

US Department of Agriculture (USDA)

# USDA



Statement of Work

Athens Janitorial

February 22, 2023

# STATEMENT OF WORK

## 1.0 – GENERAL

### 1.1 – SCOPE

The contract shall furnish all labor, supplies, materials, equipment, and supervision necessary to perform janitorial services. Contactor will be required to sign in and out when keys are picked-up and returned. Log sheet to be provided by the Government.

### 1.2- DEFINITIONS

Soap - the soap used by contractor in cleaning operations.

Daily – once each of five normal workday, M-F.

Weekly – standard calendar week.

Bi-weekly – twice every calendar month.

Monthly – once every calendar month.

Quarterly – standard three-month period on calendar.

Semi-Annual – once every six months.

Annually – once during the contract period.

### 1.3 GOVERNMENT-FURNISHED PROPERTY

The government shall make available to the contractor the following listed material, supplies, and property (hereinafter referred to as "Government-Furnished Property") at the place and time specified below. The contractor shall be liable for all loss or damage of such delivered

Government-Furnished Property until completion and final acceptance of work required under this contract. If the Government fails to make timely delivery of such Government-Furnished Property suitable for its intended use, and upon written request from the contractor, the Contracting Officer shall make an equitable adjustment of contract delivery of performance dates or contract price or both, pursuant to the 'changes' cause of the FAR 52-532-01 in this contract.

The Forest Service shall furnish the following:

Interior keys to the building.

### 1.4 – DESCRIPTION AND LOCATION

Three (3) Buildings, approximately 34,000 square feet located on the campus of the University of Georgia -Athens, Forestry Sciences Laboratory, 320 Green Street, Athens, Georgia and the Whitehall Forest (Building 155-5), 155 Phoenix Road, Athens, Georgia.

## 2.0 – TECHNICAL SPECIFICATIONS

### 2.1 – WORK SCHEDULE

#### WORK SCHEDULE

All work, except stripping and waxing, will be done during normal working hours (8:00 A.M. - 4:30 P.M.).

#### FLOOR MAINTENANCE

General: For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or windowsills.

Upon completion of work, all furniture and equipment must be returned to its original position.

Baseboards, walls, stair risers, furniture and equipment shall not be splashed, disfigured or damaged during these operations.

All tools and equipment shall be neatly stored in the assigned storage areas. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions.

#### Sweeping and Damp Mopping:

After sweeping and damp mopping operations, all floors shall be clean and free of dirt streaks; no dirt shall be left in corners, behind doors, or stair landing treads. Entrances and other assigned areas shall be swept clean of all dirt and trash. No dirt shall be left where sweepings were picked up. There shall be no dirt, trash, or foreign matter under desks, tables, or chairs.

#### Wet Mopping and Scrubbing:

The floors shall be thoroughly swept to remove visible dirt and debris. Remove wads of gum, tar, and similar substances from the floor surface. On completion of the mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, string, etc., properly rinsed, and dry-mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners and cracks clean after the wet mopping or scrubbing. When scrubbing is designated, it shall be performed by machine or by hand with a brush.

**Floor Finishing:** The job of floor finishing includes the cleaning and applying of finish to vinyl, linoleum, parquet and ceramic tile floor surfaces.

**Sweeping:** Sweep floors thoroughly. Remove all gum and adhesive materials.

**Stripping:** Remove all old finish or wax from floors, using a concentrated solution of a liquid cleaner. Cleaner is to be applied with a mop and scrubbed with an electrical polishing machine with scrub brush or a medium grade scrubbing pad. Extremely stubborn spots, gum, rust, burns, etc., shall be removed by hand with a scouring pad dipped in the cleaning solution. Corners and other areas that the polishing machine cannot reach shall be scrubbed and thoroughly cleaned by hand. Care shall be exercised so that baseboards, walls, and furniture shall not be splashed or marred. Cleaning solution shall be taken up with a mop or a water pickup and the floor rinsed twice with clean water to remove all traces of cleaning solution. Do not use excessive amounts of water, use only enough water as required for good rinsing. The Contracting Officer's Representative shall be notified at least one (1) day prior to and after completion of all waxing.

**Finishing:** Apply a minimum of three coats of floor finish, allowing sufficient drying time between each coat. The last coat only should be applied up to but not touching the baseboard. All other coats should be applied to within four inches of the baseboard.

