

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.2 as supplemented with additional information in this notice. This announcement constitutes the only solicitation, quotes are being requested and a written solicitation will not be issued.

*****PLEASE READ THESE INSTRUCTIONS CAREFULLY*****

Solicitation number **W9127S27QA004** is hereby issued as a request for quotation (RFQ). The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2026-01.

Set Aside, NAICS Code & Size Standard: This solicitation is being procured as a 100% Small Business Set-Aside. The NAICS Code is 561720 Janitorial Services, which has an applicable size standard of \$22M.

Description of requirements for the items to be acquired: This acquisition is to provide janitorial services to the DeQueen Office, Millwood Tri Lakes Project Office. Services include but are not limited to all janitorial services necessary to maintain the DeQueen Office.

Place(s) and date(s) of performance:

- Services shall be performed within the area of responsibility of the DeQueen Project Office
 - Address: 706 DeQueen Lake Rd, DeQueen, AR 71832
- Performance Periods will be as follows:
 - Base Period: Date of Contract Award – 31 October 2027
 - Option Period 1: November 1, 2027 – October 31, 2028
 - Option Period 2: November 1, 2028 – October 31, 2029

Site Visit will be held **October 22, 2026 at 9:30 AM CST** at the DeQueen Office, 706 DeQueen Lake Rd, DeQueen, AR 71832.

Quotes are due no later than **Wednesday November 4, 2026, at 10:00 AM CST**

Only quotes submitted via email will be accepted. Submission format shall be .pdf and emailed to brandee.m.wright@usace.army.mil. Please ensure the solicitation number, W9127S27QA004, is written in the subject line of your email.

Required Documents to Submit:

1. Request for Quotation cover page (signed).
2. Completed (filled in) Provisions, as applicable.
3. Pricing Schedule with unit prices and total prices.
4. Signed Amendments, as applicable.

This requirement is for commercial services, so please be cognizant of the following:

The provision at 52.212-1, Instructions to Offerors- Commercial, applies to this acquisition and a statement regarding any addenda to the provision.

The provision at 52.212-2, Evaluation- Commercial Items, *is not applicable* to this solicitation. **Award will be made based on price only.**

The clause at 52.212-4, Contract Terms and Conditions- Commercial Items, applies to this acquisition.

*Please see the Clauses Incorporated by Reference section for additional clauses applicable to this acquisition.

****RFO 4.203-1(b) states Offerors or quoters are required to have an active Federal Government contracts registration in SAM when they submit an offer or quotation.**

Therefore, if your firm does not have an *Active* SAM account that is set to *All Awards* at the time of quote submission, your firm will be **INELIGIBLE FOR AWARD.****

REQUEST FOR QUOTATION COVER PAGE

US Army Corps of Engineers, Little Rock District
Contracting Division, Attention: Brandee Wright
brandee.m.wright@usace.army.mil

W9127S27QA004

**Janitorial Services
DeQueen Office
Millwood Tri-Lakes Project Office**

Quote Submitted by:

Offeror Name:

Offeror Address:

Offeror Telephone:

Offeror Email Address:

Offeror Point of Contact:

Offeror Tax Identification Number (TIN):

Offeror UEI:

Offeror Cage Code:

Offeror Signature:

Date:

****RFO 4.203-1(b) states Offerors or quoters are required to have an active Federal Government contracts registration in SAM when they submit an offer or quotation.**

Therefore, if your firm does not have an *Active* SAM account that is set to *All Awards* at the time of quote submission, your firm will be **INELIGIBLE FOR AWARD.****

DeQueen Lake Project Office Janitorial Services

BASE PERIOD

Furnish all necessary management, supervision, inspection, personnel, materials, supplies, parts, tools, equipment, transportation, and vehicles required to perform office janitorial services at the DeQueen Lake Project Office area, as specified in the Description/Specifications/Work Statement, for the period date of award, through 31Oct 2027.

ITEM #	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001	Project Office Daily	104	Each		
0002	Project Office Semi Annual	2	Each		

ESTIMATED TOTAL PRICE – BASE PERIOD

TOTAL

Option 1 PERIOD

Furnish all necessary management, supervision, inspection, personnel, materials, supplies, parts, tools, equipment, transportation, and vehicles required to perform office janitorial services at the Millwood Lake Project Office area, as specified in the Description/Specifications/Work Statement, for the period 01 November 2027, through 31October 2028.

ITEM #	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1001	Project Office Daily	105	Each		
1002	Project Office Semi Annual	2	Each		

ESTIMATED TOTAL PRICE – Option 1

TOTAL

Option 2 PERIOD

Furnish all necessary management, supervision, inspection, personnel, materials, supplies, parts, tools, equipment, transportation, and vehicles required to perform office janitorial services at the DeQueen Lake Project Office area, as specified in the Description/Specifications/Work Statement, for the period 01 November2028, through 31 October 2029.

ITEM #	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2001	Project Office Daily	104	Each		
2002	Project Office Semi Annual	2	Each		

ESTIMATED TOTAL PRICE – Option 2**TOTAL****Base and Two Option Years Total Contract Price:**

Section G - Contract Administration Data

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
252.201-7000	Contracting Officer's Representative.	1991-12		
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports.	2018-12		

Section I - Contract Clauses

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements.	2017-01		
52.204-9	Personal Identity Verification of Contractor Personnel.	2011-01		
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards. (Deviation 2026-O0038)	2026-02		
52.204-13	System for Award Management-Maintenance. (Deviation 2026-O0038)	2026-02		
52.204-19	Incorporation by Reference of Representations and Certifications.	2014-12		
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded. (Deviation 2026-O0038)	2026-02		
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations. (Deviation 2026-O0038)	2026-02		

52.212-4	Terms and Conditions- Commercial Products and Commercial Services. (Deviation 2026-O0038)	2026-02
52.219-6	Notice of Total Small Business Set-Aside. (Deviation 2026- O0038)	2026-02
52.222-3	Convict Labor. (Deviation 2026- O0038)	2026-02
52.222-36	Equal Opportunity for Workers with Disabilities. (Deviation 2026- O0038)	2026-02
52.222-41	Service Contract Labor Standards. (Deviation 2026- O0038)	2026-02
52.222-50	Combating Trafficking in Persons. (Deviation 2026-O0038)	2026-02
52.222-55	Minimum Wages for Contractor Workers Under Executive Order 14026. (Deviation 2026-O0038)	2026-02
52.222-62	Paid Sick Leave Under Executive Order 13706. (Deviation 2026- O0038)	2026-02
52.222-90	Addressing DEI Discrimination by Federal Contractors. (Deviation 2026-O0040, Revision 1)	2026-04
52.223-2	Reporting of Biobased Products Under Service and Construction Contracts. (Deviation 2026- O0038)	2026-02

52.223-5	Pollution Prevention and Right-to-Know Information.	2024-05		
52.223-10	Waste Reduction Program. (DEVIATION 2025-O0004)	2025-03	Deviation 2025-O0004	2025-03
52.223-23	Sustainable Products. (Deviation 2026-O0038)	2026-02		
52.226-7	Drug-Free Workplace.	2024-05		
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving.	2024-05		
52.232-33	Payment by Electronic Funds Transfer-System for Award Management.	2018-10		
52.232-39	Unenforceability of Unauthorized Obligations.	2013-06		
52.232-40	Providing Accelerated Payments to Small Business Subcontractors.	2023-03		
52.233-3	Protest after Award. (Deviation 2026-O0038)	2026-02		
52.233-4	Applicable Law for Breach of Contract Claim. (Deviation 2026-O0038)	2026-02		
52.237-2	Protection of Government Buildings, Equipment, and Vegetation.	1984-04		
52.240-91	Security Prohibitions and	2026-02		

Exclusions. (Deviation 2026-00038)

