

PERFORMANCE WORK STATEMENT
for
Janitorial Services
at the
U.S. Environmental Protection Agency
Edison, New Jersey Facility

The Contractor shall furnish all personnel, equipment and materials necessary to perform all tasks related to janitorial support services covered by this Performance Work Statement (PWS). The areas covered in this contract include the offices, lavatories, laboratories, conference rooms, classrooms, storage areas and specialty areas of Buildings 5, 10, 17/18, 200, 205, 207, 209/210, 238, the Urban Watershed Complex, the Security Complex and the U.S. Army Corps of Engineers and Helicopter Trailers.

A. General Requirements

1. Time of Operation: The contract work hours are from 11:00 A.M. to 8:00 P.M. Monday through Friday. Specialty work shall be scheduled through the Project Officer as needed by written request.

2. Staffing: Employees assigned by the Contractor to work under this contract shall be physically able to do their assigned work. The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. A fully qualified work force shall be maintained throughout the period of this contract. Personnel shall receive close and continuing first line supervision. The Contractor shall require all employees to wear distinctive uniform clothing for ready identification and assure that every employee is in uniform. The company name should be visible on the uniform. All contract personnel shall be required to wear a Facility ID card and a company ID card while in the facility.

3. Supervision: The Contractor shall employ a qualified supervisor for the effective and efficient management of work operations. The Supervisor shall be skilled in the various tasks, equipment, and materials so as to be able to properly train and direct the workers in their individual tasks. The supervisor shall maintain all reports and shall perform all daily inspections.

4. Materials Supplied By The Government: The government will furnish the following materials for use in this contract:

- Electrical power will be furnished by the Government at existing power outlets. Hot and cold water will also be made available as necessary;
- Warehouse storage space in Building 209 and Janitor closets, where available, in the various buildings, will be assigned to the Contractor for the storage of bulk

supplies and equipment which will be used in the performance of this contract. The Contractor shall keep this space in a neat and orderly condition.

5. Materials Supplied by The Contractor: The Contractor shall furnish all supplies, materials and equipment necessary for the performance of the work of this contract. These supplies and materials shall be of a quality to conform to the following specification.

In accordance with Executive Order 13148, Sections 501-505 and 701-704, all efforts shall be made during procurement of maintenance and cleaning chemicals/materials to obtain environmentally friendly chemicals/materials. Also, the procurement of materials containing the maximum amount of recycled material content shall be pursued.

In addition, in accordance with EPA Region 2 procurement guidelines, all efforts shall be made during procurement to ensure that all paper products are made with 100% recycled content and manufactured using Chlorine-free processes.

Prior to commencement of work on this contract, the Contractor shall submit a list of proposed materials to be utilized during contract performance for approval by the Project Officer.

The Contractor shall state the name of the manufacturer, the brand name of each of the materials, the Material Safety Data Sheets for all substances to be utilized in the performance of the work with a description of the function of the product.

The Contractor shall not use any materials which the Project Officer determines would be unsuitable for the purpose, or harmful to surfaces to which applied. Any substitutions will require prior approval before utilization may occur.

The contractor shall maintain an inventory list of all cleaning chemicals purchased for this contract. This inventory list shall include five points of information about each chemical: 1) Number of containers on site, 2) Volume of each container, 3) Manufacturer's ID number, 4) Product Name and 5) Location on site. This inventory list shall be maintained on a continuous basis and available for inspection by the Project Officer. The Contractor shall submit a quarterly Inventory Report to the Project Officer within ten calendar days after the end of each quarterly reporting period.

Perform a visual inspection of the amount of garbage in the dumpsters utilized for waste disposal one day prior to scheduled pick-ups and tally the total volume of material to be picked by annotating degree to which the dumpsters are full (e.g. full dumpster, half dumpster, etc). The Contractor shall submit a weekly report to the Project Officer within two business days after waste pick-up delineating the volume of garbage disposed.

All mechanical equipment including power driven machines needed for the performance of this contract shall be furnished by the Contractor. Equipment deemed by the Project Officer to be of improper type or design or inadequate for the purpose intended shall be replaced.

The Contractor shall furnish the following materials for use in this contract:

- Paper goods;
- Plastic bags, both large and small;
- Various cleaning chemicals;
- Vacuum cleaners, floor maintenance equipment, tools and materials required to perform all janitorial duties;
- A vehicle to access the remote parts of the site and to transport debris and recycling materials.

