

STATEMENT OF WORK

Custodial Services
at the AFSS, ATCT and SSC Buildings
in Kenai Alaska.

NOTE: USE OF DISINFECTANT WHERE APPLICABLE IS REQUIRED

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1.0 Purpose

The intention of this solicitation is to obtain custodial services for Kenai AFSS, ATCT and SSC buildings.

1.1 General Requirements

The Contractor must provide all labor, supplies, supervision, tools, materials, equipment, and transportation necessary to provide custodial services in accordance with this specification. Custodial service applies to all designated spaces including, but not limited to, halls, restrooms, offices, work areas, entrance ways, lobbies, storage areas, sidewalks and stairways. Publications applicable to this specification are listed in Appendix A.

2.0 Reserved

3.0 Requirements

3.1 Management

The Contractor must manage the total work effort associated with the custodial services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, and quality control. The Contractor must provide an adequate staff of personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices. The Contractor must maintain an adequate workforce and be trained in the proper use and handling of contract specified and approved supplies and equipment, to complete work in accordance with the time and quality standards specified herein.

3.1.1 Work Control

The Contractor must implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor must plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and reports on the status of service call work items must be provided when requested by the Contracting Officer.

3.1.2 Work Schedule

In addition to the requirements stated in the "WORK SCHEDULE" clause in Section F, the Contractor's initial work schedule must indicate the hours of the day services will be performed. The schedule must list the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area. When scheduled services performed fall on a recognized Federal holiday, no work will be performed. At sites that services are performed less than 5 days a week and holiday falls on a scheduled work day, no work will be performed until next regularly scheduled work day. In anticipation of this event, contractor will oversupply soap and paper products in order to prevent a shortage of consumable items. The initial work schedule must be submitted to the Contracting Officer Representative for approval within 15 days after award. Once approved, all work must be performed in strict compliance with the work schedule to facilitate the Government's inspection of the work. Changes to the work schedule must be submitted for the Contracting Officer's Representative approval at least three working days prior to performance. In preparing the work schedule, the Contractor must comply with the following general requirements:

- (1) Except as may otherwise be specified, all firm fixed-price daily work must be performed during the following times:

D7 daily – Kenai AFSS - Sunday thru Saturday - performance work hours 4PM–12 AM
D5 daily – Kenai SSC- Monday thru Friday - performance work hours 4PM–12 AM
3W weekly – Kenai Tower- Mon., Wed., Fri. - performance work hours 7PM–12 AM

(2) Quarterly work items must be performed during the months and times specified below. If the Contractor desires to perform this work other than during the days and times shown, or holidays, prior approval must be obtained from the Contracting Officer Representative (COR). Contractor shall provide the COR a minimum of 72 hours notice when such quarterly work as Interior glass cleaning, carpet cleaning and stripping and re-waxing of floors shall be accomplished. *Scheduling late Friday or weekend performance of the floor stripping, waxing and carpet cleaning during the quarterlies is required.

Stripping and Re-waxing*	FEB, MAY, AUG & NOV	4PM – 5AM
Shampooing Carpets and Rugs*	FEB, MAY, AUG & NOV	4PM – 5AM
Cleaning Light Fixtures	FEB, MAY, AUG & NOV	4PM – 5AM
High Dusting/Cleaning	FEB, MAY, AUG & NOV	4PM – 5AM
Cleaning Exterior Glass	FEB, MAY, AUG & NOV	Anytime
Cleaning Interior Glass	FEB, MAY, AUG & NOV	Anytime
Cleaning Venetian Blinds	FEB, MAY, AUG & NOV	4PM – 5AM

3.1.3 Interference with Government Business

The Contractor must schedule and arrange work so as to cause the least interference with the normal occurrence of Government business and mission. In those cases where some interference may be essentially unavoidable, the Contractor must be responsible to make every effort to minimize the impact of the interference, inconvenience, customer discomfort, etc.

3.1.4 Protection of Government Property

During execution of the work, the Contractor must take special care to protect Government property including furniture, walls, baseboards, and other surfaces from materials not intended. Accidental splashes must be removed immediately. The Contractor must return areas damaged as a result of work under this contract to their original condition, to include painting, refinishing, or replacement, if necessary. Contractor shall immediately notify COR in the event of lost building keys that were originally issued. Contractor employees are not permitted in Restricted Area AFSS rooms # 124, 125 & 127 without a Government employee escort.