**NOTE:** Should there be more than eight hours delay before applying finish after the floor has been cleaned or between coats, the areas must again be cleaned to remove surface dirt and scuff marks before applying finish.

**Periodic Spray Buffing:** Sweep floor thoroughly. Damp mop to remove any spillages. Spray buff floor, using floor polishing machine, synthetic fiber pad and spray equipment containing 50% water and 50% floor finish of the same type as on the floor.

#### Miscellaneous:

**Carpet:** After each thorough vacuuming, all carpet shall be clean, free from dust balls, dirt and other debris.

**Parquet Floors:** Twostep process - (1) Dust with treated mop. (2) Wet mop using wax as per contract.

**Elevator Floors:** Where floors have resilient type covering, all necessary cleaning operations shall be performed to provide a clean and polished appearance.

**Ceramic Tile Flooring: (Foyer):** Twostep process - (1) vacuum total floor area. (2) Mop with solution approved by COR.

**Toilets:** Special attention shall be given to floors around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

### **2.1.1 – DUSTING**

Dust shall be removed directly from the areas on which it lays by the most effective means - appropriately treated dusting cloths, vacuum tools, etc. The following conditions shall exist after the completion of each dusting task: There shall be no dust streaks. Corners, crevices, molding, and ledges shall be free of all dust.

There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

### **2.1.2 – DAMP WASHING**

This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose (disinfectant-deodorizer) cleaner shall be used.

### **2.1.3 – BRIGHT METAL POLISHING**

Bright metal polishing may be performed by damp-wiping with a suitable cloth if a polished appearance is obtained. However, if a polished appearance cannot be produced, the Contracting Officer's Representative shall be contacted for direction as to the use of an appropriate metal polish.

### **2.1.4 - GLASS CLEANING**

After each washing operation, all glass shall be clean and free of dirt, grime, streaks, excessive moisture, and cloudiness. Window sashes, sills, woodwork about interior glass and other surroundings shall be thoroughly wiped free of drippings and other watermarks. Cleaners shall use pads to protect windowsills when standing on or placing cleaning materials on them. All such pads and/or cloths necessary to protect Government property shall be furnished by the contractor.

### **2.1.5 - PORCELAIN WARE CLEANING**

Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be clean and bright, with no dust, spots, stains, rust, green mold, encrustation, or excess moisture.

Walls and floors adjacent to fixtures shall be free of spots, drippings, and watermarks.

Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles and drains free from encrustation.

### **2.1.6- SPOT CLEANING**

Following this cleaning operation, smudges, marks, or spots shall have been removed from the designated areas without causing unsightly discoloration.

### **2.1.7-TOILET CLEANING AND SERVICING**

Toilet cleaning shall consist of emptying trash receptacles and replace with plastic liner, sweeping floors, damp wiping towel dispensers, towel trash receptacles, mirrors, and doors, cleaning washbasins, water closets, showers and urinals; and mop entire floor area with a pine oil type disinfectant. It also shall include checking and replenishing towels, toilet tissue, and soap dispensers. Wall surfaces and stall partitions are to be spot wiped daily. Toilet servicing is defined as checking and filling dispenser for towels, toilet tissues and soap with Contractor furnished towels, toilet tissues and soap. Wash toilet seats, check under lips of bowls and urinals and shower stalls for scale deposits, and clean thoroughly. Dilution of liquid hand soap product is not allowed. Tile grout (floors and walls) are to be scrubbed, mechanical or hand, in order to clean grout. Solution will be provided by contractor and approved by Contracting Officer's Representative.

## **2.2- MISCELLANEOUS**

Other tasks listed in Attachment 1 shall be performed as indicated.

Contractor will ensure that their vacuum cleaner and buffers are in always working order. Wet mop head will be replaced every three months. Wet mop head will be washed out and hung up to dry daily on outside facilities.

Contractor will insure adequately trained personnel are available to take over for periods of absence due to vacation and sick leave.

Waste baskets emptied.

Outside trash dumpster doors shall be closed after use. Any debris dropped between building and dumpsters shall be picked up by Contractor Personnel.  
No smoking by Service Personnel.

Service personnel are not to use any telephone in offices or laboratories. Contact RSS for authorized telephone use.