6. Supplemental Instructions:

- (1) The contractor shall procure, at his own expense, necessary licenses and permits, and shall conform to all laws, regulations and ordinances applicable to performance of this contract.
- (2) The Contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment.
- (3) The Contractor shall require his employees to comply with facility instructions as they develop pertaining to facility wide Security and Safety notices as they are made available to the Program Manager.
- (4) The Contractor shall correct deficiencies and/or incomplete work within 8 hours after a written notification is issued.
- (5) The Contractor shall submit fourteen (14) business days prior to the contract start date the following:
 - The list of material and equipment to be utilized in the performance of this contract;
 - A plan containing the layout of daily assignments;
 - An annual schedule of periodic assignments by dates and areas. These shall be approved by the Project Officer. This schedule shall be kept current and shall be displayed in a location where it may be readily observed and checked.
- (6) The contractor shall be required to develop and implement the following OSHA work site criteria as part of this contract:
 - A Hazard Communication Program (i.e. maintaining a log of Material Safety Data Sheets of all chemical products utilized as part of this contract);
 - All OSHA training requirements associated with this contract including but not limited to Safety Orientation and Accident Prevention, Right-To-Know,

Bacteria and Disease Control, Hearing Conservation, Back Safety, Personal Protective Equipment, Blood Bourne Pathogens and Asbestos Awareness.

B. SCHEDULE OF WORK

1. DAILY:

- Replenish lavatory supplies of paper towels, hand soap and toilet paper within dispensers as frequently as traffic demands but no less than twice a day;
- Collect and dispose of trash from all waste containers and any loose trash, no less than twice a day;
- Sweep and wet mop lavatory floors with a disinfectant solution as frequently as traffic demands;
- Sweep and damp mop all tiled floor areas with a treated sweep mop to remove dirt, dust and litter;
- Wash and sanitize water closets, seats and urinals. Remove rust spots, encrustations and water rings.
- Clean all washbasins in lavatories, lunch rooms and break areas;
- Clean mirrors, shelving, dispensers and chromium plumbing fixtures in lavatories.
- Remove smudges and fingerprints from the glass surfaces of the vestibules and door glass.
- Clean all table tops in lunchroom areas and conference rooms.
- Clean chalkboards with damp cloth except those marked "DO NOT ERASE."
- Re-configure conference room tables and chairs unless otherwise notified by Project Officer;
- Pick up recyclable paper, both newspaper and white bond paper, and store in Building 210 storage area.
- Collect and stack all cardboard from all buildings at the central collection area located in Building 210.
- Collect and place in appropriate bins all aluminum and co-mingled recyclables from all buildings at the central collection area located in Building 210.

2. WEEKLY:

- Scrub lavatory floors and walls with a cleaning solution, in a manner that will remove dirt from grouted floor and wall tiles and all corners. Rinse floors with disinfectant and mop dry;
- Clean the shower stalls utilizing both disinfectants and appropriate cleaners to remove soap scum and dirt build-up.
- Spray and buff floors to maintain the waxed finish;
- Vacuum all carpeted areas as frequently as debris/traffic demands but no less than twice a week;

- Clean partitions, doors, window frames, sills and waste receptacles in the lavatories;
- Clean and polish all finished wood surfaces with a liquid polisher, cleaner and sealer.
- Clean ceiling diffusers in lavatories;
- Chemically treat all toilets, urinals and all sanitary traps so as to be odor free.
- Clean and police an area within 25 feet of any exterior door;
- Empty all cigarette butt cans located at each exterior door;
- Polish **all** metal surfaces, both bright and dull finishes including all eyewashes, water fountains and refrigerators;
- Dust all **free** surfaces including but not limited to: shelves, partitions, furniture, ledges, cabinetry, and desktops. Do not move papers to access surfaces. The counter surfaces in the laboratories are not part of this contract.
- Sweep and wet mop all tiled floors with a disinfectant solution;

3. MONTHLY:

- Disinfect trash receptacles and butt cans;
- Dust or clean as required all HVAC registers and diffusers throughout facility;
- Clean mirror surfaces on safety mirrors.

4. QUARTERLY:

- Strip and wax floors;
- Clean both sides of exterior windows;
- Power clean or steam clean any carpeted areas showing signs of excessive dirt build up.

