

**PERFORMANCE WORK STATEMENT (PWS)**  
**Janitorial, Garbage Removal, Manure Removal**  
**Cedar Lake Recreation Area**  
**Hodgen, Oklahoma**

Contractor shall furnish all necessary management, personnel, materials, supplies, tools, equipment, fuel and vehicles required to perform cleaning and janitorial of the restrooms and shower buildings at the Cedar Lake Recreation Area, located south of Heavener, Oklahoma.

Contractor will be responsible for furnishing toilet paper and hand soap for restrooms. Toilet paper will be soft, two-ply type of toilet paper and hand soap will be conducive to the type utilized in liquid soap dispensers located in the restrooms.

Contractor shall be responsible for compliance with OSHA safety requirements/standards during performance of this contract.

Cleaning days will consist of cleaning, sweeping, dusting, moping, wiping down and disinfecting all surfaces (i.e. sinks, toilets, urinals, shower benches, mirrors, floors etc.), stocking toilet paper in/on holders, filling soap dispensers, emptying trash containers, replacing trash bags, and placing trash in nearby trash containers. Remove/wiping down all exterior walls and windows, removing all spider webs, insect nests, insect body carcasses, bird nests and debris from the exterior of the buildings, restrooms and shower buildings. Contractor will also remove/wipe down all kiosk/bulletin board structures, removing spider webs, insect nests, insect body carcasses, bird nests and debris. Contractor will also be responsible for cleaning mold/iron/water stains and soap residue on shower walls and shower surfaces as needed.

Cleaning will take place between the hours of 7:00 a.m. and 4:00 p.m. on cleaning days.

**Services will be performed at the following locations:**

1. Restroom/Shower Building – North Shore Boat Ramp – Open January 1 through December 31;
2. Restroom – North Shore Camping Loop – Open April 1 through November 1;
3. Restroom – North Shore Day Use/Swimming Area – Open April 1 through November 1;
4. Restroom/Shower Building – Shady Lane Camping Loop – Open January 1 through December 31.  
NOTE: Area may close due to high water conditions.
5. Restroom/Shower Building – Sandy Beach Camping Loop – Open January 1 through December 31;
6. Restroom/Shower Building – Equestrian Camp – Loop D – Open January 1 through December 31;
7. Restroom/Shower Building – Equestrian Camp – Loop E – Open January 1 through December 31.

**Schedule of Services**

**Award Year - FY-2023 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	*9	Days	Monday
Mar – May	*26	Days	Monday & Friday
Jun – Oct	65	Days	Monday, Wednesday, Friday
Nov – Dec	17	Days	Monday & Friday
<b>Total</b>	<b>117</b>		

\*Award date may affect quantity.

**Option Year - 1 FY-2024 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	9	Days	Monday

Mar – May	27	Days	Monday & Friday
Jun – Oct	65	Days	Monday, Wednesday, Friday
Nov – Dec	18	Days	Monday & Friday
<b>Total</b>	<b>119</b>		

**Option Year - 2 FY-2025 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	8	Days	Monday
Mar – May	26	Days	Monday & Friday
Jun – Oct	66	Days	Monday, Wednesday, Friday
Nov – Dec	17	Days	Monday & Friday
<b>Total</b>	<b>117</b>		

**Option Year - 3 FY-2026 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	8	Days	Monday
Mar – May	26	Days	Monday & Friday
Jun – Oct	66	Days	Monday, Wednesday, Friday
Nov – Dec	17	Days	Monday & Friday
<b>Total</b>	<b>117</b>		

**Option Year - 4 FY-2027 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	8	Days	Monday
Mar – May	27	Days	Monday & Friday
Jun – Oct	65	Days	Monday, Wednesday, Friday
Nov – Dec	18	Days	Monday & Friday
<b>Total</b>	<b>118</b>		

**Cleaning/Janitorial Contract - Cedar Lake Recreation Area  
Oklahoma Ranger District, Ouachita National Forest**

**SCOPE OF WORK.** The Contractor shall furnish all necessary management, personnel, materials, supplies, tools, equipment, fuel, and vehicles, except as otherwise provided herein, required to perform cleaning and janitorial services at the Cedar Lake Recreation Area, Oklahoma Ranger District, Ouachita National Forest. The work described will be performed in a public recreation area.

**TASK ORDERS.** All work under this contract will be ordered by issuance of individual Task Orders. No work shall be performed under this contract before an individual Task Order has been issued by the Contracting Officer. Only the Contracting Officer, by issuance of a modification, may make any change to a Task Order. The Task Order will list those items from the bid schedule that are to be performed or used to perform the work.

**WORKING HOURS.**

**a. Normal Working Hours.** Normal working hours, except as otherwise specified herein, shall be Monday through Friday, 7:00 a.m. to 4:00 p.m. or as specified on the Task Order.

**b. Holiday Work.** The ten Federal holidays observed are:

- New Year's Day (January 1st)
- Martin Luther King Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)

Labor Day (1st Monday in September)  
Columbus Day (2nd Monday in October)  
Veterans Day (November 11th)  
Thanksgiving Day (4th Thursday in November)  
Christmas Day (December 25th)

**c. Inclement Weather Work.** The Contractor shall maintain the schedule of services regardless of inclement weather. Exceptions may be approved by the COR when severe conditions make it impractical or dangerous to perform the work. The Contracting Officer will notify the Contractor, by modification to the Task Order, of any change that extends the performance period due to inclement weather.

**d. Emergency and/or After-Hours Work.** Work may be required on holiday periods during heavy visitation, emergencies, or for other reasons as determined by the COR. Additional personnel may be required to handle the additional workload during holiday periods because of heavy visitation. The COR will notify the Contractor of actual work requirements.

**PERMITS AND LICENSES.** The Contractor shall, at his own expense, obtain any licenses or permits required to perform all aspects, requirements, and work under this contract. The Contractor shall comply with all current Federal, State, and local laws and regulations and shall comply with any subsequent changes.

**IDENTIFICATION OF CONTRACT EMPLOYEES AND VEHICLES.** The Contractor shall furnish his employees standardized uniforms (shirt-pants) with a company patch or embroidered identification on the breast pocket or on the sleeve at the top of the arm, within 30 days after notice of award of the contract. A hat with the Contractor's company logo may also be worn. Any employee hired 30-calendar days after award of the Contract shall be in the required uniform within 14-calendar days of the date of hire. Contractor uniforms shall not resemble U.S. Forest Service uniforms. Contractor employees and subcontractors shall wear these uniforms at all times they are performing work under this contract. Exceptions may be granted by the COR for short term workers, or during disasters, emergencies, special circumstances specified by the COR. Stained or faded uniforms shall not be worn.

All vehicles used by the Contractor to perform work under this contract shall be identified with the company name prominently displayed on the outside of both front doors of each vehicle in a professional manner to provide an attractive and readily visible means of identification. These are to be professionally made. vinyl stick-on magnetic type signs. 'Homemade' signs made on a computer or with magic marker or stick-on letters and numbers on cardboard, etc., are not acceptable. All vehicles used in performance of work must be marked and properly identified.

**SAFETY AND SECURITY REQUIREMENTS.**

**a. General.** If the Contractor fails or refuses to promptly comply with safety and security requirements as specified herein, the Contracting Officer may issue a stop work order for all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such work stoppage shall be made subject to any claims for extension of time or for excess costs or damages sustained by the Contractor. Also, the Contractor will not be paid for work not performed as a result of the stop order.

The Contractor shall comply with the Occupational Safety and Health Act (OSHA), the U.S. Department of Agriculture, Forest Service, Health and Safety Code Handbook, FSH 6709.11 (<http://www.fs.fed.us/im/directives/>) as otherwise stated herein. Special attention shall be given to the requirements for safety meetings. The Contractor shall inform the COR a minimum of 7 days prior to a Contractor monthly safety meeting, to permit a Government representative to attend.

**b. Accident Prevention Plan (APP).** The Contractor shall prepare an Accident Prevention Plan to assure that requirements of the safety program are provided as specified. This plan must be approved by the Contracting Officer prior to commencement of any work. One copy of the Accident Prevention Plan shall be provided to the Contracting Officer and the COR one week prior to the pre-work conference.

**c. Activity Hazard Analysis.**

1. The Contractor shall use Activity Hazard Analysis (AHA's) as one of many tools to ensure safe performance of work. It is the Contractor's responsibility to prepare the AHA. An approved AHA must be prepared by the Contractor for each Task Order issued by the Contracting Officer. The AHA must be approved prior to performing jobs with inherent hazards, the Contractor shall review, at a "Tool Box" safety meeting, the approved AHA's with those employees who shall perform that work each time the work is ordered. The Government may request advanced notification of the time and date of the above AHA Tool Box safety meeting for Contractor employees so that a Government representative may attend such reviews.
2. The Government will require the Contractor to prepare an AHA for any jobs for which an adequate AHA does not already exist. A copy of this AHA shall be submitted to the COR and must be approved before the Contractor starts the job. This copy of the AHA will become the property of the Government.
3. A copy of an approved AHA is required for each Task Order issued by the Government. A copy of the approved AHA's shall be available at all times to workers at each associated job site and a copy shall be provided to the Government.

**d. Public Safety.** The Contractor shall ensure that reasonable precautions are taken to protect the public at all times where work is being performed. The Contractor shall immediately report to the COR any potential hazards found by his employees on the project. The Accident Prevention Plan shall include procedures to be taken to provide for public safety.

Additionally, the Contractor shall not allow any persons, except employees, into work areas that are not otherwise, open to the public; nor shall the Contractor transport in Contractor work vehicles any persons, except employees, during times the Contractor is on the project performing work under a Task Order.

**e. Personal Protective Apparel and Equipment.** Protective apparel and equipment, as identified in the AHA, shall be provided to eliminate or minimize hazards to personnel. As a minimum, each employee shall wear shirt-pants (as detailed in identification paragraph above), and appropriate footwear during all contract work. Face shields, spectacles with side-shields, or goggles, and hearing protection shall be worn by employees when required by the Health and Safety Code Handbook.

**f. Hazard Communication Program.** The Contractor shall be responsible for implementing a hazard communication program for Contractor employees, as required by the Health and Safety Code Handbook, FSH 6709.11. The Contractor shall provide Material Safety Data Sheets (MSDS) and or Safety Data Sheets (SDS) to the COR for review prior to use of any hazardous substance on the project and provide a plan for the proper handling, transportation, storage and usage of hazardous substances on the project.

**ACCIDENT REPORTING.** The Contractor is responsible for reporting all accidents to the COR immediately. Prompt action shall be taken to ensure immediate and appropriate medical treatment. The Contractor shall maintain an accurate record of any accidents in the manner and on the forms prescribed by the COR. The Contractor shall maintain an OSHA 300 Log of Work-Related Injuries and Illness; <https://www.osha.gov/recordkeeping/RKform300pkg-fillableenabled.pdf>.

**DAMAGE REPORTS.** All instances where Government materials, supplies, property, and/or equipment are damaged shall be reported immediately to the COR. When the damage was caused by contractor employees, the contractor must submit a written report of the incident and extent of such damage to the COR, within 2 business days of occurrence.

**CONTRACT EMPLOYEES' CONDUCT AND COMPETENCY.** All contractor employees shall conduct themselves in a proper and courteous manner at all times. Since the majority of work is performed in the

presence of the general public, the conduct of all contractor employees is critical and will be closely monitored.

Contractor employees shall comply with and obey all posted signs and regulations in the performance of the work under this contract. Contractor employees shall not be under the influence of or consume alcoholic beverages or controlled substances while on duty.

**a. Employee Dismissal.** The Contractor expressly agrees to dismiss any employee or ask their subcontractor to remove the employee whose continued employment is deemed by the COR to be incompetent, endangers persons or property, or whose physical or mental condition would impair their ability to satisfactorily perform the work. Notification to the Contractor will be promptly made in writing if time and circumstances permit. Otherwise, notification will be verbal and confirmed in writing as soon as possible.

