
30361 - Paralegal/Legal Assistant I	19.73
30362 - Paralegal/Legal Assistant II	24.44
30363 - Paralegal/Legal Assistant III	29.90

30364 - Paralegal/Legal Assistant IV	36.18
30375 - Petroleum Supply Specialist	29.93
30390 - Photo-Optics Technician	24.47
30395 - Radiation Control Technician	29.93
30461 - Technical Writer I	24.88
30462 - Technical Writer II	30.43
30463 - Technical Writer III	36.81
30491 - Unexploded Ordnance (UXO) Technician I	26.22
30492 - Unexploded Ordnance (UXO) Technician II	31.73
30493 - Unexploded Ordnance (UXO) Technician III	38.03
30494 - Unexploded (UXO) Safety Escort	26.22
30495 - Unexploded (UXO) Sweep Personnel	26.22
30501 - Weather Forecaster I	27.10
30502 - Weather Forecaster II	32.97
30620 - Weather Observer, Combined Upper Air Or	(see 2) 22.02
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 24.47
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	31.73
31020 - Bus Aide	13.34***
31030 - Bus Driver	18.93
31043 - Driver Courier	17.30
31260 - Parking and Lot Attendant	14.17***
31290 - Shuttle Bus Driver	18.18
31310 - Taxi Driver	15.58***
31361 - Truckdriver, Light	18.78
31362 - Truckdriver, Medium	20.26
31363 - Truckdriver, Heavy	23.70
31364 - Truckdriver, Tractor-Trailer	23.70
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	15.47***
99030 - Cashier	11.65***
99050 - Desk Clerk	13.95***
99095 - Embalmer	36.75
99130 - Flight Follower	26.22
99251 - Laboratory Animal Caretaker I	12.78***
99252 - Laboratory Animal Caretaker II	13.88***
99260 - Marketing Analyst	29.45
99310 - Mortician	36.75
99410 - Pest Controller	18.73
99510 - Photofinishing Worker	15.04***
99710 - Recycling Laborer	24.12
99711 - Recycling Specialist	29.24
99730 - Refuse Collector	21.57
99810 - Sales Clerk	14.13***
99820 - School Crossing Guard	14.04***
99830 - Survey Party Chief	30.00
99831 - Surveying Aide	21.38
99832 - Surveying Technician	27.26
99840 - Vending Machine Attendant	17.51
99841 - Vending Machine Repairer	22.03
99842 - Vending Machine Repairer Helper	17.51

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.80 per hour, up to 40 hours per week, or \$192.00 per week or \$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour, up to 40 hours per week, or \$176.40 per week, or \$764.40 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of twelve paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and