52.240-93	Basic Safeguarding of Covered Contractor Information Systems. (Deviation 2026-00038)	2026-02
52.244-6	Subcontracts for Commercial Products and Commercial Services. (Deviation 2026-00038)	2026-04

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
252.203-7000	Requirements Relating to Compensation of Former DoD Officials.	2011-09		
252.203-7002	Requirement to Inform Employees of Whistleblower Rights.	2022-12		
252.204-7003	Control of Government Personnel Work Product.	1992-04		
252.204-7004	Antiterrorism Awareness Training for Contractors.	2023-01		
252.225-7012	Preference for Certain Domestic Commodities.	2022-04		
252.225-7048	Export-Controlled Items.	2013-06		
252.232-7010	Levies on Contract Payments.	2006-12		

252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel.	2023-01		
252.243-7001	Pricing of Contract Modifications.	1991-12		
252.244-7999	Subcontracts for Commercial Products or Commercial Services. (DEVIATION 2026-00015)	2026-02	Deviation 2026-00015	2026-02
252.247-7023	Transportation of Supplies by Sea.	2024-10		

FAR Clauses Incorporated by Full Text

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
52.217-9	Option to Extend the Term of the Contract.	2000-03		

Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 calendar days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

(End of clause)

52.219-28	Postaward Small Business	2026-02		
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Program Rerepresentation.
(Deviation 2026-O0038)

Postaward Small Business Program Rerepresentation (Feb 2026) (Deviation 2026-O0038)

(a) Definitions. As used in this clause-

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern-

(1) Means a concern, including its affiliates, that is independently owned and operated, not dominant in its field of operation, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(2) Affiliates, as used in this definition, means business concerns, one of whom directly or indirectly controls or has the power to control the others, or a third party or parties control or have the power to control the others. In determining whether affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationships. SBA determines affiliation based on the factors set forth at 13 CFR 121.103.

(b) If the Contractor represented that it was a small business concern, a small disadvantaged business concern, or a joint venture that was any of the small business concerns identified in 19.000(a)(3) prior to award of this contract, the Contractor shall rerepresent its size and socioeconomic status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition

occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts-

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code(s) assigned to this contract. The small business size standard corresponding to this NAICS code(s) can be found at <https://www.sba.gov/document/support--table-size-standards>.

(d) The small business size standard for a Contractor providing an end item that it does not manufacture, process, or produce itself, for a contract other than a construction or service contract, is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519, if the acquisition-

(1) Was set aside for small business and has a value above the simplified acquisition threshold;

(2) Used the HUBZone price evaluation preference regardless of dollar value, unless the Contractor waived the price evaluation preference; or

(3) Was an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation(s) required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting officer in writing within the timeframes specified in paragraph (b) of this clause, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by

paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

(1) The Contractor represents that it ☐ is, ☐ is not a small business concern under ____ NAICS Code assigned to ____ contract number.

(2) [Complete only if the Contractor represented itself as a small business concern in paragraph (g)(1) of this clause.] The Contractor represents that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1001.

(3) Women-owned small business (WOSB) joint venture eligible under the WOSB Program. The Contractor represents that it ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). [____ The Contractor shall enter the name and unique entity identifier of each party to the joint venture: ____.]

(4) Economically disadvantaged women-owned small business (EDWOSB) joint venture. The Contractor represents that it ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). [____ The Contractor shall enter the name and unique entity identifier of each party to the joint venture: ____.]

(5) Service-disabled veteran-owned small business (SDVOSB) joint venture eligible under the SDVOSB Program. The Contractor represents that it ☐ is, ☐ is not an SDVOSB joint venture eligible under the SDVOSB Program that complies with the requirements of 13 CFR 128.402. [____ The Contractor shall enter the name and unique entity identifier of each party to the joint venture: ____.]

(6) HUBZone joint venture eligible under the HUBZone Program.[Complete only if the offeror is a HUBZone small business concern.] The offeror represents, as part of its offer, that It ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR 126.616(a) through (c). [____ The Contractor shall enter the name and unique entity identifier of each party to the joint venture: .] Each HUBZone small business concern participating in the HUBZone joint venture must be certified as a HUBZone concern. [____ Contractor to sign and date and insert authorized signer's name and title.]

(End of clause)

52.222-42 Statement of Equivalent Rates 2014-05
 for Federal Hires.

Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only: It is not a Wage Determination

Employee Class	Monetary Wage-Fringe Benefits
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
(End of clause)	

52.252-2 Clauses Incorporated by 1998-02
 Reference.

Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/far-overhaul>

<https://www.acquisition.gov>

(End of clause)

52.252-6 Authorized Deviations in Clauses. 2020-11

Authorized Deviations in Clauses (Nov 2020)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any DFARS (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

Section K - Representations, Certification, & Other Statements

FAR Provisions Incorporated by Reference

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
52.240-90	Security Prohibitions and Exclusions Representations and Certifications. (Deviation 2026-00038)	2026-02		

FAR Provisions Incorporated by Full Text

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
52.209-2	Prohibition on Contracting With Inverted Domestic Corporations-Representation. (Deviation 2026-00038)	2026-02		

Prohibition on Contracting with Inverted Domestic Corporations-Representation (Feb 2026)
(Deviation 2026-00038)

(a) Definitions. As used in this clause-

Inverted domestic corporation means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

Subsidiary means an entity in which more than 50 percent of the entity is owned-

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

(b) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-3(b) applies or the requirement is waived in accordance with the procedures at 9.108-5.

(c) Representation. The Offeror represents that-

(1) It [] is, [] is not an inverted domestic corporation; and

(2) It [] is, [] is not a subsidiary of an inverted domestic corporation.

(End of provision)

52.209-11	Representation by Corporations	2026-02
	Regarding Delinquent Tax	
	Liability or a Felony Conviction	
	under any Federal Law.	
	(Deviation 2026-O0038)	

Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Feb 2026) (Deviation 2026-O0038)

(a) The Government will not enter into a contract with any corporation that-

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24

months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that-

(1) It is ☐ is not ☐ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(2) It is ☐ is not ☐ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

52.219-1	Small Business Program Representations. (Deviation 2026-O0038)	2026-02
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Small Business Program Representations (Feb 2026) (Deviation 2026-O0038)

(a) Definitions. As used in this provision-

Economically disadvantaged women-owned small business (EDWOSB) concern means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127, and the concern is certified by SBA or an approved third-party certifier in accordance with 13 CFR 127.300. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

HUBZone small business concern means a small business concern that meets the requirements described in 13 CFR 126.200, is certified by the Small Business Administration (SBA) and designated by SBA as a HUBZone small business concern in the Small Business

Search (SBS) (13 CFR 126.103).

Service-disabled veteran-owned small business (SDVOSB) concern eligible under the SDVOSB Program means an SDVOSB concern that is designated in the System for Award Management (SAM) as certified by the Small Business Administration (SBA) in accordance with 13 CFR 128.300.

Small business concern-

(1) Means a concern, including its affiliates, that is independently owned and operated, not dominant in its field of operation, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (b) of this provision.

(2) Affiliates, as used in this definition, means business concerns, one of whom directly or indirectly controls or has the power to control the others, or a third party or parties control or have the power to control the others. In determining whether affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationships. SBA determines affiliation based on the factors set forth at 13 CFR 121.103.

Small disadvantaged business concern means a small business concern that-

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by one or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States, and

(2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraph (1) of this definition.

Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127) means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States, and the concern is certified by SBA or an approved third-party certifier in accordance with 13 CFR 127.300.

(b)

(1) The North American Industry Classification System (NAICS) code for this acquisition is ____
[insert NAICS code].

(2) The small business size standard is ____ [insert size standard].

(3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce (i.e., nonmanufacturer), is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519, if the acquisition-

(i) Is set aside for small business and has a value above the simplified acquisition threshold;

(ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or

(iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

(c) Representations.