**b. Contractor's Performance Requirements.** No removal shall reduce the Contractor's obligation to perform all work required under this contract nor be the basis for time extension. Immediate replacement of the employee shall be made.

**DAMAGE OR LOSS OF CONTRACTOR'S SUPPLIES AND PROPERTY.** The Contractor is responsible for taking the action necessary to protect Contractor supplies, materials, and equipment, and the personal property of Contractor employees from loss, damage, or theft. The Government assumes no responsibility for loss, theft, or damage of the property listed above.

**SUPERVISION.** The Contractor or Contractor Representative(s) shall personally supervise the work and respond to any contract issue that may arise when work is in progress. The Contractor Representative(s) shall conduct overall management coordination and be the central point of contact with the Government for performance of all work under the contract.

Each Contractor Representative shall have full authority to contractually commit the Contractor for prompt action on all matters pertaining to administration of this contract, and shall be the on-site Contractor employee who is responsible for safety.

In addition to Contractor Representative(s), the Contractor shall also appoint Quality Control Inspectors (QCIs) who shall perform the Contractor's Quality Control Program. QCIs shall be responsible for implementing the Contractor's Accident Prevention Plan. All QCIs shall have the authority to determine for the Contractor when work is ready for Government inspection and to make decisions for the Contractor on re-performance of the service when necessary. A QCI shall be appointed for each work crew. For work performed for Emergency and/or After-Hours Work, a Contractor Representative or QCI shall be present at the work site.

The COR and Government Inspectors will deal directly with the QCIs or Contractor Representatives for normal day-to-day administration of the contract provisions.

The names and telephone numbers of all individuals authorized to act on behalf of the Contractor as Contractor Representatives shall be submitted in writing to the COR before work is performed.

The Contractor shall maintain copies of contract work requirements, specifications, and Activity Hazard Analysis at each work site which relate to each employee's work responsibilities and shall review them to ensure employees' comprehension of the efforts prior to initiating work.

**ENVIRONMENTAL PROGRAM.** The Contractor shall comply with Federal, State, and local laws, regulations and standards regarding environmental protection. All environmental protection matters shall be coordinated with the COR. Any of the facilities operated by the Contractor may be inspected by the COR, or other Federal, State and local officials without advance notice. Access for inspection shall be granted upon request. Citations against Government facilities operated by the Contractor for noncompliance with environmental standards are a matter for resolution between the Government Entity that issued the citation and the COR. Payment of fines or penalty charges associated with citations issued by

Federal, State or local officials will be paid by the Government. If the citations are issued due to faulty operation or maintenance practices of the Contractor, the Contracting Officer or COR will deduct the fine from any monies due the Contractor.

The Contractor shall conduct all operations and maintenance activities in a manner to prevent contamination of Government land and property. The Contractor shall ensure all cleaning materials, or any other hazardous substances are not spilled, leaked, or disposed of on Government property and are disposed of in accordance with environmental regulations. If spills or contamination occur, the Contractor shall be responsible for cleanup and any associated costs in accordance with Federal, State and Local Law. Such spills shall be reported to the COR immediately.

**CONTRACT DISCREPANCY REPORT (CDR).** A CDR will be issued to the Contractor for any failure to perform services. The CDR describes the discrepancy or defect and will be discussed with the Contractor Representative when it is issued. The Contractor shall provide his written response on the CDR form within 24 hours of issuance. The Contractor's response must:

- a. Identify the cause and corrective action taken, and
- b. Identify Contractor action to prevent recurrence.

The COR will evaluate the Contractor's response and record the corrective action to be taken, which may include the Contracting Officer making necessary deductions. Upon finalization of the CDR, the Contractor and the COR must sign the form. The Contractor will be given a copy of the completed form. Should the Contractor not concur with any decision or finding, the Contractor may so state, in writing, and request a final decision by the Contracting Officer. The Contracting Officer will review all CDR's issued; CDRs will also become a part of the permanent contract file.

**QUALITY CONTROL.** The Contractor shall have a Quality Control program to assure the requirements of the contract are provided as specified. The primary purpose of Quality Control is to identify, monitor and correct deficiencies in the quality of services performed before the level of performance is unacceptable. The program shall include, but not be limited to the following:

- a. An inspection system covering all the services stated in the contract specifications.
- b. A method of identifying and correcting deficiencies in the quality of services performed before the level of performance is unacceptable.
- c. A file of all inspections in auditable condition as conducted by, or for, the Contractor and the corrective actions taken. These files shall be made available for inspection upon request by the COR or the Contracting Officer.
- d. A method of ensuring that employees have full knowledge of work assignments and that appropriate technical expertise is utilized with each work assignment.
- e. A method of coordinating each work crew's activities with the COR.

The Contractor is required to provide a written Quality Control Plan (QCP). The Contractor may use any or all portions of this outline to prepare the QCP. A signed plan, including Contractor specific information, shall be provided to the Contracting Officer and the COR, and approved, at the pre-work conference. If changes to this program occur, updated copies shall be provided to the Contracting Officer and COR. Failure to provide appropriate Quality Control may result in issuance of a CDR and or termination of the contract.

**QUALITY ASSURANCE.** The Government will monitor the Contractor's performance in each functional area under this contract to assure the services received are consistent with contract quality requirements and received in a timely manner. The government reserves the rights to use whatever surveillance procedures are deemed appropriate. The Government will monitor the contract to ensure compliance using a Quality Assurance Surveillance Plan (QASP) and reserves the right to alter the plan at its own discretion. The QASP is an internal government document and will not be made part of any resulting contract; however, the surveillance procedures will be discussed at the post-work conference to ensure understanding by all parties. The Government reserves the right to change methods of inspection as

deemed necessary.

The Government will keep a record of all complaints received by the public concerning Contractor performance. Upon receipt of a written complaint by the public, the Government will attempt to verify the complaint and furnish a copy of the findings to the Contractor. Should the Government verification reveal a nonperformance by the Contractor, a CDR may be issued.

A Government employee shall not be considered an Inspector unless he identifies himself as such to the Contractor, the Contractor Representative, or Quality Control Inspector. No Inspector is authorized to change any provision of the specifications without written authorization of the Contracting Officer nor shall the presence or absence of an inspector relieve the Contractor from any requirements of the Contract.

**DEFICIENCIES.** If any of the work performed does not conform to contract requirements, the Government may require the Contractor to perform the work again at no cost to the Government. When the defect in work cannot be corrected by re-performance, or cannot be corrected in the specified time frame, the Government may, by separate contract or otherwise, perform the work and charge the Contractor any costs incurred by the Government that are directly related to the performance of such work. The actual cost includes, but not limited to, labor costs including benefits, transportation, and materials.

**INTERRUPTIONS TO SYSTEMS.** All work that would necessitate an interruption of the use of the recreation area or its support systems and/or the visiting public shall be fully coordinated and approved in advance by the COR. Interruptions shall be kept to an absolute minimum, and all repairs or replacements of equipment or components shall be accomplished in an expeditious and efficient manner.

**GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT.**

**a. Government Furnished Facilities.** Suitable space will be provided for the Contractor's use for work performed under this contract, as listed below. The Contractor shall maintain such space to the same, or higher standards, as similar areas occupied by the Government, and shall assume responsibility for the safekeeping of facilities provided. The Contractor shall not use those grounds or facilities as a place of habitation.

At the completion of the contract, all facilities and equipment shall be returned to the Government in the same condition as received, except for reasonable wear and tear. The Contractor shall be held responsible for the cost of any repairs caused by the fault or negligence of the Contractor or Contractor employees. Modifications or changes shall not be made to any facilities without prior written approval of the COR. Any approved modifications to the facilities shall be at the Contractor's expense. The Contractor shall be responsible for maintaining physical security for Government furnished facilities and property.

Should the Contractor reject any or all Government furnished facilities, the Contractor shall provide all necessary facilities at no cost to the Government. All Government furnished facilities shall be used only for the performance of work specified herein.

**b. Utilities.** The Government will furnish available utilities to perform the specified work. At remote locations the Contractor shall supply his own utilities such as water. The Contractor shall make a dedicated effort to conserve utilities and shall comply with all Government regulations regarding energy conservation. Government furnished utilities shall be used only in the performance of work specified in this contract.

**c. Control.** The Contractor shall provide internal controls to ensure Government furnished equipment, property, or items are utilized only for contract purposes. The Contractor will be provided keys to allow access to certain secure areas, and will be held responsible for losses due to his fault or negligence and for the replacement of compromised locks (which can occur due to loss or duplication of keys).

Upon completion (including any extensions of contract term) or termination of the contract for any reason,

and except for reasonable wear and tear, the Contractor shall return all Government furnished equipment, keys and any unused material or supplies in the same condition as received. The Contractor is responsible for any discrepancies (except for reasonable wear and tear), damages or deficiencies in the inventory.

**d. Safety Manual.** Prospective contractors may review a copy of the Health and Safety Code Handbook, FSH 6709.11, at the Hodgen Office, or view online at <http://www.fs.fed.us/im/directives/>.

#### **CONTRACTOR FURNISHED ITEMS.**

**a. General.** Except as described elsewhere in this contract, the Contractor shall furnish all personnel, facilities, vehicles, small tools, equipment and operators, supplies and materials necessary to accomplish all required services. All Contractor furnished tools, equipment, supplies, materials, and vehicles shall meet all applicable Federal, State and local laws and regulations.

**b. Equipment.** The Government requires that the Contractor provide adequate equipment to perform the work required within the specified time period for each job.

**c. Service Vehicle.** It is the Contractor's responsibility to provide service or work vehicles as necessary. The vehicles must be capable of transporting the same number and number of employees, equipment, tools, materials, and supplies that could reasonably be transported in a standard size 1/2 ton truck with a 4' x 8' bed to and from job sites.

**SAFEGUARDING GOVERNMENT PROPERTY.** The Contractor shall cooperate with Government personnel in safeguarding Government property. The Contractor shall be responsible for promptly reporting all acts of vandalism, larceny, or pilferage to Government property, and all malfunctioning Government equipment to the COR.

The Contractor shall establish security procedures and safeguards that are compatible with the Government's existing procedures, to protect all equipment, materials, supplies, tools, and other resources. The Contractor shall cooperate with, and provide any assistance necessary to, the Government during any audits, usage checks of expendable property, and inventories of nonexpendable property under control of the Contractor. Any item of value found on the work sites shall be placed into the custody of the COR for return to the owner if ownership can be established. The Contractor shall inform the COR of any information he or his employees receive about lost and or found articles from the public.

**NOTIFICATION OF WORK TO BE DONE.** The Contractor will be notified of work to be performed by issuance of Task Orders. Under normal conditions, Task Orders will be issued that require response within 24 hours after receipt.

**MINIMUM MANPOWER REQUIREMENTS.** The Contractor shall provide an adequate number of fully qualified personnel to perform the work specified herein. Personnel required to handle emergency situations shall be available on call, 24 hours per day, 7 days per week.

**COOPERATION WITH OTHER CONTRACTORS, LESSEES, AND VOLUNTEERS.** The Government may undertake or award other contracts, or have lessees or volunteers performing certain work, including work that could otherwise be performed utilizing Task Orders under this contract. The Contractor shall fully cooperate with such other Contractors, lessees, volunteers and Government employees.

The Contractor shall not commit or permit any act which will interfere with the performance of work by another Contractor, volunteer, lessee, or Government employee. The Contracting Officer can alter the work schedules of the other Contractor, lessee, Government employees, volunteer, or the Contractor to avoid possible conflicts. Any such change (or failure to make such a change) by the Contracting Officer shall not be the basis for a claim by the Contractor.