related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning

and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\***

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

**Attachment C - QUALITY ASSURANCE CHECKLIST**

**Quality Assurance Checklist – Daily and Weekly Cleaning Services**

<b>LOCATION:</b> _____ <b>MONTH:</b> _____ <b>YEAR:</b> _____	<b>CHECKED</b>	<b>DATE</b>
<b>Cleaning Schedule</b>		
<b><u>Daily Restrooms</u></b>		
Floors swept or dust mopped		
Water closets and urinals washed and sanitized Washbasins cleaned		
Mirrors, shelving, dispensers, chromium fixtures damp-wiped & polished All spot-cleaned and horizontal surfaces dusted		
Paper towel waste receptacles emptied		
Towel, soap and toilet paper dispensers serviced		
Sanitary napkin receptacles emptied, cleaned, disinfected with new liner		
Washbasins and countertops cleaned		
Toilet paper supplied timely		
Paper towels supplied timely		
Floors swept or dust mopped		
<b><u>Daily-Office Area</u></b>		
Wastebaskets emptied. Plastic liners installed/replaced. Remove recycling from		
The full rug area vacuumed completely – high traffic areas Linoleum floor		
Clean and wipe drinking fountains		
The carpeted floor area spot-cleaned as necessary All entrances, including stairs		
Rug area spot-vacuumed		
Washbasins and countertops in the conference area cleaned		
Burned-out light bulbs replaced (contractor provided) Reception and front office area dusted		
Clean door and window glass inside and outside		
Blinds, picture frames, front counter, and brochure display case dusted		
Walls, woodwork, window and glass spot cleaned as necessary		
Wastebaskets emptied. Plastic liners installed/replaced. Remove recycling from		
The full rug area vacuumed completely – high traffic areas Linoleum floor		
<b><u>Weekly Restrooms</u></b>		
Resilient floors swept and damp-mopped		
Restroom surface areas damp wiped		
<b><u>Weekly-Office Area</u></b>		
Spot clean walls and clear cobwebs. Fully vacuum.		
Clean wastebaskets as needed		
Exterior office doors cleaned in and out		
Collect and recycle materials left in recycling bins (located in designated areas at each yard)		
<b><u>Quarterly Cleaning Services</u></b>		
Interior light fixtures cleaned		
Venetian blinds and air vent registers throughout the building cleaned		
Windowsills, hand railings, fire extinguishers, ledges, and doors cleaned		
<b><u>Semi-Annual Cleaning Services</u></b>		

Windows (inside only) washed and wipe water spots from sills and frames		
Resilient floors stripped, waxed and buffed		
Heavily used areas carpet are machine-cleaned		
<b><u>Bio-Based Products</u></b>		
Ensure mandatory purchase and use of bio-based products		
<b>Comments: (Note additional comment on back of form)</b>		
<i>Unless noted, services performed were satisfactory.</i>		
COR Signature:_____ Date:_____		



**Attachment – E PERFORMANCE REQUIREMENTS SUMMARY**

**Performance Requirements Summary**

Required Service	Standard (Referencing PWS)	Allowable Deviation	Performance Threshold	Method of Quality Assurance	Disincentive
Daily Restroom Services	Clean area of service to meet standards specified in the PWS <b>Section vi</b>	5% from standard	100% adherence to performance requirements is required.  Not to exceed three reported occurrences with less than 100% compliance as reported by the COR on the Quality Assurance Checklist - <b>Attachment C</b>	Bi-Monthly Inspections  Quality Assurance Checklist- <b>Attachment D</b>	Rework at no cost to the Government
Daily Office Area Services	Clean area of service to meet standards specified in the PWS <b>Section vi</b>	5% from standard	100% adherence to performance requirements is required.  Not to exceed three reported occurrences with less than 100% compliance as reported by the COR on the Quality Assurance Checklist - <b>Attachment C</b>	Bi-Monthly Inspections  Quality Assurance Checklist – <b>Attachment D</b>	Rework at no cost to the Government
Weekly Restroom Services	Clean area of service to meet standards specified in the PWS <b>Section vi</b>	5% from standard	100% adherence to performance requirements is required.  Not to exceed three reported occurrences with less than 100% compliance as reported by the COR on the Quality Assurance Checklist - <b>Attachment C</b>	Random Inspections  Quality Assurance Checklist – <b>Attachment D</b>	Rework at no cost to the Government
Weekly Office Area Services	Clean area of service to meet standards specified in the PWS <b>Section vi</b>	5% from standard	100% adherence to performance requirements is required.  Not to exceed three reported occurrences with less than 100% compliance as reported by the COR on the Quality Assurance Checklist - <b>Attachment C</b>	Random Inspections  Quality Assurance Checklist – <b>Attachment D</b>	Rework at no cost to the Government
Quarterly Cleaning Services	Clean area of service to meet standards specified in the PWS <b>Section vi</b>	5% from standard	100% adherence to performance requirements is required.  Not to exceed three reported occurrences with less than 100% compliance as reported by the COR on the Quality Assurance Checklist - <b>Attachment C</b>	Random Inspections  Quality Assurance Checklist – <b>Attachment D</b>	Rework at no cost to the Government