3.1.5 Environmental Management

The Contractor must also ensure the use of responsible chemical use/storage practices; and diversion of non-hazardous waste from landfills. These program elements are described on the Office of the Federal Environment Executive website (<http://www.ofee.gov>). The Contractor shall keep an updated a Materials Safety Data sheets folder (MSD's) at each individual site and available for inspection.

3.1.5.1 Products and Materials

The contractor shall provide all necessary restroom cleaning supplies, 2 ply toilet paper, paper towels & table napkins suitable for the provided dispensers.

3.2 Custodial Services Requirements

The Contractor must provide the custodial services described herein. Custodial services requirements are divided into two groups: basic services and service calls. Areas to receive custodial services are: Kenai AFSS, 470 N. Willow Street; SSC, 427 N. Willow Street, Suite B and Tower, 445 N. Willow Street, in Kenai Alaska 99611.

3.2.1 Basic Services

Basic services must be performed at the locations in Attachment A-1, A-2 & A-3 and frequencies shown in Attachment B-1, B-2 & B-3 and must consist of the services listed for the specified spaces. Furniture or other equipment (including waste and recycling containers) moved while performing basic services must be returned to their original position. All basic services will be paid for under the firm fixed-price portion of the contract. Performance requirements for these services include the following:

3.2.1.1 Space Cleaning

Space cleaning must consist of the following services each time a space is cleaned.

(a) Sweeping/Dust Mopping. Concrete/quarry tile and resilient flooring must be swept or dust mopped so as to remove all loose dirt, dust, and debris.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film, and brush marks.

(b) Vacuuming Carpets and Rugs. Carpeted areas and rugs must be vacuumed free of all loose soil and debris.

Standard: A properly spot-cleaned, vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

(c) Emptying Waste and Recycling Containers. All waste and recycling containers must be emptied and plastic liners replaced. Any plastic liner with food wastes or that is soiled or leaking must be replaced with a new plastic liner. After washing, containers must be wiped dry and new plastic liners installed. All ash trays and ash receptacles must be emptied and cleaned free of tobacco residue. Boxes, cans, bottles, and other items placed adjacent to waste containers and marked "TRASH" must also be removed and disposed of. All waste collected must be disposed of in the nearest designated outside trash collection point. Waste that falls on the floor and outside grounds during the waste removal must be picked up and disposed of by the Contractor.

Standard: A properly cleaned waste receptacle and plastic liner are free of all waste residues and odors.

(d) Low Dusting/Cleaning. All furniture, partitions, radiators, equipment, hand railings in stairways, grills, horizontal ledges, and sills must be dusted. Walls, doors, and partitions must be wiped clean (including glass in partitions and doors) to a height of 7'-0" above the floor level. If present, chalk boards, chalk trays, and erasers must be cleaned. Corridor, lobby, and entrance walls and doors must be cleaned. Miscellaneous hardware and bright metal work must be wiped clean. Drinking fountains must be cleaned and disinfected. All surfaces of drinking fountains must be free of stains, smudges, and scale.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

NOTE: Equipment such as radios, projects, computer and other electronic equipment sitting or stored on shelves, desks and tables are is not to be dusted, moved, or handled.

(e) Cleaning Walk-off Mats. Each time floors are swept/dust mopped or vacuumed, walk-off mats in that area must be cleaned. Soil and moisture underneath mats must be removed and the floor must be cleaned as appropriate along with the rest of the floor. The mats must be returned to their

original locations afterwards. The Contractor must report, in writing to the Contracting Officer Representative (COR), all walk-off mats that are worn out to the point of being ineffective.

3.2.1.2 Floor Care

Floor care must be performed in the spaces as shown on the "Schedule of Services" in Attachment B, and must consist of the following services.

(a) Damp Mopping. Prior to damp mopping, floors must be swept/dust mopped. Floors and stairs must be damp mopped with an approved cleaning solution to remove dirt, streaks, smears, and stains. Railings must be cleaned with a cleaning solution to remove dirt, stains and streaks.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film, and brush marks.