5. AS NEEDED:

- Prepare and wax any newly installed tiled floor surface prior to use.
- Light construction clean up which will include but not be limited to broom cleaning, dusting and vacuuming of light construction activity. **Bulk clean-up of construction materials is not included in this contract.**
- In case an emergency condition requiring immediate attention exists, the Contractor shall divert the workforce, or such part thereof, to meet the condition. When these employees are no longer needed for the special work, they shall be directed by the Contractor to return to their normal work. No additional cost shall be charged the Government for the diversion, and the Contractor shall not be penalized because the normal daily work which otherwise would have been performed during the interval has been neglected.

**Attachment to the Performance Work Statement
Agency Personal Verification Procedures
For Contractor Personnel
October 2006**

Background: Homeland Security Presidential Directive 12 (HSPD-12), signed on August 27, 2004, requires a Government-wide, common identification standard for all Federal and contractor employees requiring physical access to Federally controlled facilities and/or logical access to Federally controlled information systems. The goals of HSPD-12 are to enhance safety and security, increase Government efficiency, reduce identity fraud, and protect personal privacy.

HSPD-12 requires that the common identification be: (a) issued based on sound criteria for verifying an individual employee's identity; (b) strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation; (c) rapidly authenticated electronically; and (d) issued by providers whose reliability has been established by an official accreditation process.

HSPD-12 and its common identification standard require personal identity verification (PIV), background investigations, and suitability determinations for all affected contractor and subcontractor personnel. In accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel, contractors and subcontractors must comply with EPA's master plan for implementing HSPD-12.

a) Contractor Requirements for Personal Identity Verification of Contractor Personnel (including subcontractors)

Contractor Employees Requiring Access to EPA facilities or EPA Information Systems for at Least 24 Hours a Week for at Least 6 Months: All individual contractor employees whose work under the contract requires on-site access to an EPA controlled facility or logical access to an EPA information system for at least 24 hours a week for at least 6 months a year, will be required to undergo a background investigation in order to receive an EPA Personnel Access and Security System (EPASS) badge.

To begin the PIV process, the contractor should submit to the Contracting Officer Representative (COR) within ten (10) days of contract award or contract modification with this Attachment to Work Statement "Agency Personal Verification Procedures for Contractor Personnel," the following information in electronic format via secure means using the HSPD-12 Contractor Template found at <http://epa.gov.oam/>. The template was developed to assist in the transmission of the required contractor employee information in a uniform format. The template also contains drop down menus when entering data in various data cells. Specifically, the 8 data elements, Employee Type, Program Office, Work City and State, Birth State, Birth Country, Citizenship, Previous Investigation and Investigative Agency, contain drop down menus.

- Contract number;
- Contract expiration date;

- Name, address, and phone number of the Contractor Program Manager point of contact;
- Name, date of birth, place of birth (city, state, country), and Social Security Number for all contractor employees identified above. (NOTE: This information must be protected at all times, including during transmission, according to the requirements of the Privacy Act of 1974; see <http://www.epa.gov/privacy/>);
- Employee Type, Position, Email address, Program Office, Work City and State,
- An indication of which contractor employees are foreign nationals;
- Name of each contractor employee claiming to have a previous, favorably adjudicated Federal background investigation on record, and the name of the Federal Agency that required the investigation, and the completion date.

The contract-level COR will upload this information to the Office of Administrative Services Information System (OASIS) personnel security database.

After submission of the preliminary information, the contractor will be notified by the contract-level COR or PSB when to begin providing all information on Standard Form (SF) 85P, Questionnaire for Public Trust Positions, and submit the form electronically to PSB via the Office of Personnel Management's (OPM's) Electronic Questionnaires for Investigations Processing (e-QIP) system. Instructions for using e-QIP, filling out, and submitting the SF 85P on-line, can be found at <http://www.opm.gov/e-qip/reference.asp>. As part of the investigative and EPASS badging processes, contractor employees must be fingerprinted, photographed and provide two forms of identification, at a time and location specified by the COR. These fingerprints will be sent to the Federal Bureau of Investigation (FBI) for processing.

Contractor employees with a favorably adjudicated Federal background investigation at the National Agency Check and Inquiries (NACI) level or above, completed within the past 5 years and verified by EPA, do not require an additional investigation unless one is requested by the Contracting Officer (CO) or contract-level Contracting Officer Representative (COR). These employees must still be fingerprinted at a time and location specified by the COR.