**DEFINITIONS.** As used throughout this description/specification, the following terms shall have the meaning set forth below:



- a. Completion Date.** The date by which all work must be completed.
- b. Contractor.** The Contractor is the entity responsible for complying with the terms and conditions.
- c. Contractor Quality Control Inspector (QCI).** Person designated by the Contractor to perform the Contractor's Quality Control program. A QCI shall be responsible for implementing the Contractor Accident Prevention Plan and Quality Control Program, and shall have the authority to determine for the Contractor if work is ready for government inspection and make decisions for the Contractor on reperformance.
- d. Contractor Representative (CR).** Individual(s) selected to represent the interests of the Contractor with regards to all matters and activities involving this contract, and shall be the onsite Contractor employee who is responsible for safety.
- e. Contracting Officer (CO).** A person with the authority to enter into, administer, and or terminate contracts for the Government and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer that must act within the limits of their authority as delegated by the KO.
- f. Contracting Officer Representative (COR).** Individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.
- g. District.** Boundaries set forth in the Forest for oversight of a District Ranger supervising the area of their assigned responsibility.
- h. FSH 6709.11.** United States Department of Agriculture, Forest Service, Health and Safety Code Handbook, located on the web at <http://www.fs.fed.us/im/directives/>.
- i. Garbage.** Unwanted or useless material, animal, and vegetable waste, including grease, resulting from the handling, preparation, cooking, and consumption of food.
- j. Inspector.** Individual designated by the COR to perform Quality Assurance.
- k. Policing.** The picking up of trash, debris, drift, ashes, garbage, and miscellaneous waste, and disposing of the same in accordance with contract specifications.
- l. Quality Assurance.** A method used by the Government to provide a measure of control over the quality of services provided by the Contractor.
- m. Quality Control.** A method used by the Contractor to control the quality of services he/she provides for the Government.
- n. Recreation Season.** Time period when the recreation areas are open.
- o. Trash.** A variety of unsalvageable waste material such as metal, glass, rags, tin cans, rubbish, plastic bottles, paper, wrappings, containers, cartons, and similar material.

## Quality Assurance Surveillance Plan Cedar Lake Recreation Area

### Restroom/Shower Building Cleaning/Janitorial

Contract: Restroom/Shower Building Cleaning– Cedar Lake Recreation Area, Oklahoma Ranger District, Ouachita National Forest.

This Quality Assurance Surveillance Plan (QASP) has been developed pursuant to the requirements of the Performance Work Statement (PWS) in Solicitation. This plan sets forth procedures and guidelines that will be used in evaluating the technical performance of the contractor.

#### **A. Purpose of the QASP**

The QASP is intended to accomplish the following:

- Define the roles and responsibilities of participating government officials and the contractor;
- Identify the types of work to be performed and the inspections to be performed to validate adequacy;
- Describe the evaluation methods that will be employed by the government in assessing the contractor's inspection program and performance to the quality/performance standards required for each

task;

Provide copies of the contractor's inspection records, if used, and Government quality assurance monitoring forms that will be used to evaluate and document contractor's performance;

Describe the process of performance documentation.

The contractor is responsible for performing any inspection services pursuant to the inspection clause and for providing and maintaining the inspection forms, approved by the government, to perform the contractor's inspection services. The contractor has represented themselves to be responsible for meeting the prescribed quality/ performance standards in the statement of work.

## ***B. Roles and Responsibilities of Government Officials***

The following government officials will participate in assessing the quality of the contractor's performance. Their roles and responsibilities are described as follows:

The *Contracting Officer's Representatives (CORs)* will be responsible for monitoring, assessing, recording and reporting on the technical performance of the contractor on the schedule of inspections submitted by the contractor and approved by the government. The COR will have primary responsibility for completing quality assurance monitoring forms used for documenting inspections of the contractor's work performance.

CORs and *Inspectors*, if inspectors are assigned to the project, will either witness the performance of the contractor's inspection results, as performed by the contractor, or will evaluate the contractor's inspection documented result findings relative to meeting the standards for each task/subtask within the statement of work.

The *Contracting Officer (CO)* will have overall responsibility for overseeing the contractor's performance and for the day-to-day monitoring of the contractor's performance in the areas of contract compliance, contract administration, cost control, and property control; reviewing the COR's \_\_\_\_\_ assessment of the contractor's performance; and resolving all differences between the COR and the contractor.

## ***C. Types of work to be performed/schedule of inspections***

This contract calls for the contractor to perform the following tasks and subtasks and to perform inspections at the completion of the tasks/subtasks as a minimum and/or for intermediate inspections as determined at contract award by the COR/CO. The contractor's quality control plan/schedule will be modified accordingly and will be one of the basis for the award of the contract.

## ***D. Methods of Surveillance***

### **Surveillance**

The government, through each COR and/or Government Inspector, shall monitor the contractor's performance through a variety of methods. The methods to be used are:

1. 100% inspection of the contractor's inspection results.
2. Customer surveys
3. Periodic inspections by COR and/or contract inspectors.

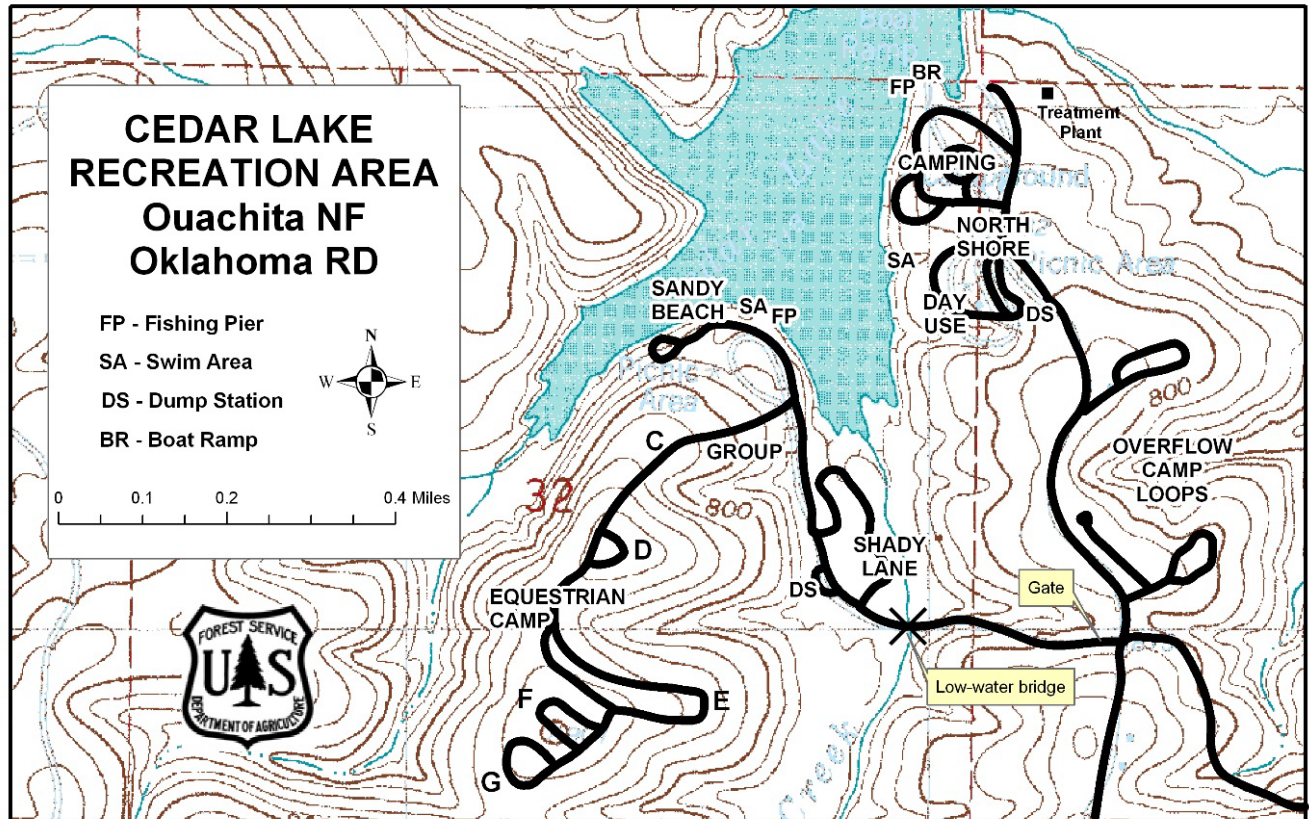
### **Procedures**

1. Each COR and/or Inspector will use one Quality Assurance (QA) monitoring form to document and evaluate the contractor's performance under the contract. The form, when complete, will document what the contractor was supposed to do, what was actually done, and the impact or consequences of what was done.
2. Each COR will judge each event in accordance with the performance standards and performance requirements stated in the Performance of Work Statement (PWS).
3. Each COR must substantiate all tasks which he/she judges to be indicative of "unacceptable"

performance. Performance at the “acceptable” level is expected and need not be substantiated.

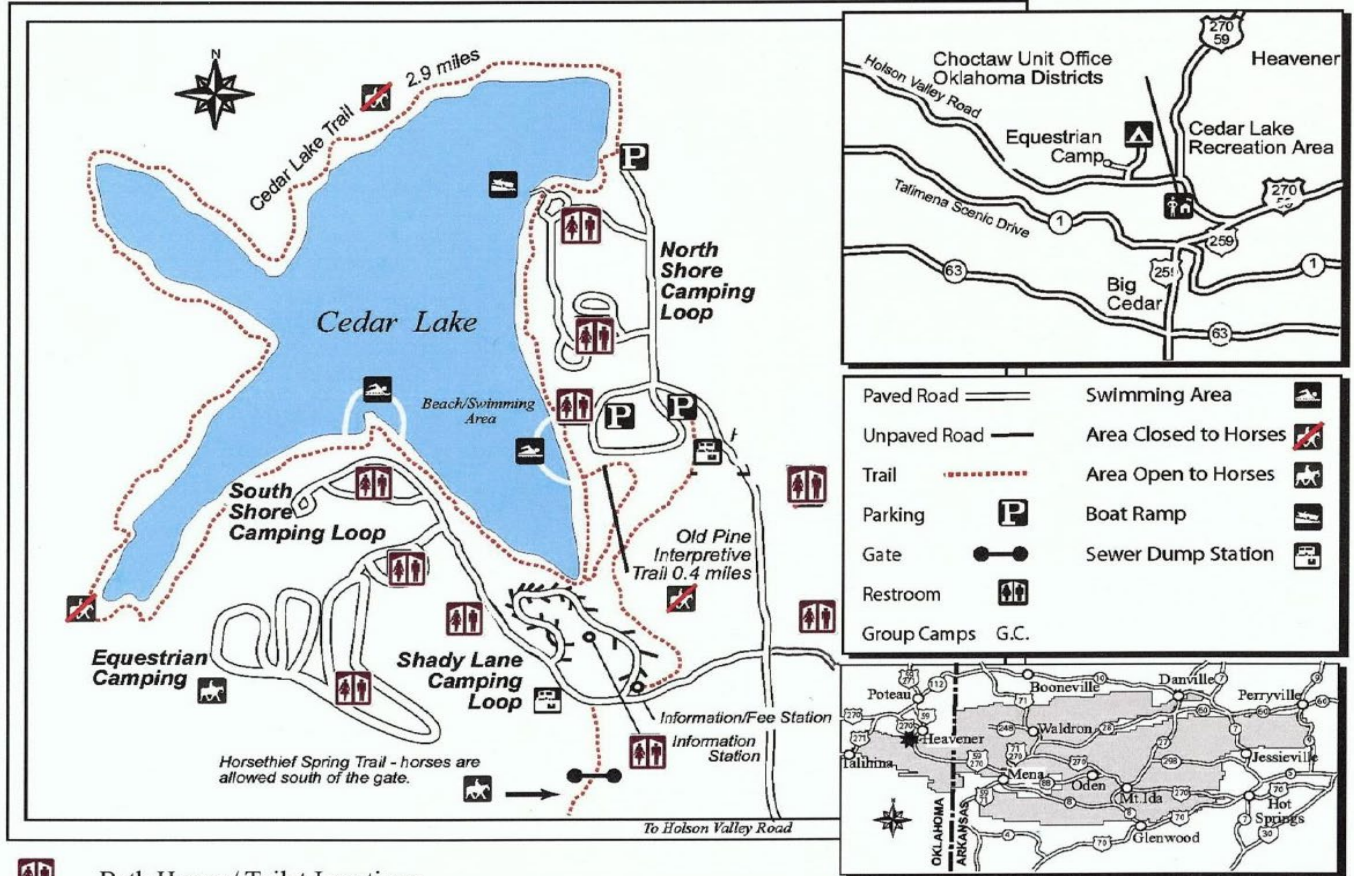
4. The contractor will furnish to the COR, copies of all contractor-generated inspection forms. The COR will then forward copies of all completed QA monitoring forms and contractor inspection records to the CO. The contractor is required to respond in writing to any negative QA monitoring form within 5-working days after receipt of the form.