(b) Spray Cleaning and Buffing. Prior to spray cleaning and buffing, floors must be damp mopped as specified above. Floors must be spray cleaned and buffed to remove traffic marks, heavy soil, etc. The material used for spray cleaning and buffing must contain a blend of detergents and polymers to emulsify surface soil and repair traffic areas. If loose residue is produced by buffing, it must be removed in a manner that will leave the floor clean without destroying the high gloss produced by buffing. When completed, a spray cleaned and buffed floor must have a uniform, high-gloss finish, free of scuff and heel marks. The floor finish must be uniform from wall to wall, including corners.

Standard: A properly cleaned, spot-waxed, and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

(c) Waxing and Buffing. In the event that spray cleaning and buffing is not sufficient to maintain a uniform high-gloss finish, floors must be completely waxed and buffed. The Contractor must use a liquid wax system containing not less than 18% solids. The floors must be damp mopped as specified above immediately prior to application of wax. Floors must be buffed, if required, to a uniform gloss finish free from dirt, traffic marks, and stains.

Standard: A properly cleaned, spot-waxed, and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

3.2.1.3 Restroom Services

Restroom services must consist of the following each time services are performed.

(a) Cleaning Restrooms. Restroom fixtures, including water closets, urinals, lavatories, and sinks must be washed inside and outside utilizing a disinfectant, and must be free of stains and odors. Pumice sticks and an approved toilet bowl cleaner must be used to remove stains from urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) must not be used to clean lavatories or sinks. Floors must be swept/dust mopped free of dirt and mopped with a disinfectant. Floor drains must be cleaned and flushed with a disinfectant. Wainscoting, partitions, walls, and doors must be cleaned free of dirt, stains, and graffiti. Mirrors must be cleaned and polished. All metal fixtures and hardware must be cleaned. Waste and recycling containers must be emptied, disinfected, and plastic liners replaced.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits, and odor.

(b) Servicing Restrooms. Servicing restrooms must include inspecting, replenishing, and cleaning supply dispensers with products that are compatible with the dispenser. Restroom supplies must

include, but are not limited to, paper towels, 2 ply toilet tissue, and soap. The Contractor must stock restrooms with sufficient supplies to insure that the supplies will last until the next scheduled service. If dispensers become empty before the next scheduled servicing, the Contractor must immediately replenish them at no additional cost to the Government.

Standard: A properly serviced restroom has the necessary paper supplies to last until the next scheduled service and products are compatible with the associated dispensers.

3.2.1.4 Other Services

(a) **Re-lamping.** Re-lamping services must be provided for all interior light fixtures in the buildings/spaces covered by the contract attached to the building. The work must include inspecting each building/space included in this contract weekly, and replacing all burned out and blinking fluorescent tubes and incandescent bulbs. The fluorescent tubes and incandescent light bulbs replaced must be of equivalent wattage and identical K- value as those removed. Contractor shall assure that lamp lens/diffuser is properly secured after re-lamping. All replacement lamps will be provided by the government. Contractor shall notify COR if fixture is suspected to be defective.

(b) **Policing Grounds.** Paper, bottles, cans, and all other trash and refuse must be removed from all grounds, sidewalks within 10 feet of the buildings specified in Attachment A1, A2 & A3. All removed items must be deposited in the nearest appropriate waste or recycling container.

Standard: A properly swept or cleaned grounds is free of trash

(c) **Removing Snow and Ice.** Snow and ice must be removed from those building walks, ramps, flagpole walkways and entrances at AFSS, SSC and Tower so that these areas are clean and safe for pedestrian traffic. The Contractor must remove snow and ice prior to 8am on regular working days (Monday – Friday) and maintain the areas free of snow and ice until 5pm at all buildings. A commercial snow/ice remover may be used as a method of maintaining areas free of snow and ice. The Contractor must minimize the use of harmful chemicals for snow/ice removal; utilizing snow/ice prevention practices versus deicing practices; and utilizing magnesium chloride, potassium acetate, or potassium chloride versus sodium chloride. Under no circumstances must the Contractor deposit shoveled/blown snow and ice on common sidewalks being cleared by other station activities.