<p>Semi-Annual Services</p>	<p>Clean area of service to meet standards specified in the PWS  <b>Section vi</b>  <b>Section vi</b> and any modification to the contract for emergency work or special event tasks</p>	<p>5% from standard</p>	<p>100% adherence to performance requirements is required.                  Not to exceed three reported occurrences with less than 100% compliance as reported by the COR on the Quality Assurance Checklist - <b>Attachment C</b></p>	<p>Random Inspections                  Quality Assurance Checklist – <b>Attachment D</b></p>	<p>Rework at no cost to the Government</p>
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**Exhibit #1 – Experience and Equipment Questionnaire**

**EXPERIENCE & EQUIPMENT QUESTIONNAIRE**

**1. Contractor Name, Address, & Telephone Number**

**EXPERIENCE**

<p><b>3. How many years does <i>your business</i> have in the line of work contemplated by this solicitation?</b></p>	<p><b>4. How many years' experience in contracting has your business had as a:</b>                  (a) Prime Contractor _____ (b) Sub-contractor _____                  Is this time concurrent? [ ] YES [ ] NO</p>
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**5a. List Below all Janitorial Services projects you or your business has completed within the last three (3) years:**

Contract Amount	Type of Project	Date Completed	Name, Address & Telephone Number of Owner/Person to Contact for Information

**5b. List below the Projects that are incomplete:**

Contract No.	Dollar Amount of Award	Name, Address & Phone No. of Agency Involved	Percent Completed	Dated Completed

**6a. Have you ever failed to complete any work awarded to you? [ ] YES [ ] NO**

**6b. If "yes" to item 6a specify location(s), reason(s) why and COR: (Attach separate sheet of paper)**

**EQUIPMENT**

**7. Number of employees available for this project:**

a. Minimum No. of employees \_\_\_\_\_ & Maximum No. of employees \_\_\_\_\_

b. Are Employees regularly on your payroll? [ ] YES [ ] NO

**8. Specify Equipment available for this project (if required as part of the contract):**

**9. List Experience of Employees intended to be used on this project:**

Individual Name	Present Position	Years of Exp.	Magnitude & Type of Work

**10. Did the offeror examine the area(s) for which this quote has been submitted? [ ] YES [ ] NO**

**Certification: I certify that all of the statements made by me are complete and correct to the best of my knowledge. That any persons named as references area authorized to furnish the Forest Service with information needed to verify my capability to perform this project.**

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

**Contractors are strongly encouraged to use this form and supplement it with additional narrative to fully address the evaluation criteria detailed in Section- Evaluation-Commercial Supplies and Commercial Services.**

**Exhibit #2 Technical Approach Narrative**

**List here the technical approach that you will use in the performance of this contract.**

**Exhibit #3 – Key Personnel Abilities/Training/Experience**

**List here the Resumes/Technical Abilities/Training/Experience of Key Personnel.**

**Exhibit#4 – Project Specific Safety Plan**

**List here the Janitorial Work Specific Safety Plan and Safety Record.**

**Exhibit #5 Experience and Equipment Questionnaire – Bio-Based Product Information**

**List here the bio-based product information that you will use in the performance of this contract.**

**Exhibit #6 – SF1413 Subcontractor Form**

**STATEMENT AND ACKNOWLEDGMENT**

OMB No.: 9000-0014  
Expires: 01/31/2008

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat, (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0014), Washington, DC 20503.

**PART I - STATEMENT OF PRIME CONTRACTOR**

1. PRIME CONTRACT NO.		2. DATE SUBCONTRACT AWARDED		3. SUBCONTRACT NUMBER	
4. PRIME CONTRACTOR			5. SUBCONTRACTOR		
a. NAME		a. NAME			
b. STREET ADDRESS		b. STREET ADDRESS			
c. CITY	d. STATE	e. ZIP CODE	c. CITY	d. STATE	e. ZIP CODE
6. The prime contract <input type="checkbox"/> does, <input type="checkbox"/> does not contain the clause entitled "Contract Work Hours and Safety Standards Act -- Overtime Compensation."					
7. The prime contractor states that under the contract shown in Item 1, a subcontract was awarded on the date shown in Item 2 to the subcontractor identified in item 5 by the following firm:					
a. NAME OF AWARDING FIRM					
b. DESCRIPTION OF WORK BY SUBCONTRACTOR					

