

## STATEMENT OF WORK

### BELFAST SERVICE CENTER, MAINE

November 5, 2012

I. **CUSTODIAL SERVICES**: The Lessor shall provide janitorial services for the leased space, public areas, entrances, and all other common areas during normal work hours (7:00 a.m. to 5:00 p.m.) and shall provide replacement of supplies.

A. **SELECTION OF CLEANING PRODUCTS**: The Lessor shall make careful selection of janitorial cleaning products and equipment to:

1. Use products that are packaged ecologically;
2. Use products and equipment considered environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable; and
3. Minimize the use of harsh chemicals and the release of irritating fumes.
4. Examples of acceptable products may be found at [ww.gsa.gov/p2products](http://ww.gsa.gov/p2products).

B. **CUSTODIAL STANDARDS**: The contractor shall maintain the premises, including outside areas, in a clean condition and shall provide supplies and equipment for the term of the contract to include a dumpster that will be located on site. The following schedule describes the level of services intended. Performance will be based on the Contracting Officer's evaluation of results, not the frequency or method of performance.

1. Perform the following services a minimum of daily:
  - i. Sweep entrances, lobbies, and corridors;
  - ii. spot sweep office floors;
  - iii. spot vacuum carpets;
  - iv. clean drinking fountains;
  - v. sweep and damp mop or scrub toilet rooms. Clean all toilet fixtures, and replenish toilet supplies;
  - vi. dispose of all trash and garbage generated in or about the building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines;
  - vii. dust horizontal surfaces that are readily available and visibly require dusting.
  - viii. remove carpet stains.

- ix. police sidewalks, parking areas, and driveways.
2. Perform the following services a minimum of every two weeks:
  - i. Spray buff resilient floors in secondary corridors, entrance, and lobbies;
  - ii. damp mop and spray buff hard and resilient floors in office space.
3. Perform the following services a minimum of monthly:
  - i. Thoroughly dust furniture;
  - ii. completely sweep and/or vacuum carpets;
  - iii. sweep storage space;
  - iv. spot clean all wall surfaces within 70 inches of the floor.
4. Perform the following services a minimum of every two months:
  - i. Damp wipe toilet wastepaper receptacles, stall partitions, doors, window sills, and frames;
  - ii. shampoo entrance carpets.
5. Perform the following services a minimum of three times per year:
  - i. Dust wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces;
  - ii. clean metal and marble surfaces in lobbies.
6. Perform the following services a minimum of twice per year:
  - i. Wash all interior and exterior windows and other glass surfaces;
  - ii. strip and apply four coats of finish to resilient floors in toilets;
  - iii. strip and refinish main corridors and other heavy traffic areas.
7. Perform the following services a minimum of once per year:
  - i. Wash all venetian blinds, and dust 6 months from washing;
  - ii. vacuum or dust all surfaces in the building of 70 inches from the floor, including light fixtures;
  - iii. vacuum all draperies in place;
  - iv. strip and refinish floors in offices and secondary lobbies and corridors.  
Shampoo carpets in corridors and in all offices and other non-public areas.

II. **SNOW REMOVAL:** The contractor shall be responsible for the removal of snow and ice from entrances, exterior walks, parking lots and access roads of the building by the beginning of the normal working hours (7:00 a.m. Monday through Friday excluding federal holidays) and continuing through the workday (5:00 p.m. Monday through Friday excluding federal holidays).

- A. The contractor shall ensure a pathway of 3 feet wide is free of snow accumulation, piles, or drifts by removing all snow and ice from sidewalks, steps, landings, and entrance ramps. The contractor shall remove snow, including drift or piles, from all remaining paved surfaces such as roads, parking lots, and access roads
- B. The contractor shall remove snow when accumulation reaches 3 inches or within 2 hours after the snowfall stops. This may require multiple snow/ice removals each day.
- C. The contractor shall immediately remove ice from all driving and walking surfaces to provide secure footing and safe driving conditions by sanding with washed sand. The contractor will provide all sand material and shall remove and dispose of excess sand accumulation.
- D. The contractor shall provide, maintain, and place sand barrels at all exits. The contractor shall keep the barrels full of sand material throughout the winter season. The contractor shall replace or repair any damaged barrels or lids within one (1) day after contracting officer or COR notifies the contractor. The contractor shall keep the area in and around the sand barrels clean.