Standard: A properly swept or cleaned sidewalk is free of grit, grass, debris, ice, and snow.

3.2.1.5 Stripping and re-waxing Floors

Resilient flooring must be swept/dust mopped and stripped to remove all built-up wax and imbedded dirt prior to re-waxing. After application of wax, areas must be buffed (if required) sufficiently for maximum gloss and uniform sheen from wall to wall, including corners. The re-waxed floor must present a clean appearance free from scuff marks or dirt smears. Furniture or other equipment moved during floor stripping and re-waxing must be returned to their original positions.

Standard: A properly cleaned, waxed and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

3.2.1.6 Shampooing Carpets and Rugs

Prior to shampooing, carpets and rugs must be vacuumed free of all loose soil and debris. Carpets and rugs must be shampooed free of streaks, stains, and spots, and must have a bright uniform color. Shampooing must be done by the water extraction method. After drying, furniture or other equipment moved for the shampooing must be returned to their original positions.

Standard: A properly shampooed carpet is free of all stains, streaks, and matted areas, and has a uniformly bright appearance and is relatively static free.

3.2.1.7 Upholstered office chairs and couches

Vacuum all chairs and couches with an industrial-type vacuum, removing all dust and lint. Remove all spots and stains with commercial spot remove following manufactures instructions.

Standard: A properly vacuumed upholstered chair and couch is free of all dust and lint.

3.2.1.8 High Dusting/Cleaning

High cleaning includes cleaning horizontal and vertical surfaces above 7' - 0" from floor level including all overhead venting, lighting diffusers plus plastic side panels and ceiling areas. All dust, lint, litter, and soil must be removed from all surfaces. Walls must be free of dirt, smudges, and markings. Ceilings are to be free of cobwebs and loose dirt.

Standard: A properly dusted ceiling, vent, grille, top of door, ledge, transom, or light fixture is free of all dust, grit, spots, lint, and cobwebs.

3.2.1.9 Cleaning Exterior Glass

The Contractor must thoroughly clean all exterior glass surfaces, window frames, sills, and sashes, from the ground line up to and including the second floor. All glass surfaces must be cleaned and left free of streaks and stains, and must be wiped dry. All paint, putty, film, and foreign matter found on glass surfaces must be removed.

Standard: A properly washed window is free of all fingerprints, streaks, smudges, and film.

3.2.1.10 Cleaning Interior Glass

The Contractor must thoroughly clean all interior glass surfaces and associated window frames, sills, and sashes. All glass surfaces must be cleaned and left free of streaks and stains, and all adjacent surfaces wiped dry. All paint, putty, film, and foreign matter found on glass surfaces must be removed.

Standard: A properly washed window is free of all fingerprints, streaks, smudges, and film.

3.2.1.11 Janitor's closet

The Contractor must damp wipe all washbasins, faucets, pipes, and walls, in the immediate area of the washbasins, with an appropriate solution, odor eradicator, and germicide. Use an appropriate cleaning agent to remove stubborn stains. Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Vacuum floors and mop with a solution of water, detergent, odor eradicator and germicide. Store supplies in a neat and orderly manner, and in accordance with the FAA Fire Safety Inspection Program.

Standard: A properly cleaned janitor's closet is free of all stains, streaks, smudges, deposits, odors, and debris, and has an orderly appearance.

3.2.1.12 Microwave oven

Clean the microwave, inside and outside, with an appropriate cleansing agent, using manufacturer's recommended techniques. Remove all food spills, spots, stains, streaks, and marks.

Standard: A properly cleaned microwave oven is free of odor, spilled food, crumbs, stains, streaks, and film.

3.2.1.13 Refrigerators

Remove all items from refrigerators before cleaning. Clean frost free refrigerator and frost-free refrigerators (inside and outside) with appropriate cleaning agent(s). The freezer compartments of each refrigerator are to be defrosted and cleaned. Upon completion of cleaning, return all items to their original location.

Standard: A properly cleaned refrigerator is free of odor, spilled foods, crumbs, streaks, stains, and films.
NOTE: Contractor shall place a notice on front of refrigerator as to when it will be cleaned (at least 48 hours in advance) so that personnel may remove their belongings.