8. PROJECT		9. LOCATION	
10a. NAME OF PERSON SIGNING		11. BY (Signature)	
10b. TITLE OF PERSON SIGNING			
		12. DATE SIGNED	

**PART II - ACKNOWLEDGMENT OF SUBCONTRACTOR**

13. The subcontractor acknowledges that the following clauses of the contract shown in Item 1 are included in this subcontract:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Contract Work Hours and Safety Standards Act - Overtime Compensation - (If included in prime contract see Block 6)</li> <li>Payrolls and Basic Records</li> <li>Withholding of Funds</li> <li>Disputes Concerning Labor Standards</li> <li>Compliance with Davis-Bacon and Related Act Regulations</li> </ul> | <ul style="list-style-type: none"> <li>Davis-Bacon Act</li> <li>Apprentices and Trainees</li> <li>Compliance with Copeland Act Requirements</li> <li>Subcontracts (Labor Standards)</li> <li>Contract Termination - Debarment</li> <li>Certification of Eligibility</li> </ul> |
|--|--|

14. NAME(S) OF ANY INTERMEDIATE SUBCONTRACTORS, IF ANY

<p>A <input style="width:90%; height: 20px;" type="text"/></p> <p>B <input style="width:90%; height: 20px;" type="text"/></p>	<p>C <input style="width:90%; height: 20px;" type="text"/></p> <p>D <input style="width:90%; height: 20px;" type="text"/></p>		
15a. NAME OF PERSON SIGNING		16. BY (Signature)	
15b. TITLE OF PERSON SIGNING			
		17. DATE SIGNED	

**Provisions:**

**PROVISIONS:**

**(xvi) 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): Federal Acquisition Regulation (FAR) Provisions: <https://www.acquisition.gov/browse/index/far> (FAR Provisions begin with 52)

Department of Agriculture Acquisition Regulation (AGAR) Provisions: <https://www.acquisition.gov/agar> (AGAR Provisions begin with 452)

FAR and AGAR Deviations to provisions may be viewed at: [Policies & Regulations | USDA](#)

**Provisions Incorporated by Refence:**

**(xvii) 52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (MAR 2023)**

**Addenda to provision 52.212-1:**

**52.204-7 System for Award Management (OCT 2018)**

**52.204-16 Commercial and Government Entity Code Reporting (AUG 2020)**

**Addenda to Provision 52.212-1:**

*For simplified acquisitions, the word quote or quoter is substituted in provision 52.212-1 for the word offer or offeror.*

**Addenda to Provision 52.212-1 paragraph (b) Submission of Quotes:**

**AT A MINIMUM, QUOTER SHALL SUBMIT THE FOLLOWING DOCUMENTS BACK WITH THEIR RESPONSE TO THIS SOLCITATION:**

- 1. Schedule of Items (Pages 1-2).**
- 2. Exhibit #1 Experience and Equipment Questionnaire (Pages 35).**
- 3. Exhibit #2 Technical Approach Narrative (Page 36).**
- 4. Exhibit #3 Key Personnel Abilities/Training/Experience (Page 37).**
- 5. Exhibit #4 Project Specific Safety Plan (Page 38).**
- 6. Exhibit #5 Bio-Based Product Information (Page 39).**
- 7. Exhibit #6 SF-1413 Subcontractor Form (Page 40) (If Applicable).**
- 8. 52.212-3 (b)(2) Offeror Representations and Certifications – Commercial Products and Commercial Services (Page 42).**
- 9. 52.204-24(d) Representations Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Page 43).**
- 10. Technical Response as Identified in Evaluation Factors for Award. (See Evaluations Commercial Items Pages 43-44).**

1) Quoters must have an active entity registration in the System for Award Management in order to submit a quote. <https://www.sam.gov/SAM/>

2) Quotes submitted in response to this solicitation shall include technical information, and pricing information.