(1) The offeror represents as part of its offer that-

(i) it ☐ is, ☐ is not a small business concern; or

(ii) It ☐ is, ☐ is not a small business joint venture that complies with the requirements of 13 CFR 121.103(h) and 13 CFR 125.8(a) and (b). [_____] The offeror shall enter the name and unique entity identifier of each party to the joint venture: ____.]

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (c) (1) of this provision.] The offeror represents that it ☐ is, ☐ is not a women-owned small disadvantage business concern.

(3) Women-owned small business (WOSB) joint venture eligible under the WOSB Program. The offeror represents as part of its offer that it ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). [_____] The offeror shall enter the name and unique entity identifier of each party to the joint venture: ____.]

(4) Economically disadvantaged women-owned small business (EDWOSB) joint venture. The

offeror represents as part of its offer that it ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR 127.506(a) through (c). ☐ The offeror shall enter the name and unique entity identifier of each party to the joint venture: ____.]

(5) SDVOSB joint venture eligible under the SDVOSB Program. [Complete only if the offeror is certified as a SDVOSB concern]. The offeror represents as part of its offer that it ☐ is, ☐ is not a SDVOSB joint venture eligible under the SDVOSB Program that complies with the requirements of 13 CFR 128.402. ☐ The offeror shall enter the name and unique entity identifier of each party to the joint venture: ____.]

(6) HUBZone joint venture eligible under the HUBZone Program. [Complete only if the offeror is a HUBZone small business concern.] The offeror represents, as part of its offer, that it ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR 126.616(a) through (c). ☐ The offeror shall enter the name and unique entity identifier of each party to the joint venture: ____.] Each HUBZone small business concern participating in the HUBZone joint venture must be certified as a HUBZone concern.

(d) Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, will be-

(1) Punished by imposition of fine, imprisonment, or both;

(2) Subject to administrative remedies, including suspension and debarment; and

(3) Ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Section L - Instructions, Conditions, & Notices to Offerors or Quoters

FAR Provisions Incorporated by Reference

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
52.204-7	System for Award Management-Registration. (Deviation 2026-O0038)	2026-02		
52.212-1	Instructions to Offerors-Commercial Products and Commercial Services. (Deviation 2026-O0038)	2026-02		
52.237-1	Site Visit.	1984-04		
52.237-10	Identification of Uncompensated Overtime.	2015-03		

DFARS Provisions Incorporated by Reference

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
252.215-7013	Supplies and Services Provided by Nontraditional Defense Contractors.	2023-01		

FAR Provisions Incorporated by Full Text

Number	Title	Effective Date	Alternate Deviation	Variation Effective
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Date

52.252-1	Solicitation Provisions Incorporated by Reference.	1998-02
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Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.acquisition.gov

www.acquisition.gov/far-overhaul

(End of provision)

52.252-5	Authorized Deviations in Provisions.	2020-11
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Authorized Deviations in Provisions (Nov 2020)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any DFARS (48 CFR Chapter2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

Section M - Evaluation Factors for Award

FAR Provisions Incorporated by Reference

Number	Title	Effective Date	Alternate Deviation	Variation Effective Date
52.217-5	Evaluation of Options. (Deviation 2026-O0038)	2026-02		



US Army Corps of Engineers

Little Rock District

Performance Work Statement:

JANITORIAL CLEANING SERVICES

**DEQUEEN PROJECT OFFICE
SEVIER COUNTY, ARKANSAS**

**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT
JANITORIAL CLEANING SERVICES
DEQUEEN PROJECT OFFICE**

1. PART 1 - GENERAL INFORMATION
2. PART 2 - DEFINITIONS AND ACRONYMS
 - 2.1 DEFINITIONS
 - 2.2 ACRONYMS
3. PART 3 - GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES
4. PART 4 - CONTRACTOR FURNISHED ITEMS AND SERVICES
5. PART 5 – PERFORMANCE STANDARDS FOR PROVIDING JANITORIAL SERVICES
6. PART 6 – APPLICABLE PUBLICATIONS
7. PART 7 - TECHNICAL DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

CONTRACT GENERAL INFORMATION
FOR DEQUEEN PROJECT OFFICE JANITORIAL SERVICES

PART I

1. GENERAL: This is a non-personal services contract to provide office janitorial services for the DeQueen Project Office. The Government shall not exercise any supervision or control over the contract service providers performing the service herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Service/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the service as defined in the Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

1.2 Background:

1.2.1 The DeQueen Project Office is a typical office environment with a public customer service lobby and is located in several adjacent buildings surrounded by a central vehicle and equipment compound yard.

1.2.2 DeQueen Lake Project office is located in Sevier County, Arkansas.

1.3 Objectives: Perform services within the area of responsibility of the DeQueen Project Office at 706 DeQueen Lake Road, DeQueen Arkansas, 71832, in accordance with all terms and conditions of the contract. Estimated quantities and/or the work to be performed are described herein and listed in the Performance Work Statement. Variations in these estimated quantities shall not be justification for modification of the contract or request for additional payment. The services required in this contract are in addition to the routine operation and maintenance performed by Government personnel, however the Government reserves the right to perform any or all of the services described herein with its own personnel or volunteers or alternative procurement methods. Contractor shall ensure that all work meets or exceeds critical reliability rates or tolerances included in the statement of work.

1.4 Scope: The intent of this contract is to provide a janitorial service and inspection of the janitorial service, for the DeQueen Project Office located in Sevier County, in Arkansas. The Contractor shall furnish all necessary supplies, management, supervision, inspection, personnel, incidentals, equipment, transportation, and vehicles necessary to assure that all services are performed in accordance with the contract specifications, drawings, attachments, exhibits, and all applicable laws, regulations, codes, or directives. Various minor repairs, renovation projects may cause the temporary closing of some parts of the service areas. The contractors work schedule shall be sufficiently flexible to meet these changing conditions.

1.5 Period of Performance: The period of performance shall be for one (1) Base Year and two (2) 12 - Month option years. The Period of Performance reads as follows:

Base Period – Date of award, through 31 October 2027

Option Year I - 01 November 2027, through 31 October 2028

Option Year II - 01 November 2028, through 31 October 2029

1.6 Quality Control: In order to ensure that the desired level of performance of a service is achieved, the contractor shall establish and implement a quality control plan to ensure services are performed in accordance with the Performance Work Statement (PWS). The Quality Control (QC) Plan shall include the identification of all contractor personnel and services to be performed. It is the contractor's responsibility to correct deficiencies and check the consistency of quality throughout each service, and the plan shall outline whatever actions the contractor deems necessary to provide contract standards for quality control throughout all areas of responsibility. The Quality Control Plan shall be submitted to the Contracting Officer's Representative (COR) at the DeQueen Project Office. An electronic copy of the plan must be submitted and accepted within 2 weeks of award of the contract. Revisions of the QCP shall be submitted to the COR within 5 working days when changes are made thereafter. After acceptance of the Quality Control Plan the contractor shall receive the COR's acceptance in writing of any proposed change to his QC system.

1.6.1.1 Contractor Quality Control Plan (CQCP): The contractor shall assume full responsibility for the quality of all services performed under this contract. The contractors' quality control plan shall provide an effective level of quality control to ensure that all services are performed in accordance with the specifications and requirements, instructions, provisions, drawings and maps herein, of this contract. The contractor shall establish and implement procedures to identify, prevent, and ensure non-recurrence of defective services.