3.2.1.14 Stove/oven

Clean conventional stove oven, inside and outside, with an appropriate cleaning agent to remove all food spills, burned on foods, spots, and stains. After cleaning, rinse with clean water and wipe dry. Protect floor during cleaning with a drop cloth and immediately wipe away any spillage or drippings with a damp cloth.

Standard: A properly cleaned oven is free of odor, spilled food, streaks, and film.

3.2.1.15 Toaster and or toaster oven

Specifications: Clean conventional toaster and or toaster oven, inside and outside, with an appropriate cleaning agent to remove all food spills, burned on foods, spots, and stains. After cleaning, rinse with clean water and wipe dry.

Standard: A properly cleaned toaster or toaster oven is free of odor, spilled food, streaks, and film.

3.2.1.16 Windows, washing

Wash all windows on the inside and outside. Wipe away all spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30 degrees Fahrenheit, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly washed window is free of all fingerprints, streaks, smudges, and film.

3.2.1.17 Venetian blinds

Vacuum or dust all Venetian blinds. Wipe entire surface with a damp cloth.

Standard: A properly cleaned Venetian blind is free of all dust, film, spots, lint, and cobwebs.

3.2.1.18 Exterior porches and sidewalks

Sweep with untreated sweeping mop or push broom, or scrape and clean off snow and ice, whichever is required. Use Contractor furnished ice-melt substance as required. Note: Early morning building ramps, sidewalk snow removal may be necessary to include ramps and flagpole access prior to be accomplished before 8 am.

Standard: A properly swept or cleaned sidewalk is free of grit, grass, debris, ice, and snow.

3.2.1.19 Drinking fountains

Damp wipe all drinking fountains with a solution of water, detergent, odor counteracting, and germicide. Use a chlorinated powder to remove stubborn stains. Damp wipe all cleaned surfaces with clean water. Polish exterior and hardware with a lint-free cloth.

Standard: A properly cleaned drinking fountain is free of all fingerprints, smudges, streaks, and stains.

3.2.1.20 Glass entry front doors and glass panels

Specifications: Spot clean all door and partition glass and adjacent surfaces by appropriate means to remove fingerprints and smudges

Standard: A properly spot cleaned glass is free of all fingerprints, streaks, smudges, and film.

3.2.1.21 Visual-aid panels

Specifications: Erase and clean all visual-aid panels with plain water and sponge, and wipe dry with a clean cloth (unless a message is left stating "DO NOT ERASE". Wipe all trays with a damp cloth. Spillage and marks on adjacent surfaces will be wiped clean.

Standard: A properly cleaned visual-aid panel and tray is free of all deposits, marks, streaks, and dust.

3.2.1.22 Floors, uncarpeted, spot waxing

After vacuuming or sweeping floors, remove all marks and stains with an appropriate cleansing agent and rinse with clean water to remove all wax deposits. Spot wax with an appropriate non-skid wax, equal to or superior to Federal Spec P-W-155A, using the manufacturer's recommended techniques. Buff to a uniform high gloss. Remove all wax deposits from furniture legs, cabinets, lockers, baseboards, doorjambs, and kick plates.

Standard: A properly cleaned, spot-waxed, and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

3.2.1.23 Carpeted walls (Room 133)

Specifications: Vacuum carpeted walls with appropriate equipment and inspect for spots. When spots appear, remove with an appropriate industrial grade spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned carpeted wall is free of stains streaks, and matted areas, and has a uniformly bright appearance.

3.2.1.24 Built-in vacuum system

Specifications: Clean or as necessary replace filters in built-in vacuum system with Government furnished filters as needed. Contractor will immediately notify COR if system is not functioning correctly.

Standard: Cleaning of equipment that allows proper and effective operation of vacuum system.

3.2.1.25 Stairwells and handrails

Specifications: Vacuum all stairs or sweep with treated push broom. Remove all spots, stains, marks, and streaks with an appropriate cleansing agent. Wipe handrails with cleaning solution.

Standard: A properly cleaned stairwell and handrails are free of all stains, streaks, deposits, debris, dirt, dust, and has an orderly appearance.