## Map



# Map

## Cedar Lake Recreation Area Ouachita National Forest



Bath House / Toilet Locations

Approximate location of Restroom/Shower Buildings/Vault/SST's

**Trash/Garbage Removal Services  
Cedar Lake Recreation Area**

**Description of Work: Cedar Lake Recreation Area**

Contractor will provide covered trash containers at locations dispersed throughout the recreation area, at a minimum of ten (10) locations, as indicated on the attached map. Minimum total capacity of containers will be 14-cubic yards (2,828 gallons). Container size may vary from 30-gallons to 2 cubic yards at contractor's discretion. Trash containers will be lined with plastic trash bags, at least 4 mils thick or capable of suspending at least 50 pounds of dry weight. When trash bags become soiled or torn, new trash bags will be lined in the trash container. Some of the containers will need to be moved seasonally to adjust for demand. Additional trash containers will be provided during the week of Memorial Day, Independence Day and Labor Day Holidays to accommodate the additional trash from increased visitor use of the recreation area.

**NOTE: Forest Service reserves the right to install commercial grade trash containers during the period of this contract and contractor will be required to remove trash from the newly installed containers and ensure the containers are kept clean of liquids and debris.**

Remove all trash from the containers, police up all overflow trash within in a radius of 15 feet around the containers and dispose at a State of Oklahoma approved landfilled. Trash/Garbage Removal Services will be performed in accordance with the following schedule:

**Schedule of Services**

**Award Year FY-2023 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	*4	Days	Monday – Biweekly
Mar – Nov	*79	Days	Monday & Friday
Dec	2	Days	Monday - Biweekly
<b>Total</b>	<b>85</b>		

\*Award date may affect quantity.

**Option Year - 1 FY-2024 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	4	Days	Monday – Biweekly
Mar – Nov	79	Days	Monday & Friday
Dec	2	Days	Monday - Biweekly
<b>Total</b>	<b>85</b>		

**Option Year - 2 FY-2025 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	4	Days	Monday – Biweekly
Mar – Nov	79	Days	Monday & Friday
Dec	2	Days	Monday - Biweekly
<b>Total</b>	<b>85</b>		

**Option Year - 3 FY-2026 Schedule**

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	4	Days	Monday – Biweekly
Mar – Nov	79	Days	Monday & Friday
Dec	2	Days	Monday - Biweekly
<b>Total</b>	<b>85</b>		



Option Year - 4 FY-2027 Schedule

<b>Months</b>	<b>Quantity</b>	<b>Units</b>	<b>Specific Days</b>
Jan – Feb	4	Days	Monday – Biweekly
Mar – Nov	79	Days	Monday & Friday
Dec	2	Days	Monday - Biweekly
<b>Total</b>	<b>85</b>		

**Trash/Garbage Removal Services Contract - Cedar Lake Recreation Area**

**SCOPE OF WORK.**

The Contractor shall furnish all necessary management, personnel, materials, supplies, tools, equipment, fuel, and vehicles, except as otherwise provided herein, required to provide trash/garbage removal services at the Cedar Lake Recreation Area, Oklahoma Ranger District, Ouachita National Forest. The work described will be performed in a public recreation area.

**TASK ORDERS.**

All work under this contract will be ordered by issuance of individual Task Orders. No work shall be performed under this contract before an individual Task Order has been issued by the Contracting Officer. Only the Contracting Officer, by issuance of a modification, may make any change to a Task Order. The Task Order will list those items from the bid schedule that are to be performed or used to perform the work.

**WORKING HOURS.**

**a. Normal Working Hours.** Normal working hours, except as otherwise specified herein, shall be Monday through Friday, 7:00 a.m. to 4:00 p.m. or as specified on the Task Order.

**b. Holiday Work.** The ten Federal holidays observed are:

New Year's Day (January 1st)  
Martin Luther King Day (3rd Monday in January)  
President's Day (3rd Monday in February)  
Memorial Day (Last Monday in May)  
Independence Day (July 4th)  
Labor Day (1st Monday in September)  
Columbus Day (2nd Monday in October)  
Veterans Day (November 11th)  
Thanksgiving Day (4th Thursday in November)  
Christmas Day (December 25th)

**c. Inclement Weather Work.** The Contractor shall maintain the schedule of services regardless of inclement weather. Exceptions may be approved by the COR when severe conditions make it impractical or dangerous to perform the work. The Contracting Officer will notify the Contractor, by modification to the Task Order, of any change that extends the performance period due to inclement weather.

**d. Emergency and/or After-Hours Work.** Work may be required on holiday periods during heavy visitation, emergencies, or for other reasons as determined by the COR. Additional personnel may be required to handle the additional workload during holiday periods because of heavy visitation. The COR will notify the Contractor of actual work requirements.

**PERMITS AND LICENSES.**

The Contractor shall, at his own expense, obtain any licenses or permits required to perform all aspects, requirements, and work under this contract. The Contractor shall comply with all current Federal, State, and local laws and regulations and shall comply with any subsequent changes.

#### **IDENTIFICATION OF CONTRACT EMPLOYEES AND VEHICLES.**

The Contractor shall furnish his employees standardized uniforms (shirt-pants) with a company patch or embroidered identification on the breast pocket or on the sleeve at the top of the arm, within 30 days after notice of award of the contract. A hat with the Contractor's company logo may also be worn. Any employee hired 30-calendar days after award of the Contract shall be in the required uniform within 14-calendar days of the date of hire.

Contractor uniforms shall not resemble U.S. Forest Service uniforms. Contractor employees and subcontractors shall wear these uniforms at all times they are performing work under this contract. Exceptions may be granted by the COR for short term workers, or during disasters, emergencies, special circumstances specified by the COR. Stained or faded uniforms shall not be worn.

All vehicles used by the Contractor to perform work under this contract shall be identified with the company name prominently displayed on the outside of both front doors of each vehicle in a professional manner to provide an attractive and readily visible means of identification. These are to be professionally made vinyl stick-on magnetic type signs. 'Homemade' signs made on a computer or with magic marker or stick-on letters and numbers on cardboard, etc., are not acceptable. All vehicles used in performance of work must be marked and properly identified.

#### **SAFETY AND SECURITY REQUIREMENTS.**

**a. General.** If the Contractor fails or refuses to promptly comply with safety and security requirements as specified herein, the Contracting Officer may issue a stop work order for all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such work stoppage shall be made subject to any claims for extension of time or for excess costs or damages sustained by the Contractor. Also, the Contractor will not be paid for work not performed as a result of the stop order. The Contractor shall comply with the Occupational Safety and Health Act (OSHA), the U.S. Department of Agriculture, Forest Service, Health and Safety Code Handbook, FSH 6709.11 (<http://www.fs.fed.us/im/directives/>) as otherwise stated herein. Special attention shall be given to the requirements for safety meetings. The Contractor shall inform the COR a minimum of 7 days prior to a Contractor monthly safety meeting, to permit a Government representative to attend.

**b. Accident Prevention Plan (APP).** The Contractor shall prepare an Accident Prevention Plan to assure that requirements of the safety program are provided as specified. This plan must be approved by the Contracting Officer prior to commencement of any work. One copy of the Accident Prevention Plan shall be provided to the Contracting Officer and the COR one week prior to the pre-work conference.

#### **c. Activity Hazard Analysis.**

1. The Contractor shall use Activity Hazard Analysis (AHA's) as one of many tools to ensure safe performance of work. It is the Contractor's responsibility to prepare the AHA. An approved AHA must be prepared by the Contractor for each Task Order issued by the Contracting Officer.

The AHA must be approved prior to performing jobs with inherent hazards, the Contractor shall review, at a "Tool Box" safety meeting, the approved AHA's with those employees who shall perform that work each time the work is ordered. The Government may request advanced notification of the time and date of the above AHA Tool Box safety meeting for Contractor employees so that a Government representative may attend such reviews.

2. The Government will require the Contractor to prepare an AHA for any jobs for which an adequate AHA does not already exist. A copy of this AHA shall be submitted to the COR and must be approved before the Contractor starts the job. This copy of the AHA will become the property of the Government.



3. A copy of an approved AHA is required for each Task Order issued by the Government. A copy of the approved AHA's shall be available at all times to workers at each associated job site and a copy shall be provided to the Government.

**d. Public Safety.** The Contractor shall ensure that reasonable precautions are taken to protect the public at all times where work is being performed. The Contractor shall immediately report to the COR any potential hazards found by his employees on the project. The Accident Prevention Plan shall include procedures to be taken to provide for public safety.

Additionally, the Contractor shall not allow any persons, except employees, into work areas that are not otherwise, open to the public; nor shall the Contractor transport in Contractor work vehicles any persons, except employees, during times the Contractor is on the project performing work under a Task Order.

**e. Personal Protective Apparel and Equipment.** Protective apparel and equipment, as identified in the AHA, shall be provided to eliminate or minimize hazards to personnel. As a minimum, each employee shall wear shirt-pants (as detailed in identification paragraph above), and appropriate footwear during all contract work. Face shields, spectacles with side-shields, or goggles, and hearing protection shall be worn by employees when required by the Health and Safety Code Handbook.

**f. Hazard Communication Program.** The Contractor shall be responsible for implementing a hazard communication program for Contractor employees, as required by the Health and Safety Code Handbook, FSH 6709.11. The Contractor shall provide Material Safety Data Sheets (MSDS) and or Safety Data Sheets (SDS) to the COR for review prior to use of any hazardous substance on the project and provide a plan for the proper handling, transportation, storage and usage of hazardous substances on the project.

#### **ACCIDENT REPORTING.**

The Contractor is responsible for reporting all accidents to the COR immediately. Prompt action shall be taken to ensure immediate and appropriate medical treatment. The Contractor shall maintain an accurate record of any accidents in the manner and on the forms prescribed by the COR. The Contractor shall maintain an OSHA 300 Log of Work-Related Injuries and Illness; <https://www.osha.gov/recordkeeping/RKform300pkg-fillableenabled.pdf>.

#### **DAMAGE REPORTS.**

All instances where Government materials, supplies, property, and/or equipment are damaged shall be reported immediately to the COR. When the damage was caused by contractor employees, the contractor must submit a written report of the incident and extent of such damage to the COR, within 2 business days of occurrence.

#### **CONTRACT EMPLOYEES' CONDUCT AND COMPETENCY.**

All contractor employees shall conduct themselves in a proper and courteous manner at all times. Since the majority of work is performed in the presence of the general public, the conduct of all contractor employees is critical and will be closely monitored.

Contractor employees shall comply with and obey all posted signs and regulations in the performance of the work under this contract. Contractor employees shall not be under the influence of or consume alcoholic beverages or controlled substances while on duty.

**a. Employee Dismissal.** The Contractor expressly agrees to dismiss any employee or ask their subcontractor to remove the employee whose continued employment is deemed by the COR to be incompetent, endangers persons or property, or whose physical or mental condition would impair their ability to satisfactorily perform the work. Notification to the Contractor will be promptly made in writing if time and circumstances permit. Otherwise, notification will be verbal and confirmed in writing as soon as possible.

**b. Contractor's Performance Requirements.** No removal shall reduce the Contractor's obligation to

perform all work required under this contract nor be the basis for time extension. Immediate replacement of the employee shall be made.