### **2.3 – INSURANCE**

Contractor will be required to obtain liability insurance in minimum amount of \$20,000.00

### **3.0 – INSPECTION AND ACCEPTANCE**

#### DAILY SERVICES:

Contractor shall sign in and out each day when picking-up keys. Log sheet will be provided by the Government.

#### Toilets:

Floors shall be swept and then mopped with disinfectant detergent. All shower stalls, water closets, seats and urinals shall be washed inside and out with a disinfectant detergent. Seats shall be left in a raised position; washbasins shall be cleaned and wiped free of all watermarks; all mirrors, shelves, dispensers, chrome fixtures, and pipes shall be damp-wiped and polished dry.

Urinals -Provide disinfectant bar/strainer

Empty all trash receptacles.

Dust radiators, windows sills, ledges, grilles, and stall partitions; spot clean wall surfaces, partition doors, and waste receptacles.

#### Offices and Insectary:

Empty all wastebaskets; the floors will be swept to remove all obvious surface dirt from the traffic areas and from under furniture. In all corridors, the full floor-area will be swept daily or, if carpeted, vacuumed. Damp mop floors using approved cleaning solution.

Parquet floors are to be dust mopped with treated dust mops using Hillyard Super Hil-Tone in accordance with manufacturing instructions of solution provided by contractor.

Parquet floors are to be wet mopped using Hillyard Super Shine-All IA W manufacturer's instructions. Contractor to furnish same or equal product with COR approval.

#### Passenger Elevator:

All floor surfaces shall be vacuumed; tracks will be cleaned daily to remove any debris, all resilient floors shall be cleaned, waxed and spray buffed. All walls shall be damp wiped and all bright surfaces polished.

#### Entrances, Lobbies, Corridors, Hallways and Conference Rooms:

Sweep all floors, vacuum if carpeted; clean all glass; dust all surfaces and polish metal and wood surfaces. All walls shall be spot cleaned. Clean chalkboards and trays with damp cloth.

Ceramic tile entrance is to be vacuumed daily; mopped with clean hot water and mild detergent for tile and grout. Rinse with clean water. If a "once-over" is not enough, try a second pass over the floor with a sponge mop.

#### Stairways and Shipping Room:

Sweep daily. In stairways, dust handrails, ledges and other surfaces. Vacuum corners.

Kitchen Area - North Building and South Building:

Sink shall be cleaned and wiped free of all watermarks. Stove and chrome fixtures shall be damp wiped and polished dry.

Counter top shall be cleaned and wiped dry.

Laboratories, Shop, Housing Test Building, Log and Lumber Room:

Sweep floors daily. Carts, trash cans, and other non-stationary objects shall be moved, the floor swept, and the objects returned to their original positions.

Drinking Fountains:

Clean daily.

All Areas:

Empty all trash receptacles.

WEEKLY SERVICES:

Offices:

The full floor area will be swept with a treated mop to remove all dirt, dust, litter, etc. Dust window sills. Vacuum all offices with carpet. Full floor area will be mopped weekly. All non-stationary objects shall be moved before sweeping and mopping.

Floors:

Damp mop and spray buff building tiled entrances and all tiled resilient flooring.

Hallways and Corridors:

Damp mop and spray buff all resilient floors; spot clean wall surfaces to a height of approximately 70" from the floor.

Stairways and Shipping Room:

Landings and steps shall be wet mopped or scrubbed; spot clean wall surfaces (to a height of approximately 70" from the floors).

Laboratories, Service Areas:

Wet mop floors using approved disinfectant.

Kitchen:

Clean appliances.

Toilets:

Damp wash all stall partitions, doors, window frames and sills, and spot clean all walls.

Insectary

Sweep full floor area.

Empty all trash receptacles.

Wash basins shall be cleaned and wiped free of all soap and water marks; all chrome fixtures and pipes shall be damp-wiped and polished dry.

Butler Building - Whitehall

Office:

The full floor area will be swept and damp mopped to remove all dirt, dust, litter, etc. Dust window sills and all horizontal surfaces.

Drinking Fountain:

Clean with damp cloth.

Toilets and Showers:

Floors shall be swept and then mopped with disinfectant detergent; spot clean wall surface to a height of approximately 70" from the floor.

All shower stalls, water closets, seats shall be washed inside and out with a disinfectant detergent. Seats shall be left in a raised position;

Washbasins shall be cleaned and wiped free of all soap and watermarks; all mirrors, shelves, dispensers, chrome fixtures and pipes shall be damp wiped and polished dry.