3.2.1.26 Windows, inside Cab

Wash all windows on the inside only with window cleaning solution. Wipe away all spillage, drippings, and stains immediately with a damp cloth.

Standard: A property cleaned window is free of all streaks, smudges, and film.

3.2.1.27 Kitchenette units, Cab

Wash tables and countertops with soap and water and dry with clean cloth. Sink is to be cleaned by using an appropriate industrial cleaner. Fill paper towel dispenser and replenish napkin holders.

Standard: A properly cleaned table, countertop, and sink is free of spilled food, smudges, and stains.

3.2.1.28 Sunshades, Cab

Vacuum or dust all sunshades. Wipe entire surface with a damp cloth.

Standard: A properly cleaned sunshade is free of all dust, film, spots, lint, and cobwebs.

3.2.2 Service Call Work

Service call work for the buildings/spaces listed in Attachment A1, A2 & A3 must consist of providing labor and material to perform unscheduled custodial services that are brief in scope. The Government will receive service call requests from building monitors and notify the Contractor of the work required. The Contractor must provide adequate procedures for receiving and responding to service calls during regular working hours. All services specified in this paragraph will be paid for under the firm fixed-price portion of the contract.

3.2.2.1 Service Calls for Cleaning

Service calls for cleaning must consist of providing miscellaneous minor cleaning tasks beyond the scope of basic services. Historically, the activity has experienced approximately 1/2 such calls per year.

(a) The Contractor must respond to service call requests for cleaning within four hours during regular working hours. Once begun, the cleaning effort must continue until completed.

(b) These calls include, but are not limited to, such items as:

- Clean up of overflowed restroom fixtures.
- Clean up of spills.
- Cleaning muddy or wet entrances.
- Clean up of broken glass.

4.0 Government Furnished Property and Services

The government will provide a built in vacuum system to be used at the Kenai AFSS and Kenai Tower. Its use is required on the AFSS operations floor 133 & 127 and Tower cab. Contractor is required to maintain system as per paragraph 3.2.1.24 and will immediately notify COR in the event system is inoperable. Government will provide replacement lamps to contractor and will notify COR when lamp re-supply is required. No other property or services in the performance of this contract.

4.1 Contractor Furnished Items

Except for items listed in paragraph 4.0, the Contractor must provide all facilities, equipment, materials, supplies, and services to perform the requirements of this contract. Material, equipment, and supplies provided must adhere to the requirements set forth in Section 3.1.5 and meet the requirements specified in Attachment B. Items not listed in Attachment B or technical specifications must also adhere to the requirements set forth in Section 3.1.5 and be of acceptable commercial grade and quality.

4.1.1 Material Safety Data Sheets (MSDS or MDS)

Provide, and have available at each site in Janitors closet, a folder containing current MSDS for all cleaning materials used and/or stored in the building.

5.0 Definitions

As used throughout this contract, the following terms must have the meaning set forth below. Additional definitions are in the "DEFINITIONS" clause in Section I.

a. Where "as shown", "as indicated", "as detailed", or words of similar import are used, it must be understood that reference is made to this specification and the drawings accompanying this specification unless stated otherwise.

b. Where "as directed", "as required", "as permitted", "approval", "acceptance", or words of similar import are used, it must be understood that direction, requirement, permission, approval, or acceptance of the Contracting Officer is intended unless stated otherwise.

c. Clean. "Clean" must be defined as free of dirt, dust, spots, streaks, stains, smudges, litter, debris, and other residue.

d. Contracting Officer. The Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer and referred to as a Contracting Officers Representative (COR).

e. Contractor. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor must ensure that his/her subcontractors comply with the provisions of this contract.

f. Contractor Representative. A foreman or superintendent assigned in accordance with the "CONTRACTOR EMPLOYEES" clause, Section H.

g. Disinfect. Cleaning in order to destroy any harmful microorganisms by application of an approved chemical agent.

h. Engineered Performance Standards (EPS). A job estimating system developed for the Department of Defense. EPS is the average time necessary for a qualified craftsman working at a normal pace, following acceptable trade methods, receiving capable supervision, and experiencing normal delays to perform defined amounts of work of a specified quality. EPS manuals are published under the following numbers by each military branch:

Navy: NAVFAC P 700 Series
Army: TB 420 Series
Air Force: AFM 85 Series

i. Facility. An establishment, structure, or assembly of units of equipment designated for a specific function.

j. Frequency of Service.