1.6.1.1.1 CQCP Contents: Contractors Quality Control Plan shall include, as a minimum, the following items:

1. Contractor organizational structure
2. Contractor personnel and qualifications
3. Work schedule
4. Submittals schedule
5. Inspection requirements and schedule
6. Contractors Quality Control Procedures
7. Documentation of quality control activities
8. Requirements for corrective action when quality control and/or acceptance criteria are not met.
9. Key Control

1.6.1.1.2 Daily Quality Control Inspections/Reports: Daily QC inspections shall be conducted by the contractor and corrective action(s) shall be taken to address noted deficiencies observed by QC. A record of all daily inspections conducted by the contractor and necessary corrective action taken shall be prepared. Daily reports shall detail the inspection methods and procedures that were utilized to assure

that all required services produced an end product that complies with the Specifications and requirements of the contract. The contractor shall establish a Daily Quality Control Inspection schedule, listing facilities/services to be inspected, routes, times, and the person's name performing the service. The contractor shall provide to the COR a written daily quality control inspection report for each daily service performed. All reports shall be completed daily and submitted on a weekly basis, preferably by email, no later than 02:00PM on Monday, to the Contracting Officer's Representative. (Example Technical Exhibit 5)

The written quality control reports shall contain the following items as a minimum:

- a. Contractor's name.
- b. Contract number.
- c. Contract name.
- d. Service date, starting time and ending time.
- e. Location of services performed.
- f. Statement and description of services performed.
- h. Description of services not performed and reasons for non-performance.
- i. Accidents/damages to Government property.
- j. Maintenance items to be reported.
- k. Man-hours worked on Government property.
- l. Certification Statement that all services performed were in accordance with the specifications.
- m. Signature of the contractor's quality control representative.

1.6.2 Quality Assurance: The Government shall evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.6.2.1 Inspections of the contractor's work will be completed by the Government Quality Inspector upon completion. If the work has not been performed, or has not been performed satisfactorily, the inspector will notify the contractor of that fact within one working day of the inspection. Work may be performed or re-performed within one working days of notice of nonperformance or unsatisfactory performance. If the contractor fails to perform or to re-perform work within one working day of notice of nonperformance or unsatisfactory performance, the contractor has failed to promptly perform the services again, and the defects cannot be corrected by reperformance. Deductions will be made for nonperformance or failure to reperform.

1.6.3 Recognized Holidays: The Contractor will not be required to perform janitorial services on holidays but will be required if requested to perform the scheduled service on alternate days as approved in advance by the COR. The Project Office will require an alternate day for Memorial, Independence and Labor days.

New Years Day (January 1st)
Martin Luther King's Birthday (3rd Monday in January)
Presidents' Day (3rd Monday in February)
Memorial Day (Last Monday in May)
Juneteenth (June 19th)
Independence Day (July 4th)

Labor Day (1st Monday in September)
Columbus Day (2nd Monday in October)
Veterans Day (November 11th)
Thanksgiving Day (4th Thursday in November)
Christmas Day (December 25th)

1.6.4 **Hours of Operation**: The Contractor is responsible for conducting business, at various times according to location and services required, except when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor will not be reimbursed when the Government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all services defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.6.5 **Schedule of Work**: The Contractor shall commence work upon submittal and approval of ALL required documentation as identified in Deliverables Exhibit and upon written notification from the COR. The Government's normal working hours are from 8:00 a.m. to 4:00 p.m. central standard time, Monday through Friday, except Federal Holidays. **Contractor work shall be completed with all services before 2:30 p.m. at the Project Office, unless otherwise specified or approved by the COR. Services will be provided every Tuesday and Thursday. If Tuesday and Thursday fall on a federal holiday the Contractor will be required to submit an alternate workday via email to the COR for approval 48 hours prior to work start.** The Contractor shall be required to submit a schedule at least five working days prior to the start of each month showing the day of each service delivery for services other than daily services to be performed. If needed, submit changes to the work schedule to the Contracting Officer's Representative for approval at least two working days prior to performance.

1.6.6.1 The Contractor shall develop a work schedule identifying all contract work, locations, and approximate times (to the nearest hour) of performance for all work days. The Contractor shall submit the work schedules to the COR for review and approval prior to beginning work. The Contractor's schedule shall include all items of work required by the contract. It shall set forth the item of work, locations, and the time/date of beginning and completion. The work schedule shall not be changed without the written approval of the COR. Work schedule must identify all work line items outside of the Daily Services line items. The weekly and monthly requirements must be scheduled to occur on rotating times to afford the most coverage, i.e., same day each week for weekly, same week each month for monthly.

1.6.6.2 When the Contractor cannot complete janitorial services due to construction debris or Government interference, the Contractor shall perform services within reasonable distance of obstruction and report in writing to the COR the reason for failure to complete the service within 24 hours (verbal notification should be made within 4 hours). The report shall identify type of interference, location date and time of interference.

1.6.6.3 Work delays due to inclement weather, and/or other causes beyond the Contractor's control will not constitute any requirement not being completed as specified herein. When the Contractor experiences delays due to circumstances beyond his control, the Government may allow the Contractor to work additional hours beyond normal duty hours and/or on non-service days with prior approval from the COR on a case by case basis. In the event that weather or other conditions, over which the Contractor has no control occur, this does not prevent the Contractor from completing an item of work

as required by these specifications, the Contractor shall notify the COR of such conditions as soon as they arise. The Contractor may request a weather time extension.

1.6.6 **Place of Performance**: The work to be performed under this contract will be performed at the DeQueen Project Office.

1.6.7 **Type of Contract**: The Government will award a Firm Fixed Price Contract. The contract shall be awarded for all bid items to one offeror based on the lowest total bid. The Contractor will be required to perform services concurrently, within specified time periods.

1.6.8 **Physical Security**: The Contractor shall be responsible for safeguarding all Government equipment, information and property.

1.6.8.1 **Key Control**. The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards and access codes. Keys issued to the Contractor by the Government shall not be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer's Representative.

1.6.8.2 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the payment due the Contractor. All contractor assigned keys or key cards shall be accounted for and returned to the Government before the Contractor's final invoice will be accepted and processed for payment and the Contractor shall be responsible for any additional costs for re-keying.

1.6.8.3 The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees who have met all security requirements. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer. The Contractor or Contractor's employees shall not prop open any doors on the building unless they are within three (3) feet of the specific door.

1.6.8.4 The Contractor shall take special care to protect Government Property including buildings, grounds, roads, and any other surfaces from materials not intended. Return areas damaged as a result of work under this contract to their original condition, to include painting, refinishing, or replacement, as necessary. The Contractor shall report all damages of Government property on the Contractor's Quality Control Daily Report. The contractor shall be liable for any and all damages or losses, public or private, caused through fault or negligence of his agents, subcontractors and/or employees.

1.6.9 **Post Award Conference/Periodic Progress Meetings**: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance

with Federal Acquisition Regulation Subpart 42.5. The pre-work meeting shall take place within 2 weeks of award of the contract. The Contracting Officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer, COR or Government Representative will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.6.10 **Contracting Officer Representative (COR)**: The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of Government furnished property, and provide site entry of Contractor personnel. The COR is not authorized to change any of the terms and conditions of the contract.

1.6.11 **Special Qualifications**: A copy of all licenses required by state and federal regulations shall be submitted to the COR within 2 weeks of award of the contract, and within 5 working days when changes are made thereafter. Only properly trained and qualified personnel shall be used in the performance of this contract, they shall have the education, experience or knowledge as evidenced by license, certificate, diploma, etc., to provide a comprehensive understanding of the systems, components, equipment, and facilities to be serviced, operated, maintained, repaired, renovated and constructed under this contract. All employees shall be subject to such Government regulations as are applicable during the time spent performing work under this contract. The Contractor shall maintain a file containing the qualifications, certification, diplomas and/or licenses of all personnel (including subcontractor personnel). These files shall be submitted to the COR and will be used as part of the basis for determining the qualifications of personnel. In the event the Contractor does not have a qualified employee to perform the specific work, the Contractor will be required to immediately provide qualified personnel or to subcontract the work to a specialist familiar with the type of work to be accomplished.