3) Submit quotes by email to the Contract Specialist listed in section (xxv) so that it is delivered into this inbox by the due date and time. Emails should be in Microsoft Word, or Adobe PDF format. Be aware that large attachments may increase the time required to deliver an email. It is the offerors responsibility to confirm receipt of the quote from the Contract Specialist.

4) Address questions about this solicitation to the Contract Specialist in section (xxv).

**The deadline for questions is: 06/05/2023 at 10:00 AM Mountain Time.**

**(xviii) 52.212-3 Offeror Representations and Certifications – Commercial Products and Commercial Services (DEC 2022) (DEVIATION DEC 2022) (DEVIATION NOV 2022)**

*[If Offeror Representations and Certifications are not complete in SAM the offeror shall submit a completed copy of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Products and Commercial Services, with your offer. The full provision is available from <http://www.acquisition.gov/far/>.*

*If Offeror Representations and Certifications are complete in SAM, the offeror shall complete the following:]*

(b)(1) *Annual Representations and Certifications.* Any changes provided by the Offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications in SAM.

(2) The offeror has completed the annual representations and certifications electronically in SAM accessed through <http://www.sam.gov>. After reviewing SAM information, the Offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications-Commercial Products and Commercial Services, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard(s) applicable to the NAICS code(s) referenced for this solicitation), at the time this offer is submitted and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs [REDACTED].

*[Offeror to identify the applicable paragraphs at (c) through (v) of this provision that the offeror has completed for the purposes of this solicitation only, if any. Write "None" if there are no changes needed to your online reps and certs.*

DEVIATION NOV 2022 *Offerors that are representing as joint ventures should submit their socio-economic status in the space provided above until such time that SAM.gov has been updated to include the joint venture representations contained within provision 52.212-3 paragraph (c).*

*These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.*

*Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.]*

**Provisions Incorporated by Full Text:**

**(xviii) 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (NOV 2021)**

(d) Representation. The Offeror represents that—

(1) **It  will,  will not** provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

**It  does,  does not** use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

**(xx) 52.212-2 Evaluation – Commercial Products and Commercial Services (NOV 2021)**

(a) A contract will be awarded to the lowest-priced technically acceptable quoter. Quotes will be evaluated for acceptability but will not be ranked using the non-cost/price factors. In order to be eligible for award, quoters must receive a rating of “acceptable” in every non-price factor/subfactor. In the interest of economy and efficiency, the Government will start by evaluating the technical proposal of the lowest-priced quoter and will award to that quoter if the technical proposal is rated “technically acceptable”. If the lowest quoter receives a rating of “unacceptable” in any of the non-cost factors, the Government will then move on to evaluating the technical proposal of the next lowest quoter and so on until a proposal is rated “technically acceptable”. Therefore, the technical proposals of the non-low price quoters may or may not be evaluated.

The following factors and subfactors will be used to determine technical acceptability:

**Factor #1: Technical**

**Subfactor #1: Technical Capability and Approach**

In order to receive a rating of “acceptable” for this subfactor, proposal must, at a minimum, demonstrate adequate technical capability and provide a satisfactory technical approach to accomplish the work. **Equipment to be used in performance of this project should be listed in detail. (See Box 8 of Exhibit #1 Experience and Equipment Questionnaire.)**

**Subfactor #2: Experience**

In order to receive a rating of “acceptable” for this subfactor, quoter must, at a minimum provide resumes for all key personnel (providing description of their technical abilities, training and experience) and subcontractors indicating at least three (3) years of experience in current role on same/similar projects. **(See box 9 of Exhibit #1 Experience and Equipment Questionnaire.)**

