Bradford Office and Sheffield Compound Restrooms and Office Building Statement of Work

DIVISION 200 - TECHNICAL SPECIFICATIONS

210 - Schedule of Work

Janitorial Services specified below shall be performed on, Tuesdays and Thursdays (or other days as specified by the Contracting Officers Representative) between the hours of 5 p.m. and 6am. Should a federal holiday fall on one of the above scheduled days an alternative day can be discussed between the contractor and Contracting Officers Representative. Total number of visits for the respective years are stated in the Schedule of Items.

220 - Daily Services

221- Vacuum entire floor including stairs to basement paying particular attention to edges and corners. (Remove rug attachment from end of sweeper wand and run the wand along the baseboards and in the comers). Vacuum entire office basement space (approximately 2686 sq. ft.). Vacuum front entrance. Sweep down all cobwebs from ceiling. Chairs, trash receptacles, and other movable items shall be moved to maintain the floor underneath these items. All moved items shall be returned to their original and proper position. Damp mop plastic chair mats as needed. Any spots on the carpet shall be removed by carpet manufacturer's approved methods as soon as noticed. All tears, burns, and ravels shall be brought to the attention of the Contracting Officer Representative.

222 - Empty and clean all waste receptacles, and line waste receptacles with new plastic liners as needed. This includes basement office space. Garbage shall be placed in dumpster back by the warehouses.

223 - Dust and polish desktops (if cleared off), file cabinets, baseboard heating elements, windowsills, partitions, counters, tables, and office machine stands. This includes the basement office space. Computers, typewriters, printers, plotters, and other electronic business machines are not to be touched.

224 - **RESTROOM CLEANING IS #1 PRIORITY!** Clean restrooms, including scouring sinks, faucets, urinals, and toilets both inside and outside. Place deodorizers in urinals as needed. Wet mop floors in restrooms, scrubbing around the base of the toilets and urinals as well as behind them. Clean around edges and corners. Clean mirrors in restrooms. Clean and sanitize drinking fountain. All supplies for the toilet paper, paper towel, and soap dispensers shall be filled, or replaced, to maintain a continuous, inexhaustible supply. (This includes 7 restrooms (four in the main Bradford office building and one in the Bradford warehouse and 2 at the Sheffield compound)

225 - Using standard glass cleaning procedures, clean all glass in the front office entrance area inside and out.

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230 - Bi-Weekly Service:

231 - Perform spot cleaning, spot cleaning includes, but is not limited to removing or cleaning smudges, fingerprints, marks, streaks, spills, etc. from washable surfaces of all walls, partitions, vents, doors, door guards, door handles, push bars, kick plates, light switches, temperature controls, and fixtures.

232 - Empty trash, sweep and mop floors at the Sheffield Compound office building. 420 sq ft.

240 - Monthly services to be performed during the first week of each month

241 - Wash restroom partitions. Scour sink in furnace room.

242 - All fabric type furniture (chairs, etc) shall be vacuumed monthly to be kept free of dust and other debris. All vinyl chairs shall be wiped down with suitable vinyl cleaning solution. Clean chair legs and/or pedestal bases on all the chairs in the office.

243 - Sweep/mop floors and wipe off table and countertop in lunchroom of garage. 315 sq ft

244 - Sweep/mop floors, wipe off gym equipment and empty trash in work out room located in warehouse. 324sq ft

250 - Semi-annual services to be performed during the 1st two **weeks of May and September (after Labor Day)**

251- Wash all windows and screens inside and outside using standard window cleaning procedures.

252 - Shampoo all carpets using standard carpet cleaning procedures. Forest Service personnel will move, and/or set up off the floor all light items such as chairs, wastebaskets, small stands, etc. Contractors are not expected to move cabinets, credenzas, and other items considered not easily movable following common industry practice. Contractors shall spot clean stains and exceptionally soiled areas prior to shampooing. Contractor shall notify the Contracting Officer Representative as to the exact time and date for shampooing carpets.

253 - All vents, fans and air intakes shall be cleaned and vacuumed to be free of dust, dirt and debris.

260 - Basis and Method of Payment.

261- The Contractor will be paid at the rates shown on the Schedule of Items for accepted work.

262 - Method of Payment - Monthly payments will be made through IPP. Invoice shall be submitted at ww.ipp.gov.

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- **Site Visits:**
  - May be requested by contacting Jerry Dixon - **jerry.dixon@usda.gov**
- **Government furnished property:**
  - Keys for building access
- **Supplies provided by the government:**
  - **Paper towels**
  - **Garbage bags**
  - **Toilet paper**
  - **Hand soap**
    - **ALL OTHER SUPPLIES NECESSARY FOR THE COMPLETION OF WORK ARE CONSIDERED INCIDENTAL TO THIS CONTRACT AND WILL BE PROVIDED BY THE VENDOR.**

BRADFORD RANGER STATION PHOTOS:

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