#### **DAMAGE OR LOSS OF CONTRACTOR'S SUPPLIES AND PROPERTY.**

The Contractor is responsible for taking the action necessary to protect Contractor supplies, materials, and equipment, and the personal property of Contractor employees from loss, damage, or theft. The Government assumes no responsibility for loss, theft, or damage of the property listed above.

#### **SUPERVISION.**

The Contractor or Contractor Representative(s) shall personally supervise the work and respond to any contract issue that may arise when work is in progress. The Contractor Representative(s) shall conduct overall management coordination and be the central point of contact with the Government for performance of all work under the contract.

Each Contractor Representative shall have full authority to contractually commit the Contractor for prompt action on all matters pertaining to administration of this contract, and shall be the on-site Contractor employee who is responsible for safety.

In addition to Contractor Representative(s), the Contractor shall also appoint Quality Control Inspectors (QCIs) who shall perform the Contractor's Quality Control Program. QCIs shall be responsible for implementing the Contractor's Accident Prevention Plan. All QCIs shall have the authority to determine for the Contractor when work is ready for Government inspection and to make decisions for the Contractor on re-performance of the service when necessary. A QCI shall be appointed for each work crew. For work performed for Emergency and/or After-Hours Work, a Contractor Representative or QCI shall be present at the work site.

The COR and Government Inspectors will deal directly with the QCIs or Contractor Representatives for normal day-to-day administration of the contract provisions.

The names and telephone numbers of all individuals authorized to act on behalf of the Contractor as Contractor Representatives shall be submitted in writing to the COR before work is performed.

The Contractor shall maintain copies of contract work requirements, specifications, and Activity Hazard Analysis at each work site which relate to each employee's work responsibilities and shall review them to ensure employees' comprehension of the efforts prior to initiating work.

#### **ENVIRONMENTAL PROGRAM.**

The Contractor shall comply with Federal, State, and local laws, regulations, and standards regarding environmental protection. All environmental protection matters shall be coordinated with the COR. Any of the facilities operated by the Contractor may be inspected by the COR, or other Federal, State and local officials without advance notice. Access for inspection shall be granted upon request. Citations against Government facilities operated by the Contractor for noncompliance with environmental standards are a matter for resolution between the Government Entity that issued the citation and the COR. Payment of fines or penalty charges associated with citations issued by Federal, State or local officials will be paid by the Government. If the citations are issued due to faulty operation or maintenance practices of the Contractor, the Contracting Officer or COR will deduct the fine from any monies due the Contractor.

The Contractor shall conduct all operations and maintenance activities in a manner to prevent contamination of Government land and property. The Contractor shall ensure all cleaning materials, or any other hazardous substances are not spilled, leaked, or disposed of on Government property and are disposed of in accordance with environmental regulations. If spills or contamination occur, the Contractor shall be responsible for cleanup and any associated costs in accordance with Federal, State and Local Law. Such spills shall be reported to the COR immediately.

### **CONTRACT DISCREPANCY REPORT (CDR).**

A CDR will be issued to the Contractor for any failure to perform services. The CDR describes the discrepancy or defect and will be discussed with the Contractor Representative when it is issued. The Contractor shall provide his written response on the CDR form within 24 hours of issuance. The Contractor's response must:

- a. Identify the cause and corrective action taken, and
- b. Identify Contractor action to prevent recurrence.

The COR will evaluate the Contractor's response and record the corrective action to be taken, which may include the Contracting Officer making necessary deductions. Upon finalization of the CDR, the Contractor and the COR must sign the form. The Contractor will be given a copy of the completed form. Should the Contractor not concur with any decision or finding, the Contractor may so state, in writing, and request a final decision by the Contracting Officer. The Contracting Officer will review all CDR's issued; CDRs will also become a part of the permanent contract file.

### **QUALITY CONTROL.**

The Contractor shall have a Quality Control program to assure the requirements of the contract are provided as specified. The primary purpose of Quality Control is to identify, monitor and correct deficiencies in the quality of services performed before the level of performance is unacceptable.

The program shall include, but not be limited to the following:

- a. An inspection system covering all the services stated in the contract specifications.
- b. A method of identifying and correcting deficiencies in the quality of services performed before the level of performance is unacceptable.
- c. A file of all inspections in auditable condition as conducted by, or for, the Contractor and the corrective actions taken. These files shall be made available for inspection upon request by the COR or the Contracting Officer.
- d. A method of ensuring that employees have full knowledge of work assignments and that appropriate technical expertise is utilized with each work assignment.
- e. A method of coordinating each work crew's activities with the COR.

The Contractor is required to provide a written Quality Control Plan (QCP). The Contractor may use any or all portions of this outline to prepare the QCP. A signed plan, including Contractor specific information, shall be provided to the Contracting Officer and the COR, and approved, at the pre-work conference. If changes to this program occur, updated copies shall be provided to the Contracting Officer and COR. Failure to provide appropriate Quality Control may result in issuance of a CDR and or termination of the contract.

### **QUALITY ASSURANCE.**

The Government will monitor the Contractor's performance in each functional area under this contract to assure the services received are consistent with contract quality requirements and received in a timely manner. The government reserves the rights to use whatever surveillance procedures are deemed appropriate. The Government will monitor the contract to ensure compliance using a Quality Assurance Surveillance Plan (QASP) and reserves the right to alter the plan at its own discretion. The QASP is an internal government document and will not be made part of any resulting contract; however, the surveillance procedures will be discussed at the post-work conference to ensure understanding by all parties. The Government reserves the right to change methods of inspection as deemed necessary.

The Government will keep a record of all complaints received by the public concerning Contractor performance. Upon receipt of a written complaint by the public, the Government will attempt to verify the complaint and furnish a copy of the findings to the Contractor. Should the Government verification reveal a nonperformance by the Contractor, a CDR may be issued.

A Government employee shall not be considered an Inspector unless he identifies himself as such to the Contractor, the Contractor Representative, or Quality Control Inspector. No Inspector is authorized to change any provision of the specifications without written authorization of the Contracting Officer nor shall the presence or absence of an inspector relieve the Contractor from any requirements of the Contract.

#### **DEFICIENCIES.**

If any of the work performed does not conform to contract requirements, the Government may require the Contractor to perform the work again at no cost to the Government. When the defect in work cannot be corrected by re-performance, or cannot be corrected in the specified time frame, the Government may, by separate contract or otherwise, perform the work and charge the Contractor any costs incurred by the Government that are directly related to the performance of such work. The actual cost includes, but not limited to, labor costs including benefits, transportation, and materials.

#### **INTERRUPTIONS TO SYSTEMS.**

All work that would necessitate an interruption of the use of the recreation area or its support systems and/or the visiting public shall be fully coordinated and approved in advance by the COR. Interruptions shall be kept to an absolute minimum, and all repairs or replacements of equipment or components shall be accomplished in an expeditious and efficient manner.

#### **GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT.**

**a. Government Furnished Facilities.** Suitable space will be provided for the Contractor's use for work performed under this contract, as listed below. The Contractor shall maintain such space to the same, or higher standards, as similar areas occupied by the Government, and shall assume responsibility for the safekeeping of facilities provided. The Contractor shall not use those grounds or facilities as a place of habitation.

At the completion of the contract, all facilities and equipment shall be returned to the Government in the same condition as received, except for reasonable wear and tear. The Contractor shall be held responsible for the cost of any repairs caused by the fault or negligence of the Contractor or Contractor employees. Modifications or changes shall not be made to any facilities without prior written approval of the COR. Any approved modifications to the facilities shall be at the Contractor's expense. The Contractor shall be responsible for maintaining physical security for Government furnished facilities and property.

Should the Contractor reject any or all Government furnished facilities, the Contractor shall provide all necessary facilities at no cost to the Government. All Government furnished facilities shall be used only for the performance of work specified herein.

**b. Utilities.** The Government will furnish available utilities to perform the specified work. At remote locations the Contractor shall supply his own utilities such as water. The Contractor shall make a dedicated effort to conserve utilities and shall comply with all Government regulations regarding energy conservation. Government furnished utilities shall be used only in the performance of work specified in this contract.

**c. Control.** The Contractor shall provide internal controls to ensure Government furnished equipment, property, or items are utilized only for contract purposes. The Contractor will be provided keys to allow access to certain secure areas, and will be held responsible for losses due to his fault or negligence and for the replacement of compromised locks (which can occur due to loss or duplication of keys).

Upon completion (including any extensions of contract term) or termination of the contract for any reason, and except for reasonable wear and tear, the Contractor shall return all Government furnished equipment, keys and any unused material or supplies in the same condition as received. The Contractor is responsible for any discrepancies (except for reasonable wear and tear), damages or deficiencies in the

inventory.

**d. Safety Manual.** Prospective contractors may review a copy of the Health and Safety Code Handbook, FSH 6709.11, at the Hodgen Office, or view online at <http://www.fs.fed.us/im/directives/>.

#### **CONTRACTOR FURNISHED ITEMS.**

**a. General.** Except as described elsewhere in this contract, the Contractor shall furnish all personnel, facilities, vehicles, small tools, equipment and operators, supplies and materials necessary to accomplish all required services. All Contractor furnished tools, equipment, supplies, materials and vehicles shall meet all applicable Federal, State and local laws and regulations.

**b. Equipment.** The Government requires that the Contractor provide adequate equipment to perform the work required within the specified time period for each job.

**c. Service Vehicle.** It is the Contractor's responsibility to provide service or work vehicles as necessary. The vehicles must be capable of transporting the same number and number of employees, equipment, tools, materials, and supplies that could reasonably be transported in a standard size 1/2-ton truck with a 4' x 8' bed to and from job sites.

#### **SAFEGUARDING GOVERNMENT PROPERTY.**

The Contractor shall cooperate with Government personnel in safeguarding Government property. The Contractor shall be responsible for promptly reporting all acts of vandalism, larceny, or pilferage to Government property, and all malfunctioning Government equipment to the COR.

The Contractor shall establish security procedures and safeguards that are compatible with the Government's existing procedures, to protect all equipment, materials, supplies, tools, and other resources. The Contractor shall cooperate with, and provide any assistance necessary to, the Government during any audits, usage checks of expendable property, and inventories of nonexpendable property under control of the Contractor. Any item of value found on the work sites shall be placed into the custody of the COR for return to the owner, if ownership can be established. The Contractor shall inform the COR of any information he or his employees receive about lost and or found articles from the public.

#### **NOTIFICATION OF WORK TO BE DONE.**

The Contractor will be notified of work to be performed by issuance of Task Orders. Under normal conditions, Task Orders will be issued that require response within 24 hours after receipt.

#### **MINIMUM MANPOWER REQUIREMENTS.**

The Contractor shall provide an adequate number of fully qualified personnel to perform the work specified herein. Personnel required to handle emergency situations shall be available on call, 24 hours per day, 7 days per week.

#### **COOPERATION WITH OTHER CONTRACTORS, LESSEES, AND VOLUNTEERS.**

The Government may undertake or award other contracts, or have lessees or volunteers performing certain work, including work that could otherwise be performed utilizing Task Orders under this contract. The Contractor shall fully cooperate with such other Contractors, lessees, volunteers, and Government employees.

The Contractor shall not commit or permit any act which will interfere with the performance of work by another Contractor, volunteer, lessee, or Government employee. The Contracting Officer can alter the work schedules of the other Contractor, lessee, Government employees, volunteer, or the Contractor to avoid possible conflicts. Any such change (or failure to make such a change) by the Contracting Officer shall not be the basis for a claim by the Contractor.

