

**PERFORMANCE WORK STATEMENT FOR  
BUILDING 1085, B-52 SHACK CLEANING SERVICE CONTRACT**

**MINOT AFB, NORTH DAKOTA**

**15 March 2023**

- 1. DESCRIPTION OF SERVICES** - The Contractor must provide all management, tools, equipment, and labor necessary to provide cleaning services for Building 1085, in a manner that will maintain a satisfactory facility condition and present a clean, neat, and professional appearance. The Government expects 3-4 cleanings per year. The Government may request a level 1 cleaning, a level 2 cleaning, or both. The contractor must accomplish all cleaning tasks as listed in this PWS. The facility floor plan is provided in Appendix "Floor Plans". All work performed by the contractor must be performed in accordance with all applicable laws, regulations, instructions, and commercial practices.

## **2. FACILITY CLEANING**

Facility Cleaning consists of:

2.1 Level 1 cleaning will consist of the following tasks:

- 2.1.1 Light cleaning of all bathrooms,
- 2.1.2 Clean toilets to remove and protect against watermark staining,
- 2.1.3 Wipe down of countertops,
- 2.1.4 Vacuum carpets,
- 2.1.5 Check for and remove loose trash,
- 2.1.6 Clean any areas that have visible dirt or debris,
- 2.1.7 Dust tables and furniture - The Contractor is not required to dust any surfaces which contains personal property.

2.2 Level 2 cleaning will consist of the following tasks per the Facility Cleaning Specifics:

- 2.2.1 Clean and sanitize all bathrooms:
- 2.2.2 Vacuum, sweep or mop all the facility to include sweeping of the concrete ramps
- 2.2.3 Clean all bedrooms
- 2.2.4 Wipe down all refrigerators not located in the kitchen
- 2.2.5 Clean and sanitize the upper main hallway, auditorium, computer room, and game room
- 2.2.6 Dust
- 2.2.7 Stock Supplies:
  - Contractor must supply paper towel, toilet paper, and liquid hand soap with the initial cleaning and maintain after every cleaning. Supplies must be stored in designated areas with a sufficient quantity to meet the needs of 150 personnel for 7 days.
  - The Contractor must supply X 30-33 gallon trash bags and X 7-10 gallon bags.

## **3. FACILITY CLEANING SPECIFICS:**

- 3.1 Non-Carpeted Floors (Hard Floors: Vinyl Tile, Ceramic Tile, Wood, Concrete, etc.) -** Hard floors must be maintained free of grit, soil, dust, scuff and heel marks, stains, spills, debris, litter, and other foreign matter by effective routine cleaning.
- 3.1.1 Cleaning must be accomplished by the most appropriate method (vacuum, sweep, dust mop, damp mop, spot clean, etc.) And with cleaning solutions if applicable, for the specific floor type. After cleaning, floor surfaces to include grout must have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water.
  - 3.1.2 Baseboards, corners, and wall to floor edges must also be clean. Chairs, trash receptacles, and other easily moveable items must be moved to maintain floors underneath these items

- and returned to their original and proper position after cleaning.
- 3.2 **Carpeted Floors** -Carpets must be maintained free of soil, dirt, debris, litter, and other foreign matter by effective routine vacuuming. The contractor must use efficient vacuum cleaners must offer high airflow, high efficiency filtration, and an adjustable rotating brush agitation for more effective soil removal.
    - 3.2.1 Any spots, spills, tears, burns, and raveling must be brought to the attention of the facility manager.
    - 3.2.2 Chairs, trash receptacles, and other easily moveable items must be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.
  - 3.3 **Stairways** - All floor surfaces must be cleaned in accordance with for type.
    - 3.3.1 Stair guards, handrails, wall caps and baseboards must be free from grease and grime.
    - 3.3.2 The Contractor must remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls, up to 6 ft. Height from stair tread level, to provide or maintain a clean, uniform appearance.
  - 3.4 **Walk Off Mats**
    - 3.4.1 Vacuum and clean interior and exterior floor mats.
    - 3.4.2 Mats must be free of all visible lint, litter, debris, soil, and other foreign matter.
    - 3.4.3 Soil and moisture underneath mats must be removed, and mats returned to their normal location.
  - 3.5 **Sleeping quarters** –
    - 3.5.1 Loose trash and debris removed, have horizontal surfaces wipe clean, and floors vacuumed.
    - 3.5.2 Sleeping quarters with restrooms will have the restrooms cleaned
  - 3.6 **Refrigerators** – Exterior surfaces of refrigerators must be wiped down, and be free of dirt, smudges, and fingerprints.
  - 3.7 **Restrooms cleaning services:**
    - 3.7.1 Clean and Disinfect - All surfaces of sinks, toilets, urinals, lavatories, showers, shower mats, dispensers, drinking fountains, plumbing fixtures, saunas, partitions, dispensers, doors, walls, partitions, stalls, stall doors, entry doors (including handle, kick plates, ventilation grates, metal guards), walls, and other such surfaces must be cleaned and disinfected using a germicidal detergent. Restrooms must have a clean scent or no odor at all. Showers, toilets, and urinals will be free of spots, water spots, scale buildup, soap scum, odors, and any other deposits. Mirrors must be clean and have no streaks or other removable matter. Partitions must be smudge, stain free. Restroom sinks, countertops, and fixtures must be free from water and scale deposits, soil, streaks, and removable matter. Walls and grout must be free of all film, spots, and detergent buildup.
    - 3.7.2 Restroom Floor Care. - The Contractor must clean all restroom floors as required by floor type. The Contractor must move or tilt all movable items to sweep and damp mop underneath. Grout on the wall and floor tiles must be free of dirt, scum, mildew, and residue.
  - 3.8 **Dusting.** - Low dusting includes surfaces within 6 feet of the floor and must be free of dust, lint, cobwebs, and litter. Surfaces could include items such as tables, shelves, bookcases, storage lockers, windowsills, moldings, handrails, pictures, clocks, window blinds, ceiling fans, etc.
  - 3.9 **Drinking Fountains** - Contractor must clean all facility drinking fountains, typically located near or in the vicinity of restrooms and inside locker rooms.
    - 3.9.1 All porcelain and polished metal surfaces, including the orifices and drain, as well as