(1) Annual (A). Services performed once during each 12 month period of the contract at intervals of 345 to 385 days.

(2) Semi-Annual (SA). Services performed twice during each 12 month period of the contract at intervals of 160 to 200 calendar days.

(3) Quarterly (Q). Services performed 4 times during each 12 month period of the contract at intervals of 80 to 100 calendar days.

(4) Monthly (M). Services performed 12 times during each 12 month period of the contract at intervals of 28 to 31 calendar days.

(5) Semi-Monthly (SM). Services performed 24 times during each 12 month period of the contract at intervals of 14 to 16 calendar days.

(6) Weekly (W). Services performed 52 times during each 12 month period of the contract at intervals of six to eight calendar days.

(7) Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.

(8) Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday and Friday.

(9) Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted.

(10) Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays.

k. Quality Assurance (QA). A method used by the Government to provide some measure of control over the quality of purchased goods and services received.

l. Quality Assurance Evaluator (QAE). The Government employee designated by the Contracting Officer to be responsible for monitoring of Contractor performance.

m. Quality Control (QC). A method used by the Contractor to control the quality of goods and services produced.

n. Regular Working Hours. The Government's regular (normal) working hours are from 8AM to 4PM, Mondays through Fridays except (a) Federal Holidays and (b) other days specifically designated by the Contracting Officer or Contracting Officers Representative.

o. Re-lamping. A procedure by which the Contractor periodically inspects each building included in this contract in order to systematically replace burned out and/or blinking fluorescent tubes and incandescent bulbs.

p. Response Time. Response time is defined as the time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site, with appropriate tools, equipment, and materials, ready to perform the work required. Response times are designated in the appropriate technical clauses in Section C.

q. Space. A space is an area to receive custodial services which may or may not be considered a room by common definition. Examples of spaces are definable sections of hallways, stairwells, lobbies, offices, entrances, and elevators.

r. Waste and Recycling Containers. Waste containers are defined as trash receptacles, waste baskets, trash cans, wastepaper baskets, ash trays, or any container holding trash, paper, or other recyclables and refuse of any type.

Attachment A-1

Work Schedule – Kenai AFSS

General Janitorial Services

<u>Rooms</u>	<u>Floor Covering</u>	<u>Approx. Sq. Feet</u>
101	Rubber Tile Squares - Entrance	72
102	Carpet	90
103	Carpet	90
104	Carpet	410
105	Carpet	106
106	Carpet	106
107	Carpet	178
108	Carpet	115
109	Carpet	115
110	Carpet	150
111	Tile	195
112	linoleum & Carpet	360
113	Carpet	150
114	Carpet	150
A01	Carpet	150
115	Carpet	150
117	Rubber Tile Squares - Entrance	42
118	Carpet	570
119	Carpet	575
120	Bathroom Tile	140
121	Bathroom Tile	20
122	Bathroom Tile	116
*128	Carpet Squares	185
*129	Carpet Squares	95
*130	Carpet Squares	95
*131	Carpet Squares	148
*132	Carpet Squares	160
*133	Carpet Squares	2926

- cont. -

Attachment A-1 continued

134	Carpet	105
135	Carpet	105
136	Carpet	105
137	Carpet	117
138	Carpet	176

Special Use Restricted Areas *** Requires FAA ESCORT ***

124 (Communications)	Floor Tile	299
125 (Telephone)	Floor Tile	160
*127	Carpet Squares	896

*** USE BUILT-IN VACUUM SYSTEM, UNLESS OTHERWISE DIRECTED.**

Attachment B-1

Kenai Flight Service Station (AFSS)

470 N. Willow Street

Kenai AK 99611

Frequency of Service:

D7- Daily:	Reference
1. Exterior Porches and sidewalks	3.2.1.18
2. Space Cleaning* Rooms: All except rooms 124, 125, 127	3.2.1.1(a)(b)(c)
3. Floor Care Rooms 111,112	3.2.1.2(a)
4. Restrooms All	3.2.1.3
5. Other Services All	3.2.1.4
6. Drinking fountain (1)	3.2.1.19

Weekly: To be performed on the same day each week.