1.6.12 **Key Personnel**: The following personnel are considered key personnel by the Government: Contract Manager and Quality Control Inspector. The Contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the manager is absent shall be designated in writing to the Contracting Officer Representative prior to commencing work. The Contract Manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contract Manager or alternate shall be available at any time during business hours to be able to respond to performance deficiencies. This individual may also serve as a Quality Control Inspector and can be a working member of a crew. For the purpose of this contract, it is intended that these shall be administrative responsibilities to ensure compliance with contract specifications. The Contract Manager and Quality Control Inspector shall be required to have a copy of the contract in their possession at all times for referral concerning questions of Contractor responsibility. In addition, the Contractor shall designate a responsible employee to act as work leader, and to complete a daily activity report. All key personnel must be able to speak fluent English so inspectors can discuss the

contract specifications. A minimum of one person working with each crew must be able to speak and understand English so inspectors and/or Corps employees may communicate with someone on the working crew in case of an emergency.

1.6.13 Communication: When communication with the Government is needed pertaining to the contract, the Contractor must communicate with the designated Government representative assigned to this contract between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, excluding Federal Holidays while work is being performed. Communications can cover work accomplished and on-going work. Communication is extremely important and may be either by telephone or E-mail, although in person visits may be required in order to exchange or discuss paperwork associated with the performance of this contract.

1.6.14 Identification of Contractor Employees: All contract personnel are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. The Contractor shall provide shirts with the company name or logo to be worn by all Contractor or Subcontractor employees at all times while working on Government property. Shirts shall not have stains or holes.

1.6.15 Conduct: All individuals involved in providing services under this contract shall not be under the influence of drugs or alcoholic beverages. The Contractor shall be responsible for the conduct and discipline of his employees and all subcontractors and their employees. Contractor personnel shall present a neat, professional appearance and shall conduct themselves in a proper manner while in the performance of this contract. All individuals involved in providing services shall be dressed neatly and fully to include shoes, pants, and shirts with sleeves that shall be closed or buttoned. Personal Protective Equipment shall fully comply with the current edition of EM-385-1-1 at the time of award. Contractors and/or their employees and/or subcontractors and their employees will be required to undergo a criminal background check prior to performing any work on Government Property. The background check must be coordinated with and approved by the Little Rock District Security Office. The results of the inquiries shall be used to determine approval for access to Government facilities under this contract. See paragraph 1.7 for additional information on Security Requirements.

1.6.16 Removal of Contractor's Employees: The Contracting Officer may require the Contractor to immediately remove from the work site any employee who endangers persons or property, whose physical or mental condition would impair the employee's ability to satisfactorily perform the required work, or who is perceived to pose a threat to National Security or if security access is revoked for any reason. Notification to the Contractor will be verbal and in writing if time and circumstances permit. Otherwise, notification shall be made in person or by telephone, and shall be in writing as soon as possible. No such removal, however, shall reduce the Contractor's obligation to perform all work required under this contract, and immediate replacement shall be made as required. Immediate replacements are required to meet the security requirements. These requirements shall not be the basis of any claim for compensation or damages against the Government.

1.6.17 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify

the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6.18 Environment and OSHA: Comply with the current edition, at time of award, of the US Army Corps of Engineers, EM 385-1-1, Safety and Health Requirements manual, as well as all Federal, state and local environmental and occupational safety laws, rules, and regulations. Any apparent conflict between compliance with such Federal, State and local laws, rules, and regulations and compliance with the requirements of the contract shall be immediately brought to the attention of the Contracting Officer or the COR for final resolution. The Contractor shall notify the Contracting Officer or COR in writing, in addition to any verbal notification, of such conflicts. The Contractor shall be liable for all fines, penalties, and costs which result from violations of, or failure to comply with, all such Federal, State and local laws, rules, and regulations. All unsafe acts or conditions fostered by the Contractor or Contractor personnel may be grounds for the Contracting Officer or COR to halt any and all Contractor performance with a commensurate deduction of monies due the Contractor until such unsafe conditions are corrected. Take due caution not to endanger personnel during performance of this contract.

1.6.18.1 The Contractor will be responsible for providing a list of chemicals, product labels, Safety Data Sheets (SDS) (formerly known as Material Safety Data Sheets or MSDS's), and proposed application rates of all products proposed for use to the COR for review **within two weeks of award of the contract**. Changing conditions or other factors may result in the Contractor's desire to use chemicals other than those previously submitted and approved by the COR. The use of other chemicals in combination with, or instead of those previously approved must be approved by the COR or Government Representative at least ten (10) working days prior to their use. SDS sheets shall be submitted to the Government and maintained by the Contractor according to OSHA standards 29CFR1910.

1.6.18.2 Any wastewater generated from cleaning shall NOT be dumped onto the ground, into floor drains, the river or the lake. Wastewater shall include, but not be limited to, dirty mop bucket water.

1.6.19 Safety Requirements: **The Contractor shall develop an Accident Prevention Plan in accordance with the US Army Corps of Engineers, Safety and Health Requirements Manual, EM 385-1-1, Appendix A. The plan must be submitted and approved by the date of the pre-work conference meeting.** In order to provide safety control for protection to the life and health of employees and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of this contract, the Contractor shall comply with Occupational Safety and Health Act (OSHA) regulations and all pertinent provisions of the current edition of Safety and Health Requirements Manual, EM 385-1-1.

1.6.19.1 If the Contractor fails or refuses to promptly comply with the safety requirements as specified herein, the COR or their representative may stop all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop shall be made subject to claim for extension of time or for excess costs or damages to the Contractor. Also, the Contractor will not be paid for work not performed as a result of work stoppage due to failure to comply with safety requirements.

1.6.19.2 The Contractor shall perform work requirements in a manner to protect buildings, vehicles, Government and public personal property from damage, and employees and project visitors from any harm or injury. Work shall be scheduled and completed to afford this protection.

1.6.19.3 The Contractor shall maintain an accurate record of, and shall report to the COR, all accidents within 24 hours of the occurrence. All serious accidents (those resulting in death or injury requiring medical attention) shall be reported to the COR **immediately**.

1.6.19.4 The Contractor shall immediately correct all safety deficiencies upon notification of the deficiencies by the Quality Assurance Representative and shall notify the COR of the corrective action to be taken. Such notice when delivered to the Contractor or his representative at the site of work shall be deemed sufficient for this purpose. The Government assumes no responsibility or duty to inspect. The Contractor is responsible for ensuring that the equipment is in a safe operating condition, that it is used in a safe manner, and that it is used in a safe environment and condition.

1.6.19.5 The Contractor shall have competent personnel trained and capable of dealing with minor personnel injuries. In addition to this, each crew of workers shall be provided with first aid kits complying with OSHA, EM 385-1-1 and other Federal and State requirements.

1.6.19.6 All work crews, office personnel, and the COR shall be provided with information pertaining to the Contractor's arrangements for emergency medical treatment. This information shall include the following:

Local Hospital:	Name	Phone No.
Local Ambulance:	Name	Phone No.
Local Doctor:	Name	Phone No.

1.6.19.7 The Contractor shall survey the work areas for hazardous conditions. The Contractor shall flag, mark, or identify and report to the COR any hazardous areas that he/she discovers. The Contractor shall determine and use alternate methods and equipment to perform work in these areas in a safe manner.

1.6.19.8 The Contractor shall conduct safety meetings with all personnel before a new service is performed and at a minimum of weekly intervals to discuss potential safety hazards, etc. The COR shall be notified 24 hours in advance and allowed to attend each safety meeting. A report of the agenda and attendees for each safety meeting shall be submitted to the COR weekly. When a new employee is hired, the Contractor shall furnish a statement, signed by the new employee and the Contractor's Safety and Occupational Health Officer, which states that the new employee was briefed on all safety procedures.

1.6.19.9 The Contract will be performed in areas that are open to the public and accessible by Government personnel and vehicular traffic. Barricades, warning signs or any other means necessary are to be used in accordance with OSHA and EM 385-1-1 policies, regulations and procedures to prevent accidents and make members of the public and Government personnel aware of hazards and prevent pedestrians from entering work areas.