- exterior surfaces of fountains must be cleaned and disinfected.
- 3.9.2 Drinking fountains must be free of streaks, stains, spots, smudges, scale, and other obvious soil.
- 3.9.3 **Laundry room and gym** - The Contractor will clean all surfaces, to include sanitizing machines in the laundry areas. Additionally, all floors in the laundry and exercise room must be swept and mopped, with trash removed and liners replaced.
4. **SAFETY:** Contractor to comply with all Safety Regulations. The Contractor must not require any worker to work under conditions that are unsanitary, hazardous, or dangerous to health or safety. Smoking at the facilities is permitted only in prescribed outdoor smoking areas.
5. **HOURS OF OPERATION AND HOLIDAYS** - The Contractor is not required to provide service on the following holidays, when the office is closed, or outside the normal work hours of 0730-1630 Monday – Friday.
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|-------------------------------|-----------------------------|
| New Year's Day                | 1 January                   |
| Martin Luther King's Birthday | Third Monday in January     |
| President's Day               | Third Monday in February    |
| Memorial Day                  | Last Monday in May          |
| Independence Day              | 4 July                      |
| Labor Day                     | First Monday in September   |
| Columbus Day                  | Second Monday in October    |
| Veterans' Day                 | 11 November                 |
| Thanksgiving Day              | Fourth Thursday in November |
| Christmas Day                 | 25 December                 |

5.1 Base Closures: Work is not required during base closures.

6. **REQUEST FOR CLEANING AND CONTRACTOR RESPONSE TIME:** The following individuals will reach out to the cleaners to set up a date a time for cleaning. The Contracting Officer or 5th Operations Support Squadron point of Contract will contact contractor to schedule cleaning. The Contractor must schedule the cleaning within 14 days of request and must accomplish Level 1 cleaning within four days and level 2 cleaning within seven days.

## 7. SECURITY REQUIREMENT

- 7.1 Physical Security: The contractor must follow all Government security requirements and may not leave the facility unescorted.
- 7.2 Base Access Request:
- 7.2.1 Visit <https://www.minot.af.mil/About-Us/Newcomers/> for information concerning base access.
- 7.2.2 The contractor will notify the 5th Operations Support Squadron (OSS) at 701-723-3889, 701-723-3177, or 701-723-3434 a minimum of 30 minutes prior to arrival to base to be escorted into building 1085.
- 7.2.3 The contractor will advise the OSS point of contact how many cleaners they will be bringing to ensure enough escorts are available to monitor the workers. If cleaning will be done simultaneously on multiple floors, then multiple escorts will be required.

## 8. CONTRACTOR PERSONNEL

- 8.1.1 Personnel: Contractor personnel will be clearly identifiable and present a professional appearance.
- 8.1.2 Employee Restrictions: The Government reserves the right, under this contract to restrict the employment of any employee, or prospective contractor employee, who is identified as a potential threat to the health, safety, or general well-being of operations mission of the installation and its population. Contractor Management and employees must always conduct themselves in a professional manner, in the performance of their assigned duties and responsibilities.

**9. PERFORMANCE OF SERVICE DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEASE COMBATANT COMMANDE:**

According to Department of Defense Instruction (DoDI) 3020.37, Continuation of Essential DOD Contractor Services During a Crisis, and the Air Force implementation thereof, unless otherwise directed by an authorized Government representative, it is determined that Backup Education Advisor requirements under this PWS are not essential and do not need to be performed during a crisis.

- 10. RECORDS MANAGMENT** All records, files, documents, regardless of media (e.g., paper, electronic, etc.), as described in the PWS, that are the responsibility of the contractor are the property of the Government and must remain so upon termination or completion of the contract. The contractor must keep these items current and maintain and dispose of them in accordance with the requirements established in Air Force Instruction (AFI) 33-322, Records Management Program, and the Air Force Records Disposition Schedule which can be provided by the Base Records Manager or CO upon request. Records must be turned over to the Government upon completion of the contract unless otherwise stated. All records are subject to the Freedom of Information and Privacy Act. The Minot AFB Records Management Office (5 CS/SCXR), 723-7542, will aid and train the contractor to ensure compliance with Federal record keeping requirements.