## **DEFINITIONS.**

As used throughout this description/specification, the following terms shall have the meaning set forth below:

- a. Completion Date.** The date by which all work must be completed.
- b. Contractor.** The Contractor is the entity responsible for complying with the terms and conditions.
- c. Contractor Quality Control Inspector (QCI).** Person designated by the Contractor to perform the Contractor's Quality Control program. A QCI shall be responsible for implementing the Contractor Accident Prevention Plan and Quality Control Program, and shall have the authority to determine for the Contractor if work is ready for government inspection and make decisions for the Contractor on reperformance.
- d. Contractor Representative (CR).** Individual(s) selected to represent the interests of the Contractor with regards to all matters and activities involving this contract, and shall be the onsite Contractor employee who is responsible for safety.
- e. Contracting Officer (CO).** A person with the authority to enter into, administer, and or terminate contracts for the Government and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer that must act within the limits of their authority as delegated by the KO.
- f. Contracting Officer Representative (COR).** Individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.
- g. District.** Boundaries set forth in the Forest for oversight of a District Ranger supervising the area of their assigned responsibility.
- h. FSH 6709.11.** United States Department of Agriculture, Forest Service, Health and Safety Code Handbook, located on the web at <http://www.fs.fed.us/im/directives/>
- i. Garbage.** Unwanted or useless material, animal, and vegetable waste, including grease, resulting from the handling, preparation, cooking, and consumption of food.
- j. Inspector.** Individual designated by the COR to perform Quality Assurance.
- k. Policing.** The picking up of trash, debris, drift, ashes, garbage, and miscellaneous waste, and disposing of the same in accordance with contract specifications.
- l. Quality Assurance.** A method used by the Government to provide a measure of control over the quality of services provided by the Contractor.
- m. Quality Control.** A method used by the Contractor to control the quality of services he/she provides for the Government.
- n. Recreation Season.** Time period when the recreation areas are open.
- o. Trash.** A variety of unsalvageable waste material such as metal, glass, rags, tin cans, rubbish, plastic bottles, paper, wrappings, containers, cartons, and similar material.

### **Quality Assurance Surveillance Plan Trash/Garbage Removal Services**

**Contract:** Trash/Garbage Removal Services – Cedar Lake Recreation Area, Oklahoma Ranger District, Ouachita National Forest.

This Quality Assurance Surveillance Plan (QASP) has been developed pursuant to the requirements of the Performance Work Statement (PWS) in Solicitation. This plan sets forth procedures and guidelines that will be used in evaluating the technical performance of the contractor.

#### **Purpose of the QASP**

The QASP is intended to accomplish the following:

- Define the roles and responsibilities of participating government officials and the contractor;
- Identify the types of work to be performed and the inspections to be performed to validate adequacy;

Describe the evaluation methods that will be employed by the government in assessing the contractor's inspection program and performance to the quality/performance standards required for each task;

Provide copies of the contractor's inspection records, if used, and Government quality assurance monitoring forms that will be used to evaluate and document contractor's performance;  
Describe the process of performance documentation.

The contractor is responsible for performing any inspection services pursuant to the inspection clause and for providing and maintaining the inspection forms, approved by the government, to perform the contractor's inspection services. The contractor has represented themselves to be responsible for meeting the prescribed quality/ performance standards in the statement of work.

### **Roles and Responsibilities of Government Officials**

The following government officials will participate in assessing the quality of the contractor's performance. Their roles and responsibilities are described as follows:

The *Contracting Officer's Representatives (CORs)* will be responsible for monitoring, assessing, recording and reporting on the technical performance of the contractor on the schedule of inspections submitted by the contractor and approved by the government. The COR will have primary responsibility for completing quality assurance monitoring forms used for documenting inspections of the contractor's work performance.

CORs and *Inspectors*, if inspectors are assigned to the project, will either witness the performance of the contractor's inspection results, as performed by the contractor, or will evaluate the contractor's inspection documented result findings relative to meeting the standards for each task/subtask within the statement of work.

The *Contracting Officer (CO)* will have overall responsibility for overseeing the contractor's performance and for the day-to-day monitoring of the contractor's performance in the areas of contract compliance, contract administration, cost control, and property control; reviewing the COR's assessment of the contractor's performance; and resolving all differences between the COR and the contractor.

### **Types of work to be performed/schedule of inspections**

This contract calls for the contractor to perform the following tasks and subtasks and to perform inspections at the completion of the tasks/subtasks as a minimum and/or for intermediate inspections as determined at contract award by the COR/CO. The contractor's quality control plan/schedule will be modified accordingly and will be one of the basis for the award of the contract.

### **Methods of Surveillance**

#### **Surveillance**

The government, through each COR and/or Government Inspector, shall monitor the contractor's performance through a variety of methods. The methods to be used are:

1. 100% inspection of the contractor's inspection results.
2. Customer surveys
3. Periodic inspections by COR and/or contract inspectors.

#### **Procedures**

1. Each COR and/or Inspector will use one Quality Assurance (QA) monitoring form to document and evaluate the contractor's performance under the contract. The form, when complete, will document what

the contractor was supposed to do, what was actually done, and the impact or consequences of what was done.

2. Each COR will judge each event in accordance with the performance standards and performance requirements stated in the Performance of Work Statement (PWS).
3. Each COR must substantiate all tasks which he/she judges to be indicative of "unacceptable" performance. Performance at the "acceptable" level is expected and need not be substantiated.
4. The contractor will furnish to the COR, copies of all contractor-generated inspection forms. The COR will then forward copies of all completed QA monitoring forms and contractor inspection records to the CO. The contractor is required to respond in writing to any negative QA monitoring form within 5 working days after receipt of the form.

**Specifications: Trash/Garbage Removal Contract**

Cedar Lake Recreation Area  
Hodgen, Oklahoma

Contractor shall furnish all necessary management, personnel, materials, supplies, tools, equipment, fuel and vehicles required to perform trash/garbage removal services at the Cedar Lake Recreation Area, located south of Heavener, Oklahoma. The initial contract will run from award date to January 2023, with optional renewal for four (4) additional years.

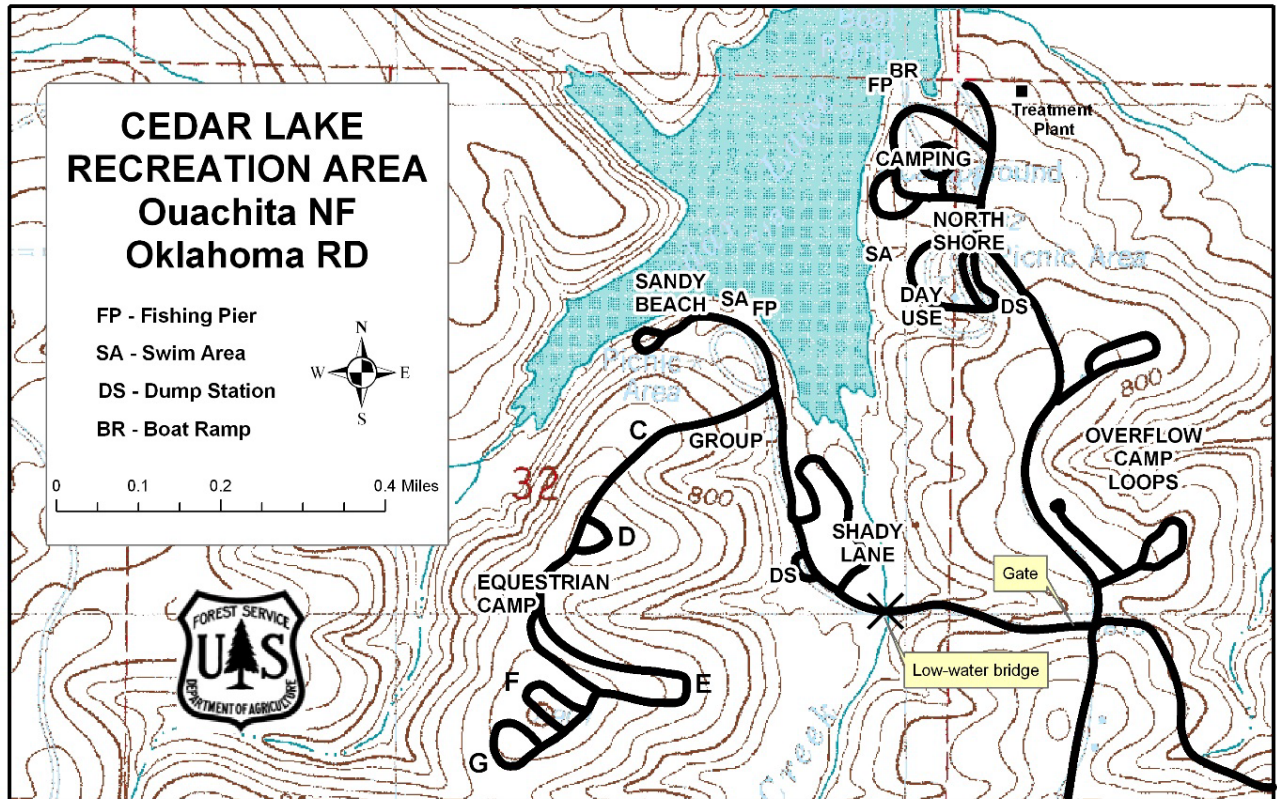
Contractor will provide covered trash containers at locations dispersed throughout the recreation area, at a minimum of ten (10) locations, as indicated on the attached map. Trash containers will be lined with plastic trash bags, at least 4 mils thick or capable of suspending at least 50 pounds of dry weight. When trash bags become soiled or torn, new trash bags will be lined in the trash container. Minimum total capacity of containers will be 14-cubic yards (2,828 gallons). Container size may vary from 30-gallons to 2 cubic yards at contractor's discretion. Some of the containers will need to be moved seasonally to adjust for demand. Additional trash containers will be provided during the week of Memorial Day, Independence Day and Labor Day Holidays to accommodate the additional trash from increased visitor use of the recreation area.

Contractor shall be responsible for compliance with OSHA safety requirements/standards during performance of this contract.

Trash/Garbage Removal will take place between the hours of 7:00 a.m. and 4:00 p.m. on cleaning days.



# Map

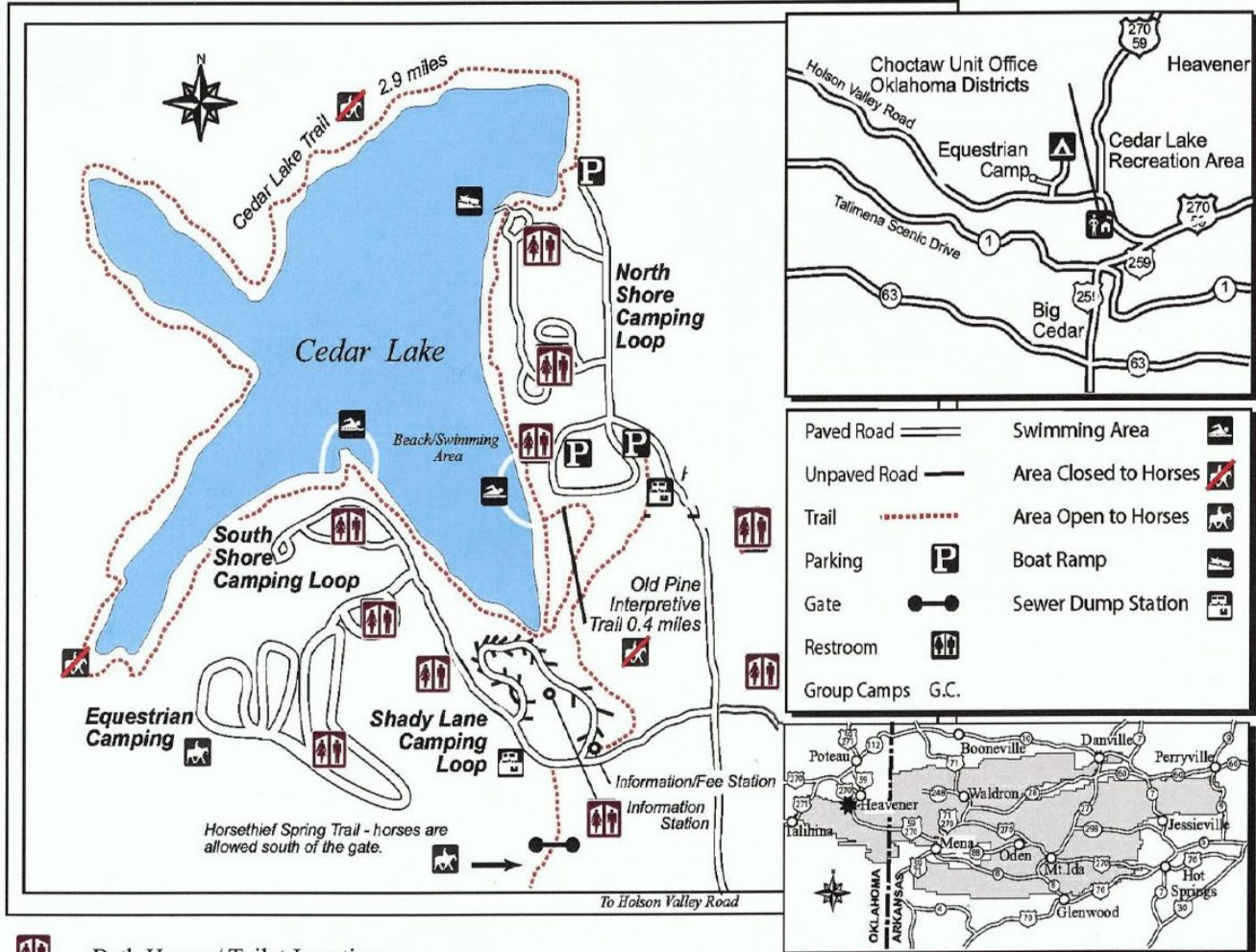


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Trash Can Locations (approximate)