1.6.20 Payment: The Contractor shall submit an invoice for completed and approved work. Deductions shall be made for work not completed or performed. The total number of hours worked for the month shall be listed on the invoice. No payment shall be processed without this information reported. The Contractor shall be paid for completed and approved work accomplished after submittal and verification of a proper invoice and QC Reports for all services included on the invoice. The Contractor shall be

paid on a monthly basis for services satisfactorily performed according to the standards stated herein. Invoices for payment shall be submitted to the DeQueen Lake Project Office for verification by the 5th day following the end of each month for services rendered under this contract. As a minimum, the invoices shall contain:

1. Contractor's name
2. Contract number
3. Contract Name
4. Invoice date
5. Bid item number(s) and description
6. Unit price
7. Quantity of services performed per bid item
8. Total price for each bid item
9. Total amount invoiced

Upon receipt of the invoice, the Project Office shall verify the quantities and make any deductions from the total amount invoiced for work not performed or not in compliance with the contract specifications. Deductions shall be computed in accordance with the payment computation attachment to these specifications. A copy of the payment deduction computation shall be provided to the Contractor.

1.6.21 **Lost and Found:** All articles found by Contractor personnel to whom a reasonably prudent person would assign monetary, personal, or other value (including possible contraband items) shall be turned in to the COR. The Contractor shall obtain receipts for articles turned in to the COR.

1.6.22 **Contractor Recommendations:** It is the intent of these specifications to provide a contract in accordance with the best industry standards. The Contractor may recommend alternative work methods that will improve the quality. If accepted, the Contractor, upon written approval, shall use those methods in executing the work of the contract. The Government has the prerogative to accept or reject the Contractor's recommendation.

1.6.23 **Changes to Frequencies or Quantities:** The Government reserves the right, should it become necessary, to decrease or increase service frequencies or quantities in any or all facilities or portions of facilities. The Government may also, at any time during the duration of this contract, close any facility or portion of a facility and/or delete any subsequent services.

1.6.23.1 If facilities or portions of facilities are closed due to maintenance, winter closing, administrative decisions, or any other reason including observed federal holidays or a government shutdown, work will not be requested and payment will not be made to the contractor for services not completed.

1.6.24 **Required Insurance:**

1.6.24.1 **Minimum Insurance:** Any successful bidder under this solicitation shall procure and maintain the minimum insurance requirements during the entire period of the Contractor's performance under this contract.

1.6.24.2 **Comprehensive General Liability Insurance:** Comprehensive General Liability Insurance for bodily injury is the minimum limit of \$500,000 per occurrence. No property damage liability insurance is required.

1.6.24.3 Comprehensive Vehicle Liability Insurance: Comprehensive Vehicle Liability Insurance covering the operation of all vehicles used in connection with the performance of this contract is the minimum limits of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

1.6.25 Contractor Management Reporting (CMR): Not required

1.6.26 Permits and Licenses: The Contractor shall, at their own expense, obtain any licenses or permits required to perform the contract. The Contractor shall comply with all current federal, state, and local laws and regulations and shall comply with any subsequent changes.

1.6.27 Other Contracts: The Government may undertake or award other contracts or have lessees, Government employees, or volunteers performing certain work, and the Contractor shall fully cooperate with such other Contractors, lessees, volunteers and Government employees. The Contractor shall not commit or permit any act that will interfere with the performance of work by another Contractor, by a lessee, by volunteers or by Government employees. The COR can alter the work schedules of the Contractor to avoid possible conflicts. Any such change or failure to make such a change by the COR shall not be the basis for a claim by the Contractor.

1.6.28. Title 36- Rules and Regulations: While performing work under this contract, the Contractor and his/her employee's vehicle operation and conduct shall conform to Title 36, Code of Federal Regulations, and other applicable state regulations. Specifically, no vehicles shall be operated off developed roadways (unless directed to do so), or in excess of posted speed limits and directional signs, or in a careless, reckless, or negligent manner.

1.6.29. Required Performance Capability: Multiple services may be required on the same day in multiple areas for which the contract work order specifies. **The Contractor must have sufficient labor, equipment, and supplies, to perform all specified services in a satisfactory manner on the specified dates within the service time requirements.**

1.6.30 Announcement of Presence: Before entering restrooms, the Contractor shall knock and announce him or herself in a loud voice to alert users of his/her presence. Contractor shall wait until the restroom is vacant before entering.

1.6.31 Obstructions: Contractor shall maintain toilets, urinals, wash basins, and shower drains clean and free of any obstructions. If obstructions cannot be corrected, the contractor shall notify the COR or designated representative within one hour.

1.6.32 Door Props: If the contractor props doors open during cleaning operations, an approved/proper door stop (provided by contractor) shall be placed under the doors edge. Rocks shall not be used as door props and no blocks or other objects shall be placed in or around the door hinges. Contractors may be held financially responsible for repairing damages to doors, hinges, or facilities resulting from improper placement of door props. Contractor must be within three (3) feet of any propped open door.

1.6.33 Restriction on Chlorine Bleach: Chlorine bleach, pure or diluted, shall not be allowed as the primary cleaning agent for any aspect of this contract, due to its corrosive action on metal surfaces and potential for damaging sewage treatment facilities. Chlorine bleach may be used along with a primary cleaning agent in a diluted form following manufactures instruction for diluting and standard

recommended practices for each type of cleaning being performed but should not be used on a regular basis.

1.7 Security Requirements:

SECURITY REQUIREMENTS FOR LITTLE ROCK DISTRICT CONTRACTS

1. General Overview.

a. At a minimum, the Little Rock District U.S. Army Corps of Engineers will not grant any individual unescorted physical access to Federal property and/or the authorization to perform work or services on behalf of a Federal agency without first verifying identity and citizenship, as well as vetting such individual against the National Crime Information Center Interstate identification Index (NCIC-III) and the Terrorism Screening Data Base (TSDB).

b. Individuals who (1) require issuance of a physical access key to federal property; (2) require unescorted physical access to Federal property or perform work or services on behalf of a Federal agency for a duration of longer than 6 consecutive months; (3) require access to government information systems and/or networks; or, (4) require issuance of a Common Access Card are must also undergo a Tier 1 background investigation through the Office of Personnel Management (OPM). This process is initiated by the Little Rock District Security Office, details located in paragraph 2b.

c. Proposed foreign contractors seeking to work on a USACE contract must be cleared through the Department of State prior to having site access. To obtain approval, each individual must complete and submit the appropriate documents for processing. The required procedure takes approximately 45 business days to process once all documentation is completed properly and submitted. In order to initiate this process, please call the Little Rock District Security Office at (501) 324-7138 as soon as possible.

d. The security provisions of this contract and/or applicable task order apply to all Contractor and Subcontractor Employees (CSEs).

e. The Little Rock District Security Office reserves the right to require additional information or upgrade the security requirement(s) of any contract and/or applicable task order; this includes upgrading the investigation standard for specific CSEs.

f. Prime Contractors are responsible for subcontractor compliance with the security provisions of this contract and shall coordinate all security requirements on the behalf of the subcontractors and their employees.

g. Prime Contractors will appoint ONE (1) point of contact (POC) who is responsible for communicating with and submitting all background investigation packages to the Little Rock District Security Office. The Little Rock District Security Office will not communicate directly with any contractor and subcontractor employee (CSE) other than the appointed point of contact.

h. Background Investigation packages will be submitted for each CSE at a minimum of fifteen (15) days prior to contract start. Investigation packages can be transmitted using any of the methods specified in paragraph 3.

i. CSEs working on this contract must always have a REAL ID ACT compliant driver's license or government issued identification card with them.

j. Any change in personnel (whether an addition or replacement) throughout the duration of the contract will require the new person or replacement person to be vetted and approved by the Little Rock District Security Office in accordance with the requirements contained herein, prior to being granted Work Authorization or Site Access.

k. Throughout the duration of this contract or any applicable task orders, the Little Rock District Security Office shall be notified of the arrest or conviction of any CSE. CSEs may be denied access upon the discovery of such information.

l. The CSE POC is responsible for contacting either the Contracting Officers Representative (COR) or the Little Rock District Security Office, prior to the first day of work, to receive a list of approved individuals to be onsite. CSEs must be aware that COR, USACE personnel, and/or Security Office personnel can and will conduct identification checks on all persons onsite at USACE property. Any person found onsite without proper identification or approval will be escorted offsite.

m. Applies to Powerplant Control Rooms only. A Little Rock District employee must always be present while a CSE is performing work inside the control room. CSEs will be required to sign-in to the control room daily.