1. Space Cleaning	3.2.1.1 (d)
2. Microwave	3.2.1.12
3. Glass entry front doors and glass panels	3.2.1.20
4. Visual-aid panels	3.2.1.21
5. Janitor's closet	3.2.1.11
6. Floors, uncarpeted, spot waxing	3.2.1.22

Monthly: To be performed on the same week of each month.

1. Venetian blinds	3.2.1.17
2. Upholstered office chairs and couches	3.2.1.7
3. Built-in vacuum system	3.2.1.24

Quarterly: To be performed in February, May, August & November with coordination with COR

1. High Dusting/Cleaning	3.2.1.8
2. Cleaning Exterior Glass	3.2.1.9
3. Cleaning Interior Glass	3.2.1.10
4. Shampooing Carpets and Rugs All Room 127 requires escort	3.2.1.6
5. Stripping and re-waxing floors All Rooms 125 & 126 require escort	3.2.1.5
6. Refrigerators	3.2.1.13
7. Stove/oven	3.2.1.14
8. Carpeted walls Room 133	3.2.1.23

***Must use built in vacuum in room 133**

Attachment B-2

Kenai SSC Office

427 N. Willow Street, Suite B

Kenai AK 99611

Frequency of Service:

D5- Daily:	Reference
1. Exterior Porches and sidewalks	3.2.1.18
2. Space Cleaning Rooms: All <u>except garages</u>	3.2.1.1(c)
3. Restroom All	3.2.1.3
4. Other Services All	3.2.1.4(a) (b)

Weekly: To be performed on the same day each week.

1. Space Cleaning All	3.2.1.1 (a) (b)
(d)	
2. Visual-aid panels	3.2.1.21
3. Floor Care Rooms 1B, 1C, 1E, 1st floor hallway, stairs	3.2.1.2
4. Floors, uncarpeted, spot waxing	3.2.1.22

Monthly: To be performed on the same week of each month.

2. Upholstered office chairs and couches	3.2.1.7
3. Microwave	3.2.1.12
4. Janitor's closet	3.2.1.11

Quarterly: To be performed in February, May, August & November with coordination with COR

1. High Dusting/Cleaning	3.2.1.8
2. Cleaning Exterior Glass	3.2.1.9
3. Cleaning Interior Glass	3.2.1.10
4. Shampooing Carpets and Rugs All	3.2.1.6
5. Stripping and re-waxing floors All	3.2.1.5
6. Refrigerators	3.2.1.13
7. Stove/oven	3.2.1.14
8. Venetian blinds	3.2.1.17

Attachment B-3

Kenai Tower
445 N. Willow Street
Kenai AK 99611

Frequency of Service:

D3- Daily:

	Reference
1. Exterior Porches and sidewalks	3.2.31.18
2. Space Cleaning* Rooms: All	3.2.1.1(a) (b) (c)
3. Floor Care Rooms 1B, 1C, 1E, 1st floor hallway	3.2.1.2(a)
4. Restrooms All	3.2.1.3
5. Other Services All	3.2.1.4(a) (b)
6. Kitchenette units, Cab	3.2.1.27

Weekly: To be performed on the same day each week.

1. Space Cleaning	3.2.1.1 (d)
2. Microwave	3.2.1.12
3. Janitor's closet	3.2.1.11
4. Floors, uncarpeted, spot waxing	3.2.1.22
5. Stairwells and handrails	3.2.1.25
6. Windows, inside Cab	3.2.1.26

Monthly: To be performed on the same week of each month.

1. Sunshades, Cab	3.2.1.28
2. Upholstered office chairs and couches	3.2.1.7
3. Cleaning exterior glass	3.2.1.19

Quarterly: To be performed in February, May, August & November with coordination with COR

1. High Dusting/Cleaning	3.2.1.8
2. Shampooing Carpets and Rugs All	3.2.1.6
3. Stripping and re-waxing floors All	3.2.1.5
4. Refrigerator, cab	3.2.1.13
5. Built-in vacuum system	3.2.1.24

*** Must use built in vacuum in tower cab**