**III. LAWN / YARD MAINTENANCE:** The contractor shall be responsible for the proper maintenance of all plants and lawns on the premises.

- A. Landscape maintenance shall be performed during the growing season at not less than a weekly cycle and shall consist of watering, weeding, mowing, and policing the area to keep it free of debris. Pruning and fertilization shall be done on an as-needed basis and at the direction of the contracting officer or designee.
- B. Empty exterior ash cans and clean area of any discarded cigarette butts.
- C. Control pests as appropriate, using Integrated Pest Management techniques, as specified in the GSA Environmental Management Integrated Pest Management Technique Guide (E402-1001).
- D. Landscape management practices shall prevent pollution by:
  - 1. employing practices which avoid or minimize the need for fertilizers and pesticides;
  - 2. prohibiting the use of the 2,4-Dichlorophenoxyacetic Acid (2,4-D) herbicide and organophosphates; and
  - 3. composting/recycling all yard waste.

4. The Lessor shall use landscaping products with recycled content as required by Environmental Protection Agency's (EPA's) Comprehensive Procurement Guidelines (CPG) for landscaping products. Refer to EPA's CPG web site, [WWW.EPA.GOV/CPG](http://WWW.EPA.GOV/CPG).
- IV. **FIELD MAINTENANCE:** The contractor shall mow the fields in and around the antenna array once annually after August 15<sup>th</sup>. The exact date shall be coordinated with the contracting officer.
- V. **FACILITY MAINTENANCE:** The contractor shall facilitate the maintenance and repair of the premises by performing the maintenance with in house staff or by contracting for the services.
- A. Within 30 days after the start of this contract the contractor shall provide a list of all suggested maintenance items to include, but not limited to furnace cleaning, air conditioner servicing, weather stripping and other minor maintenance items required to provide reliable, energy-efficient service without unusual interruption, disturbing noises or exposure to fire or safety hazards.
  - B. Maintenance, testing, and inspection of appropriate equipment and systems shall be done in accordance with current applicable codes, and inspection certificates shall be displayed as appropriate.
  - C. Provide initial supply, installation, and replacement of all light bulbs, tubes, ballasts, and starters.
  - D. The government will issue work orders to authorize work to be performed under this subsection. Under no circumstances will the cost of these work orders exceed \$2,000 per order.
    1. Once a "project" is identified by the contracting officer, the contractor will make every reasonable effort to solicit at least two sources for the work to be performed.
    2. The contractor will not start work on the project until the contracting officer has approved the project and cost in writing.
    3. The contractor shall be responsible for supervising any contractors performing work in conjunction with this contract.
    4. The contractor shall bear all responsibility for costs in excess of that authorized by the contracting officer.

5. All equipment, material, and articles incorporated into the work shall be new and of the most suitable grade for the purpose intended.
6. All work under this contract shall be performed in a skillful and workmanlike manner. The Contracting Officer may require, in writing, that the Contractor remove from the work any employee the Contracting Officer deems incompetent, careless, or otherwise objectionable.
7. The Contractor shall, without additional expense to the Government, be responsible for obtaining any necessary licenses and permits, and for complying with any Federal, State, and municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall also be responsible for all damages to persons or property that occurs as a result of the Contractor's fault or negligence. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.
8. The only person authorized to approve work orders, or make any changes to the work orders is the contracting officer.

#### **VI. SCHEDULE OF PERIODIC SERVICES**

Within 30 days after award the contractor shall provide the Contracting Officer with a detailed written schedule of all periodic services and maintenance to be performed other than daily, weekly, or monthly.