All Areas:  
Empty all trash receptacles.

**GENERAL INSTRUCTIONS:**

Windows are to be closed; lights to be turned out when not in use; buildings are to be locked; all "lost and found" type articles will be turned in to Contracting Officer's Representative.

**CLEANING QUALITY REQUIREMENTS:**

Services performed under this contract shall be subject to inspection and approval by the contracting officer's representative. For the protection of the building and its equipment and the facilitation of the business to be conducted therein, first quality cleaning will be required. Unsatisfactory work will be called to the attention of the contractor and he/she will be required to correct the work deficiencies, and improve the overall work results.

**4.0 Security Requirements**

Security of the Facility and its employees is of the utmost importance. The following security requirements must be observed.

- (1) The Contractor shall provide the Contracting Officer with a list of names, addresses, and telephone numbers of all the Contractor's employees who will be working at this facility. No employee will be permitted in the building prior to completing and submitting the required PII sheet and two fingerprint cards issued by the contracting agency. This list and completed forms shall be submitted prior to the first workday of the contract period, and any changes to the list shall be provided within twenty-four (24) hours of such change. Once contacted by the Forest Service, Personnel Security staff, each contract employee must complete and submit the eEquip application and form OF-306 within 14 business days. Contract employees are to respond to any follow up requests from Personnel Security staff for missing application data within 2 business days. Failure to comply with these timelines will result in blocked access to the building.
- (2) Exterior Doors. All exterior doors should remain shut and locked. The one exception to this is the front entrance door while the Receptionist is present. If an exterior door needs to remain open for any length of time, there needs to be a Forest Service or contract employee present to ensure security of the building and that no unauthorized personnel enter. At no time should an exterior door remain open unattended.
- (3) The Contractor is required to re-lock these areas after completion of work, even if area is found to be unlocked when he arrives to perform services. The Contractor shall be provided a key(s) to gain access to areas requiring service. The COR should be immediately notified if a key is lost.
- (4) Identification of Employees. The Contractor and all employees shall wear badges or monograms providing ready identification. Employees shall be required to dress neatly, commensurate with the tasks being performed. **At no time will anyone visiting the janitorial staff be permitted in the building unless they are providing contractual services and the COR is notified.**

**5.0 Task Listing**

Task/Critical	Frequency
<b>Subtask</b>	
5.1 Sweep Floors	Monday, Wednesday, Friday
5.2 Mop Floors	Weekly

5.3 Vacuum and Shampoo Carpets and Rugs	
5.3.1 Vacuum Carpets	Weekly
5.3.2 Shampoo Carpets and Rugs	Annually
5.4 Strip/Wax/Buff Tile Floors	
5.4.1 Wax/Buff hallway tile floors	Monthly
5.4.2 Strip/wax office floors	Quarterly
5.4.3 Strip and wax hallways and stairwell landings	Quarterly
5.5 Empty Trash Cans	Monday, Wednesday, Friday
5.6 Clean Restrooms	
5.6.1 Sweep Floors	Monday, Wednesday, Friday
5.6.2 Mop Floors	Monday, Wednesday, Friday
5.6.3 Clean Toilets	Monday, Wednesday, Friday
5.6.4 Clean Urinals	Monday, Wednesday, Friday
5.6.5 Clean Toilet and Urinal Partitions	Monday, Wednesday, Friday
5.6.6 Clean Sinks and Shower Stalls	Monday, Wednesday, Friday
5.6.7 Clean Mirrors	Monday, Wednesday, Friday
5.6.8 Replenish Supplies and Clean Containers	Monday, Wednesday, Friday
5.6.9 Clean floor grout to remove dirt and discoloration	Monday, Wednesday, Friday
5.7 Low Dusting/Cleaning	
5.7.1 Dust all horizontal surfaces of furniture and partitions	Monday, Wednesday, Friday
5.7.2 Clean glass in interior offices in all facilities	Bi-Annually

5.7.3 Clean glass in all interior office doors and bookcases	Weekly
5.7.4 Clean Venetian Blinds	Monthly
5.7.5 Vacuum Office Chairs	Monthly
5.8 Clean Kitchen	
5.8.1 Disinfect counter tops	Weekly
5.8.2 Clean appliances	Weekly