# Maps

## Cedar Lake Recreation Area Ouachita National Forest



Bath House / Toilet Locations

**Technical Specifications  
Manure Removal Contract  
Cedar Lake Equestrian Camp**

**Description of work:**

Remove all manure and other material mixed in manure (e.g., hay, leaves, etc....) that has been piled next to the roads within the Cedar Lake Equestrian Camp each week in accordance with the schedule below. This includes loops C, D, E, F, G, and the camp host site. Manure is to be removed from National Forest property and disposed of at an approved location.

**Timeframe:**

Pickup will be on a year-round time frame in accordance with the following schedule:

(An unscheduled manure removal visit may be required. If needed the contractor will be given direction by the contracting officer or their representative when to perform this activity.)

**Schedule for Date of Award– January 1, 2023 - December 31, 2023**

<b>Months</b>	<b>Quantity</b>	<b>Unit</b>	<b>Specific Days</b>
Jan, Feb	* 4	Day	Bi-Weekly on Monday
Mar-Nov	*40	Day	Weekly on Monday
Dec	2	Day	Bi-Weekly on Monday
<b>Total</b>	<b>46</b>		

\*Award date may affect quantity.

**Optional Year 1: Schedule for January 1, 2024 – December 31, 2024**

<b>Months</b>	<b>Quantity</b>	<b>Unit</b>	<b>Specific Days</b>
Jan, Feb	4	Day	Bi-Weekly on Monday
Mar-Nov	40	Day	Weekly on Monday
Dec	2	Day	Bi-Weekly on Monday
<b>Total</b>	<b>46</b>		

**Optional Year 2: Schedule for January1, 2025 – December 31, 2025**

<b>Months</b>	<b>Quantity</b>	<b>Unit</b>	<b>Specific Days</b>
Jan, Feb	4	Day	Bi-Weekly on Monday
Mar-Nov	40	Day	Weekly on Monday
Dec	2	Day	Bi-Weekly on Monday

**Optional Year 3: Schedule for January 1, 2026 – December 31, 2026**

<b>Months</b>	<b>Quantity</b>	<b>Unit</b>	<b>Specific Days</b>
Jan, Feb	4	Day	Bi-Weekly on Monday
Mar-Nov	40	Day	Weekly on Monday
Dec	2	Day	Bi-Weekly on Monday
<b>Total</b>	<b>46</b>		

**Optional Year 4: Schedule for January 1, 2027 – December 31, 2027**

<b>Months</b>	<b>Quantity</b>	<b>Unit</b>	<b>Specific Days</b>
Jan, Feb	5	Day	Bi-Weekly on Monday
Mar-Nov	39	Day	Weekly on Monday
Dec	2	Day	Bi-Weekly on Monday
<b>Total</b>	<b>46</b>		

## PERFORMANCE WORK STATEMENT (PWS)

### Manure Removal Service Cedar Lake Recreation Area Equestrian Camping Area

#### Camping Loops C-D-E-F-G

##### Part 1

##### General Information

#### **1. GENERAL:**

This is a non-personal services contract to provide manure removal service at the Equestrian Camp, Cedar Lake Recreation Area, Ouachita National Forest, Hodgen, LeFlore County, Oklahoma. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

**1.1 Description of Services/Introduction:** The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform manure removal service at the Equestrian Camp, Cedar Lake Recreation Area as defined in this Performance Work Statement. The contractor shall perform to the standards in this contract.

**1.2 Scope:** The Contractor shall provide manure removal services, as per the specifications, drawings, exhibits, and schedules at Cedar Lake Recreation Area within the Ouachita National Forest.

**1.3 Period of Performance:** The period for this contract will be from date of award through March 31, 2024. Note: This solicitation contains an option clause to extend the awarded contract for up to four (4) additional year periods. The four-year option periods are as follows:

Option Year 1: April 1, 2024 through March 31, 2025

Option Year 2: April 1, 2025 through March 31, 2026

Option Year 3: April 1, 2026 through March 31, 2027

Option Year 4: April 1, 2027 through March 31, 2028

#### **1.4 General Information**

**1.4.1 Quality Control:** The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this Performance Work Statement (PWS). The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The contractor will be required to submit a Quality Control Plan in writing within 30 days after contract award. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system prior to implementation.

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

1.4.3 Recognized Holidays: Contractor will perform manure removal services according to schedule guidelines including Holidays.

1.4.4 Hours of Operation: The contractor is responsible for conducting business, between the hours of 7:00 a.m. to 4:00 p.m. on days scheduled for removal of manure from the campground area, which may include Federal holidays, unless directed otherwise, due to facility closure by local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.4.5 Place of Performance: The work to be performed under this contract will be performed at the Equestrian Camp, Cedar Lake Recreation Area, LeFlore County, Oklahoma, approximately 10 miles southwest of Hodgen, Oklahoma.

1.4.6 Type of Contract: The government will award an Indefinite Delivery Indefinite Quantity (IDIQ) Contract to provide all management, labor, transportation, supplies, materials and equipment to perform manure removal services at Cedar Lake Recreation Area.

1.4.7 Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use.

1.4.7.1 Key Control (If applicable). The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

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

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

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

1.4.8 Special Qualifications: Contractor is responsible for ensuring that vehicles, and other equipment, being used for contract services, meets Oklahoma State Law requirements for transporting manure, along with other materials mixed in with the manure, to perform manure removal services. All waste material (Manure and other materials) must be disposed of at a location off of the Ouachita National Forest.

**Vehicles will be easily identified by placement of contractor identification, name, or company name, on the sides of the vehicle. Vehicle identification can be made using a magnetic decal placed on the sides of the vehicle and removed when not being used in the recreation area.**

1.4.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer (CO), Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

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

1.4.11 Key Personnel: The following personnel are considered key personnel by the government: Dan Benefield, Wildlife Biologist – Contracting Officer Representative (COR), Oklahoma Ranger District. The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 7:30 a.m. to 4:00 p.m., Monday thru Friday except when the government facility is closed for administrative reasons. Qualifications for all key personnel are listed below:

1.4.12 Appearance of Contractor Employees: Contractor personnel shall present a neat appearance and be easily recognized. **This may be accomplished by wearing clothing bearing the name of the company or by wearing an appropriate badge containing the company and employee name.** Employees shall be fully attired at all times while performing work activities in the recreation area.

1.4.13 Invoicing Instructions: Invoice once per month, within 14 days after the end of the month, through IPP. In addition, submit a copy via email to Dan Benefield at [dbenefield@fs.fed.us](mailto:dbenefield@fs.fed.us).

## PART 2

### DEFINITIONS & ACRONYMS

## **2. DEFINITIONS AND ACRONYMS:**

### **2.1 DEFINITIONS:**

2.1.1 CAMPING EQUIPMENT. Privately owned items found on a campsite such as tents, camping trailers, vehicles, motorcycles, bicycles, boats, lawn chairs, coolers, firewood, extensions cords, toys,



fishing gear, etc.

2.1.2 CLEAN. All loose material has been removed and only small, smaller than the size of a dime, left at the site.

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

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

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

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

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

2.1.8 INCINERATOR. A furnace or a container for incinerating waste material, burn to ash.

2.1.9 JANITORIAL SERVICE. A service in which one performs tasks to keep the premises and offices, or buildings, clean and make minor repairs.

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

2.1.11 GARBAGE/TRASH. Food waste, unwanted or useless material, something in a crumbled or broken condition, debris from pruning or processing plant material. Paper, plastic and rubber by-products.

2.1.12 GENERAL USE AREA. An area which is commonly used by the public as a whole within a defined set of lines or boundary.

2.1.13 GROUND POLICING. To make clean or put in order an area used for a particular purpose, the recreation area.

2.1.14 INVOICE PROCESSING PLATFORM (IPP). Accounting system utilized by the U.S. Department of Agriculture, U.S. Forest Service where contractors submit invoices for payment processing.

2.1.15 INTEGRATED ACQUISITION SYSTEM (IAS). Acquisition system utilized by the U.S. Department of Agriculture, U.S. Forest Service in budget planning and implementation.

2.1.16 OCCUPIED CAMPSITE. A campsite having camping equipment placed upon it.

2.1.17 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.18 QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

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

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

2.1.21 QUALITY CONTROL PLAN. An organized written document prepared by the contractor specifying how he intends to achieve quality control.

2.1.22 SOLID WASTE. Refuse from places of human and animal habitation as in garbage, rubbish, and excrement.

2.1.23 SANITARY LANDFILL. A system of trash and garbage disposal in which waste is buried between layers of earth for health purposes.

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

2.1.25 WORKDAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.26 WORK WEEK. Monday through Friday, unless specified otherwise.

## PART 3

### GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

#### **3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1 Services: Not Applicable

3.2 Facilities: Not Applicable

3.3 Utilities: All utilities in the facility will be available for the contractor's use in performance of tasks outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off lights, water faucets, or valves after using the required amount to accomplish cleaning facilities and equipment.

3.4 Equipment: Not Applicable

3.5 Materials: Not Applicable

## PART 4

### CONTRACTOR FURNISHED ITEMS AND SERVICES

#### **4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1 General: The Contractor shall furnish all labor, supervision, transportation, equipment, and cleaning supplies required to perform work under this contract.

4.2 Materials: The Contractor shall furnish all materials, supplies, and equipment necessary to meet the requirements under this PWS.



4.3 Equipment: The Contractor shall furnish all equipment used to perform work under this specification, all must be in good operating and mechanical condition and shall comply with safety requirements and equipment owner manual instructions.

4.3.1 All contract employees must wear proper personal protection equipment (PPE) while performing work tasks.

## PART 5

### SPECIFIC TASKS

#### **5. SPECIFIC TASKS:**

5.1 Basic Services. The contractor shall remove manure, and other waste materials, that has been piled next to the campground roadways, or in designated waste receptacle areas, throughout the Equestrian Camp, Cedar Lake Recreation Area, to include Campground Loops C-D-E-F-G and the Volunteer Camp Host campsite based on the schedule provided.

**Dates of Service will be year-round, January 1 – December 31, based schedule provided.**

5.2 Task Heading; Manure Removal Services – Manure removal service through-out the Equestrian Camp located at Cedar Lake Recreation Area and shall be conducted in the least disruptive manner to forest visitors.

- All waste material, manure, grass, hay, gravel, etc., shall be removed from the site where manure has been placed, either along the roadway or in designated waste receptacle areas. Removal will take place between the hours of 7:00 a.m. to 4:00 p.m.
- The site where the manure has been deposited will be raked and material removed from the deposited location.
- Upon leaving the campground area, the material collected will be covered to prevent material from being blown off the transport vehicle or trailer.