2. Background Investigation Package Requirements

a. All CSEs are required to provide the following documents to the Little Rock District Security Office.

(1) SWL form 487 dated 2016, Contractor Required Information Form. Form must be complete and clearly legible. This form can be obtained through the COR or the Little Rock District Security Office.

(2) A clearly legible COLOR copy of the CSE's REAL ID ACT compliant driver's license or government issued identification card. Photo must be clearly visible. If a CSE does not have a REAL ID ACT compliant driver's license or government issued identification card, he/she will be required to provide a clearly legible COLOR copy of his/her non-REAL ID ACT compliant driver's license or government issued identification card AND a clearly legible his/her proof of citizenship document or proof of authorization to work in the United States. Acceptable documents are:

(a) E-Verify Case Verification Form

(b) U.S. Birth Certificate

(c) U.S. Passport

- (d) U.S. Certificate of Citizenship-INS
- (e) U.S. Certification of Naturalization
- (f) FS-545, Certificate of Birth Abroad
- (g) U.S. Certificate of Report of Birth
- (h) U.S. Consular Report of Birth Abroad
- (i) Workers' Visa
- (j) Permanent Resident Card

b. CSEs who (1) require issuance of a physical access key to federal property; (2) require unescorted physical access to Federal property or perform work or services on behalf of a Federal agency for a duration of longer than 6 consecutive months; (3) require access to government information systems and/or networks; or, (4) require issuance of a Common Access Card are also required to undergo a Tier 1 background investigation through the Office of Personnel Management (OPM). The Little Rock District Security Office must initiate this investigation for each CSE before they are granted work authorization or site access. To initiate such investigation, the following documents are required in addition to the requirements specified above:

(1) OF 306- Declaration for Federal Employment Form. Form must be complete and clearly legible. This form can be obtained through the COR or the Little Rock District Security Office.

(2) Fingerprints: electronically or manually using the FD258 card. Contact the Little Rock District Security Office (501-324-7138) to coordinate fingerprinting.

Note. After all the required documents have been received, the Little Rock District Security Office requests the Tier 1 through the Army Personnel Security Investigation - Center of Excellence (PSI-COE). CSEs will receive emails from the PSI-COE and an online database called "E-QIP". CSEs must complete and submit their electronic personnel form in E-QIP as soon as possible.

3. Background Investigation Package Transmission.

a. All methods must have a transmittal letter that contains the following information:

- 1) Contract Number and Title
- 2) Contracting Officer's Representative name, office number, and cellular number
- 3) Prime Contractor contact information

b. If mailed- the investigation package will be transmitted in an opaque envelope. Mailing Address:

USACE SWL
Attn: Security Office
700 West Capitol Ave (room 6116)
P.O. Box 867
Little Rock, AR 72201

c. If faxed- transmittal letter must be the first document, and it must also state: "Page(s) that contain PII follow". Fax number: (501) 324-5471

d. If emailed- Documents must be password protected as they contain personally identifiable information. Passwords to documents must be sent in separate email. Email address: m4xslceswlcontracts@usace.army.mil

Note. Incomplete forms, illegible forms, etc., will be returned for correction and/ or completion and can delay the CSE from beginning work.

4. Background Investigation Disqualifying Factors.

a. Vetting that results in the discovery of any of the following derogatory information will result in an automatic denial:

(1) Being identified in the NCIC known or appropriately suspected terrorist (KST) file or TSDB report as known to be, or is suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity;

(2) Being registered as a sex offender;

(3) Current arrest warrant, regardless of the offense or violation;

(4) Current bar from entry or access to a Federal installation or facility;

(5) Conviction of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, or drug possession with intent to sell or distribute;

(6) Conviction for espionage, sabotage, sedition, treason, terrorism, or murder;

(7) Felony conviction within the last 10 years regardless of the offense or violation;

(8) Felony conviction for a firearms or explosives violation regardless of when the conviction occurred; or,

(9) Engaged in acts or activities designed to overthrow the U.S. Government by force.

b. Vetting that results in the discovery of other criminal arrest information that may present a threat to the good order, discipline, or health and safety of USACE will be reviewed by the

Little Rock District Security Office and the adjudication authority is the Chief of Security and Law Enforcement. See Disqualifying Factors Table.

c. A waiver may be requested by a denied CSE. To submit a waiver, CSEs must obtain a certified copy of their complete criminal history to include all arrests and convictions, and submit a letter requesting the denial be waived. CSEs will submit letters through the PC security POC to the SWL-DSO. The SWL-DSO will review the letter and forward to the Deputy Commander for decision. The letter will be addressed to the Little Rock District Deputy Commander, must include all offenses, and an explanation why the conduct should not result in the denial of access.

Disqualifying Factors Table

CRIMINAL HISTORY/ CRIMINAL INFORMATION CHARGED* OR CONVICTED		< 5 Yrs.	< 10 Yrs.	> 10 Yrs.
Known/suspected terrorist or belongs to known/suspected terrorist organization (verified through terrorist watch list)		DENY	DENY	DENY
Registered Sex Offender		DENY	DENY	DENY
Active wants or warrants		DENY	DENY	DENY
Barred from any Federal installation or facility		DENY	DENY	DENY
Espionage, sabotage, treason, or terrorism (not terroristic threats); or conspiracy or attempt to commit offense		DENY	DENY	DENY
Knowingly/willfully engaged in acts or activities to overthrow the U.S. Government by force in any jurisdiction or any country; or conspiracy or attempt to commit offense		DENY	DENY	DENY
Sex crimes such as, but not limited to, rape, forcible sodomy, or sexual assault, or conspiracy or attempt to commit offense; Any sexual offense involving a minor or child, including child molestation, or child pornography; or conspiracy or attempt to commit offense		DENY	DENY	DENY
Any type of identity fraud or inability to verify claimed identity		DENY	DENY	DENY
Crimes against a person such as, but not limited to, kidnapping, hostage taking, human trafficking, or human smuggling, or conspiracy or attempt to commit offense; hate crimes; child abuse involving serious bodily injury to a child or minor; mayhem or maiming		DENY	DENY	DENY
Importation, manufacture, distribution of, or possession with intent to distribute a controlled substance, or conspiracy or attempt to commit offense		DENY	DENY	DENY
Computer/cybercrimes such as improperly accessing (or introducing a virus or other contaminant) a computer, system, or network; modifying, damaging, using, disclosing, copying, or taking programs or data		DENY	DENY	DENY
Illegal Weapons charges, to include but not limited to, illegal owning or possessing; armed robbery or burglary; armed violent crimes		DENY	DENY	DENY
Crimes involving unlawful distribution, sale, use, possession, or manufacture of and explosive, explosive device, or firearm; or conspiracy or attempt to commit offense		DENY	DENY	DENY
Criminal homicide, murder, manslaughter, or negligent homicide		DENY	DENY	DENY
Any Felony Charge (except those specifically identified in table)		DENY	DENY	ALLOW
Any type of violent crime such as, but not limited to, assault and domestic abuse		DENY	DENY	ALLOW
Any type of threat or disruption to the public or disturbing the peace (terroristic threat, inciting a riot, etc.)		DENY	DENY	ALLOW
Any type of arson, vandalism, or willful destruction of property		DENY	DENY	ALLOW
Any type of extortion, bribery, or fraud to include "hot checks"		DENY	DENY	ALLOW
Any type of burglary, robbery, theft, larceny or conspiracy or attempt to commit offense		DENY	DENY	ALLOW
Any type of possession or distribution of stolen property		DENY	DENY	ALLOW
Illegal possession or use of a controlled substance		DENY	ALLOW	ALLOW
Operation of a motor vehicle while intoxicated by alcohol or drugs in any jurisdiction (1 conviction)		ALLOW	ALLOW	ALLOW
3 or more offenses for any crime (excluding minor traffic violations)		DENY	DENY	ALLOW
LEGEND/NOTES				
DENY	Individual(s) are not cleared to work on USACE property under any circumstance			
ALLOW	Individuals MAY be cleared to work on USACE property pending final approval through SWL-DSO.			
Individual must be finished through legal processes of being charged with a crime and will be required to provide documentation if record suggests otherwise.				