In order to prevent any interruption of contractor services pending the completion of the OPM background investigation, the Office of Administrative Services (OAS) Security Management Division (SMD) has procedures in place to issue temporary or provisional badges.

When reporting in person, as directed by the contract-level COR, contractor employees must provide two forms of original identity source documents from the lists on Form I-9, OMB No.1615-0047, Employment Eligibility Verification (available at <http://www.uscis.gov/graphics/formsfee/forms/files/i-9.pdf>). At least one document shall be a valid State or Federal Government-issued picture identification.

Contractor Employees Requiring EPA Access for Less than 24 Hours a Week for 6 Months: These contractor employees may be subject to the above requirements, and may have limited and controlled access to facilities and information systems.

Foreign National Contractor Employees: To be eligible to work on-site at an EPA controlled facility or to access EPA information systems, a foreign national contractor employee must have been admitted to the U.S. on an Immigrant Visa or a Non-Immigrant Work Authorization Visa. Foreign nationals requiring access to an EPA controlled facility or EPA information system for at least 24 hours a week for at least 6 months a year must meet the above requirements for an EPASS badge, and in addition:

- In the “Continuation Space” on the SF 85P, provide the visa number, issuance location, and issuance date for the visa used for entry to the U.S;
- When presenting two identification source documents, as described above, provide at least one from List A on Form 1-9.

When determining a foreign national contractor employee’s eligibility for an EPASS badge, EPA will consider the type of visa presented (immigrant vs. non-immigrant) and the reciprocity agreement between the U.S. and the individual’s country of origin. These considerations are in addition to the “red flag” issues listed below.

Screening of the SF 85P: Information contained on the SF 85P may demonstrate that a contractor employee is not suitable to be given access to EPA facilities or information systems. PSB will screen information entered on the SF 85P prior to OPM initiating the background investigation. For individuals with admitted, derogatory information, issuance of an EPASS badge may be delayed pending further EPA review. Contractors are responsible for providing qualified personnel in accordance with requirements stated elsewhere in this contract. Contractors will only be notified by the COR if any contractor employee is found unsuitable to perform as a result of a background investigation, and must be immediately replaced by the contractor. The following are possible "red flags":

- Employment - Having been fired from a previous job, or having left under unfavorable circumstances within the past 7 years (Question 12 on the SF 85P);
- Selective Service - Failure to register with the Selective Service System; this applies to male applicants born after December 31, 1959 (Question 17 on the SF 85P);
- Police Records - Within the past 7 years, any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law (Question 20 on the SF 85P);
- Illegal Drugs - Illegal use within the previous year, or drug manufacture or other involvement for profit within the past 7 years (Question 21 on the SF 85P).

b) Returning Badges

The contractor is responsible for ensuring that all badges are returned to the COR at the conclusion of the contract or when contractor on-site services are no longer required, or when an individual contractor employee leaves.

c) Subcontracts

These requirements must be incorporated into all subcontracts wherein employees’ work under the subcontract requires physical access to an EPA controlled facility or logical access to an EPA information system for 6 months or longer.

d) Appeals

Contractors have the right to appeal, in writing to the COR, a determination to deny or revoke a badge. If the COR believes an appeal is justified, he/she will forward it to:

U.S. Environmental Protection Agency
Personnel Security Branch (Mail Code 3206M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

PSB's decision on behalf of the Agency will be final and not subject to further appeal.

e) Definitions

- “EPA Information System” means an information system [44 U.S.C. 3502(8)] used or operated by EPA, or a contractor of EPA or other organization on behalf of the Agency.
- “EPA Controlled Facilities” means:
 - EPA or Federally-owned buildings or leased space, whether for single or multi-tenant occupancy, and its grounds and approaches, all or any portion of which are under the jurisdiction, custody or control of the Agency;
 - EPA or Federally controlled commercial space shared with non-government tenants. For example, if a department or agency leased the 10th floor of a commercial building, the Directive applies to the 10th floor only;
 - Government-owned contractor-operated facilities, including laboratories;
 - The term does not apply to educational institutions that conduct activities on behalf of departments or the agency or at which Federal Employees are hosted unless specifically designated as such by the sponsoring department or agency.

- “Foreign National” means an individual who is not a United States citizen.