## PART 6

### APPLICABLE PUBLICATIONS

#### **6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

6.1 Non-Applicable

## PART 7

### ATTACHMENT/TECHNICAL EXHIBIT LISTING

#### **7. Attachment/Technical Exhibit List:**

7.1 Attachment 1/Technical Exhibit 1 – Performance Requirements Summary

7.2 Attachment 2/Technical Exhibit 2 – Cedar Lake Recreation Area Map

## TECHNICAL EXHIBIT 1

### Performance Requirements Summary

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

Performance Objective	Standard	Performance Threshold	Method of Surveillance
5.2 Manure Removal Services	All ground surfaces shall be clean and free of manure and hay material. Each location where items have been deposited will be thoroughly cleaned, leaving minimum materials at the deposit site on the ground.	Zero defects	100 Percent Inspection

**Services not meeting the standard will be re-performed at no additional cost upon notification. Services that cannot be re-performed will be deducted from the invoice.**

### Quality Assurance Surveillance Plan

#### Manure Removal

**Contract:** Manure Removal– Cedar Lake Equestrian Campground on the Oklahoma Ranger District of the Ouachita National Forest.

This Quality Assurance Surveillance Plan (QASP) has been developed pursuant to the requirements of the Performance Work Statement (PWS) in Solicitation. This plan sets forth procedures and guidelines that will be used in evaluating the technical performance of the contractor.

#### **A. Purpose of the QASP**

The QASP is intended to accomplish the following:

Define the roles and responsibilities of participating government officials and the contractor;

Identify the types of work to be performed and the inspections to be performed to validate adequacy;

Describe the evaluation methods that will be employed by the government in assessing the contractor's inspection program and performance to the quality/performance standards required for each task;

Provide copies of the contractor's inspection records, if used, and Government quality assurance monitoring forms that will be used to evaluate and document contractor's performance;  
Describe the process of performance documentation.

The contractor is responsible for performing any inspection services pursuant to the inspection clause and for providing and maintaining the inspection forms, approved by the government, to perform the contractor's inspection services. The contractor has represented themselves to be responsible for meeting the prescribed quality/ performance standards in the statement of work.

### **B. Roles and Responsibilities of Government Officials**

The following government officials will participate in assessing the quality of the contractor's performance. Their roles and responsibilities are described as follows:

The *Contracting Officer's Representatives (CORs)* will be responsible for monitoring, assessing, recording and reporting on the technical performance of the contractor on the schedule of inspections submitted by the contractor and approved by the government. The COR will have primary responsibility for completing quality assurance monitoring forms used for documenting inspections of the contractor's work performance.

CORs and *Inspectors*, if inspectors are assigned to the project, will either witness the performance of the contractor's inspection results, as performed by the contractor, or will evaluate the contractor's inspection documented result findings relative to meeting the standards for each task/subtask within the statement of work.

The *Contracting Officer (CO)* will have overall responsibility for overseeing the contractor's performance and for the day-to-day monitoring of the contractor's performance in the areas of contract compliance, contract administration, cost control, and property control; reviewing the COR's assessment of the contractor's performance; and resolving all differences between the COR and the contractor.

### **C. Types of work to be performed/schedule of inspections**

This contract calls for the contractor to perform the following tasks and subtasks and to perform inspections at the completion of the tasks/subtasks as a minimum and/or for intermediate inspections as determined at contract award by the COR/CO. The contractor's quality control plan/schedule will be modified accordingly and will be one of the basis for the award of the contract.

### **D. Methods of Surveillance**

#### **Surveillance**

The government, through each COR and/or Government Inspector, shall monitor the contractor's performance through a variety of methods. The methods to be used are:

1. 100% inspection of the contractor's inspection results.
2. Customer surveys
3. Periodic inspections by COR and/or contract inspectors.

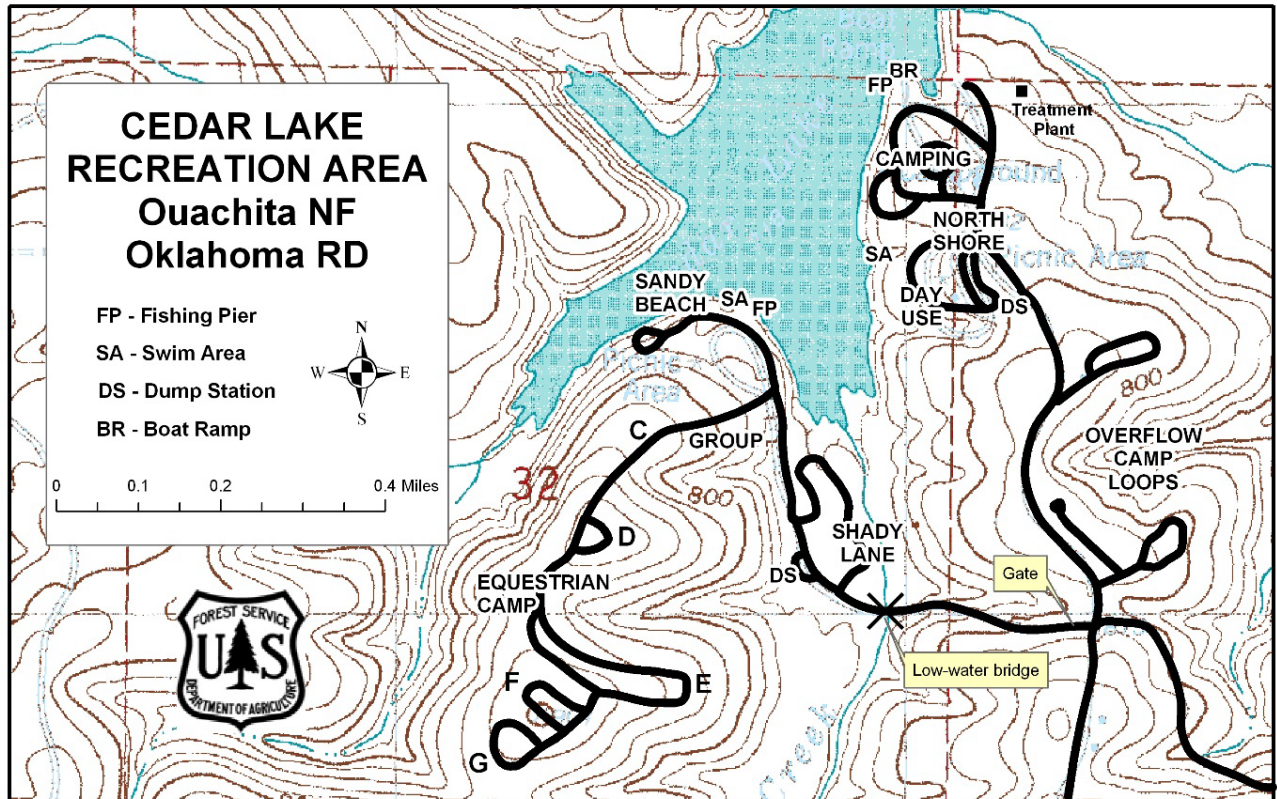
#### **Procedures**

1. Each COR and/or Inspector will use one Quality Assurance (QA) monitoring form to document and evaluate the contractor's performance under the contract. The form, when complete, will document what the contractor was supposed to do, what was actually done, and the impact or consequences of what was done.
2. Each COR will judge each event in accordance with the performance standards and performance requirements stated in the Performance of Work Statement (PWS).
3. Each COR must substantiate all tasks which he/she judges to be indicative of "unacceptable"

performance. Performance at the “acceptable” level is expected and need not be substantiated.

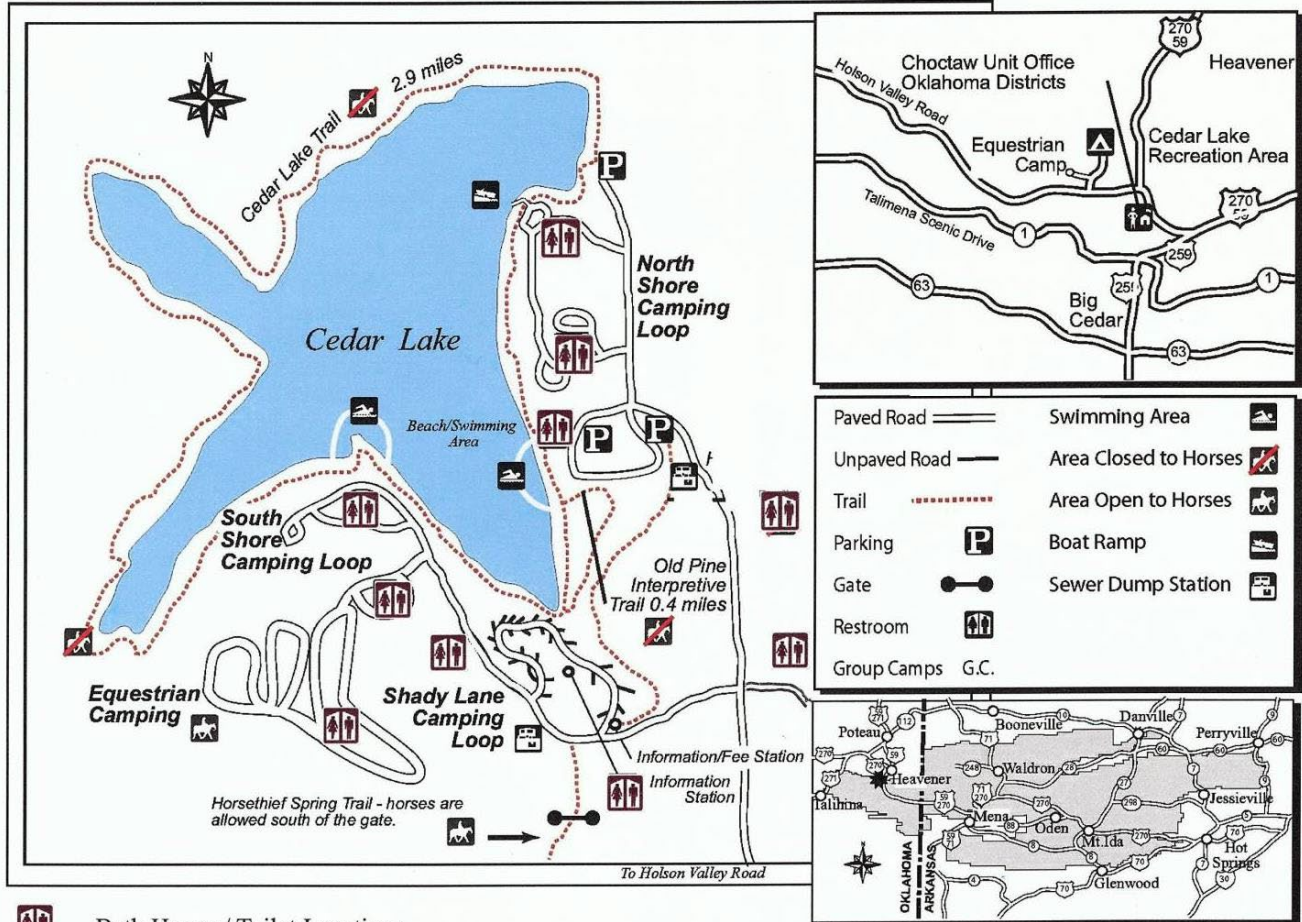
4. The contractor will furnish to the COR, copies of all contractor-generated inspection forms. The COR will then forward copies of all completed QA monitoring forms and contractor inspection records to the CO. The contractor is required to respond in writing to any negative QA monitoring form within 5 working days after receipt of the form.

Approximate locations and number of manure collection sites. More collection sites may designated or fewer collection sites could be designated.



# MAP

## Cedar Lake Recreation Area Ouachita National Forest



Bath House / Toilet Locations