**Subfactor #3: Worksite Safety**

In order to receive a rating of “acceptable” for this subfactor, quoter must, at a minimum provide a Janitorial Work Specific Safety Plan and demonstrate a satisfactory janitorial work related safety record with no more than one safety incident in the past three (3) years. **(See Exhibit 1 Experience and Equipment Questionnaire.)**

**Subfactor #4: Bio Based Product**

In order to receive a rating of “acceptable” for this subfactor, quoter must, at a minimum (1) demonstrate products, and (2) if selected, offer any necessary training to all of the service staff and (3) be available with technical assistance to trouble shoot problems. Quoter shall provide documentation to satisfactorily demonstrate how this factor will be addressed.

**Factor #2: Past Performance**

**Subfactor #1: Recency and relevancy of present/past performance in relation to this effort**

In order to receive a rating of “acceptable” for this subfactor, quoter must, at a minimum provide past experience on similar type projects. The past experience should indicate successes of the quoter in completing similar type work projects.

The Government considers “recent” present/past performance to be within the past 3 years

The Government considers “relevant” present/past performance to be present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.

**Subfactor #2: How well the quoter performed on relevant contracts**

In order to meet the minimum requirements for a rating of “acceptable” for this subfactor, the quoter must submit references from past projects as listed above.

The Government may also use past performance information obtained from other than the sources identified by the offeror. Information obtained from the Past Performance Information Retrieval System (PPIRS) database located at <http://www.ppirs.gov> is one of the sources that will be utilized. PPIRS functions as the central warehouse for performance assessment reports received from several Federal performance information collection systems and is sponsored by the DOD E-Business Office and administered by the Naval Sea Logistics Center Detachment Portsmouth.

*NOTE: In accordance with FAR 15.305 (a)(2)(iv), in the case of an offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the offeror shall be determined to have unknown past performance. In the context of acceptability/unacceptability, “unknown” will be considered “acceptable.”*

**Factor #3 PRICE:** Award will be made to the lowest priced offeror that is evaluated as “acceptable” for all non-price factors

(b) *Options.* The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that a quote is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of a quote, mailed or otherwise furnished to the successful quoter within the time for acceptance specified in the quote, shall result in a binding contract without further action by either party. Before the quote’s specified expiration time, the Government may accept a quote (or part of a quote), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

**(xxi) 52.237-1 Site Visit (APR 1984)**

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

**(xxii) 52.252-5 Authorized Deviations in Provisions (NOV 2020)**

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Agriculture Acquisition Regulation (48 CFR Chapter 4) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

**(xxiii) 452.237-71 Pre-Bid/Proposal Conference (FEB 1988)**

(a) The Government is planning a pre-bid/quote/proposal conference, during which potential offerors may obtain a better understanding of the work required.

(b) Offerors are encouraged to submit all questions in writing at least five (5) days prior to the conference. Questions will be considered at any time prior to or during the conference; however, offerors will be asked to confirm verbal questions in writing. Subsequent to the conference, an amendment to the solicitation containing an abstract of the questions and answers, and a list of attendees, will be disseminated.

(c) In order to facilitate conference preparations, it is requested that the Contracting Officer of this solicitation be contacted and advised of the number of persons who will attend.

(d) The Government assumes no responsibility for any expense incurred by an offeror prior to contract award.

(e) Offerors are cautioned that, notwithstanding any remarks or clarifications given at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the answers to conference questions, or any solicitation amendment, create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.

(f) The conference will be held:

Date: May 31<sup>st</sup>, 2023

Time: 11:00 AM Mountain Time

Location: Redwood Road Facility, UWC National Forest

1749 West 500 South

Salt Lake City, UT 84104

**(xxiv) Date, Time, and Place Quotes are due**

**Quotes are due by 10:00 AM Mountain Time on 06/08/2023 at the email address in section (xxv)**

**(xxv) Government Point of Contact**

**Whit Fausett**  
**Contract Specialist**  
[arlen.fausett@usda.gov](mailto:arlen.fausett@usda.gov)  
**(385) 270-7112**