5. **IWATCH/ Corps Watch Suspicious Activity Reporting.** This section must be provided to all CSEs.

a. Security is simply EVERYONE's responsibility. We owe it to our organization, our families, and ourselves to constantly be vigilant about what goes on around us. Trust your instincts.

We rely on our senses every day of our lives. If a behavior or activity makes you feel uncomfortable, report it. If it doesn't look, sound, or smell right, report it. The simple rule is, "If you see something, say something!"

b. If you see something suspicious, provided below is the type of information to report:

- (1) What you witnessed (the suspicious activity) including the date, time, and location.
- (2) Description of who was involved
- (3) Gender of person(s) involved
- (4) Height, build, hair/skin color, and approx. age of person(s) involved
- (5) Language spoken (if known)
- (6) Vehicle description/ license number (if known)
- (7) Have you seen this activity before?

c. How to report:

- (1) In an emergency- call 911
- (2) Notify your immediate supervisor and COR

PART 2

DEFINITIONS AND ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1 DEFINITIONS

2.1.1 Contractor: The prime Contractor and all contractor employees and personnel. The prime Contractor shall be responsible for ensuring all employees and subcontractors comply with the provisions of this contract.

2.1.2 Contracting Officer (KO): A person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

2.1.3 Contracting Officer's Representative (COR): An individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the Contracting officer to perform specific technical or administrative functions.

2.1.4 Defective Service: A service output that does not meet the standard of performance associated with it in the Performance Requirements Summary (PRS).

2.1.5 Deliverable: Anything that can be physically delivered but may include non-physical things such as safety meeting minutes.

2.1.6 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.8 Quality Assurance (QA): The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards. Those actions taken by the Government Quality Assurance Evaluator (QAE) to evaluate the Contractors Quality Control program against the contract specifications' and requirements to assure services meet the requirements of the Performance Work Statement (PWS) and ensure that the contractor maintains control of service delivery quality.

2.1.9 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10 Quality Control: All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. Work Day: The number of hours per day the Contractor provides services in accordance with the contract.

2.1.13 Work Week: Is defined as Monday through Friday, unless specified otherwise.

2.1.14 Acceptable Quality Level (AQL): The AQL is the maximum percent defective that, for purposes of sampling inspection can be considered satisfactory.

2.1.15 Random Sampling: A sampling method in which each service output in a lot has an equal chance of being selected.

2.1.16 Sample: A sample consists of one or more service outputs drawn from a lot. The number of outputs in the sample is the sample size. 2.1.17 Sampling Guide: The part of the surveillance plan which contains all the information needed to perform surveillance of the service output(s) by the random sampling method of surveillance (Exhibit C).

2.1.18 Defect: An instance of noncompliance with a service requirement. A defect may be caused by either non-performance or unsatisfactory performance.

2.1.19 Contractor's Representative: A foreman or superintendent assigned to represent the interests of the Contractor with regards to all matters included in this contract.

2.1.20 Customer Complaint: A Government program that is explained to every organization that receives service under this contract which is used to evaluate a contractor's performance, and a means of documenting certain kinds of contract service problems.

2.1.21 Inspection: The examination and testing of supplies or services to determine whether the supplies or services conform to contract requirements. Inspecting is the process of measuring, examining, testing, or otherwise comparing the unit or service with the requirements.

2.1.22 Government Property: All property owned by or leased to the Government or acquired by the Government under the terms of the contract.

2.1.23 Lot: The total number of service outputs in a surveillance period, as defined in the Performance Requirements column of the Performance Requirements Summary (PRS).

2.1.24 Performance Requirement: The point that divides acceptable and unacceptable performance. In the case of surveillance by random sampling, the performance requirement is the maximum number of defectives in a random sample chosen that may occur before the government will affect the price computation system in accordance with the Performance Requirements Summary and the Inspection of Services clause. When the method of surveillance is other than random sampling, the performance requirement is the number of defectives or maximum percent defective in the lot before the government will affect the price computation system in accordance with the Performance Requirements Summary.

2.1.25 Performance Work Statement (PWS): The Performance Work Statement is the contract requirements document which describes the technical, functional and performance characteristics of the work to be performed, identifies essential functions to be performed, determines performance factors, including the location of the work, the units of the work, the quantity of work units, and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all costs. It accurately describes the contract service requirements, including the standards to be used to determine whether the requirements have been met.

2.1.26 Performance Requirements Summary (PRS): Identifies the key service outputs of the contract that will be evaluated by the Government to assure contract performance standards are met by the contractor.

2.1.27 Performance Standard: A desired condition, value, or measure by which a service or product is judged to meet a specification or requirement.

2.1.28 Planned Sampling: A sampling method in which work outputs are selected in accordance with subjective criteria established in the surveillance plan.

2.1.29 Major Defect: A major defect reduces the usability of the unit of service for its intended purpose. A major defect is a defect that judgment and experience indicate would result in hazardous or unsafe conditions for individuals using, maintaining, or depending on the service delivery require corrective action to achieve substantial compliance with an established standard. A major defect is also classified as a collection of two or more minor defects in the same general area.

2.1.30 Minor Defect: A minor defect is a defect not likely to reduce materially the usability of the unit of service for its intended purpose or is a departure from the established standards having little or no bearing on the effectiveness of the unit of service. A minor defect is a defect that judgment and experience indicate is not a substantial deviation from requirements and generally does not require re-performance for overall performance to be considered satisfactory.

2.1.31 Critical Element: A critical element is a task, procedure, or operation that has been determined to be mandatory to fulfill the condition, value, or measure comprising a standard.

2.1.32 Non-Critical Element: A non-critical element is a task, procedure, or operation that has been determined to be essential to the overall condition, value, or measure comprising a standard, but will not

constitute a substantial deviation (major-defect) from the standard unless viewed in the context of repeated unsatisfactory performance, or non-performance.

2.2 ACRONYMS:

AFARS Army Federal Acquisition Regulation Supplement
AR Army Regulation
CCE Contracting Center of Excellence
CFR Code of Federal Regulations
CONUS Continental United States (excludes Alaska and Hawaii)
KO Contracting Officer
COR Contracting Officer Representative
COTS Commercial off the Shelf
DA Department of the Army
DD250 Department of Defense Form 250 (Receiving Report)
DD254 Department of Defense Contract Security Requirement List
DFARS Defense Federal Acquisition Regulation Supplement
DMDC Defense Manpower Data Center
DOD Department of Defense
FAR Federal Acquisition Regulation
HIPAA Health Insurance Portability and Accountability Act of 1996
OCI Organizational Conflict of Interest
OCONUS outside Continental United States (includes Alaska and Hawaii)
ODC Other Direct Costs
PIPO Phase In/Phase Out
POC Point of Contact
PRS Performance Requirements Summary
PWS Performance Work Statement
QA Quality Assurance
QAP Quality Assurance Program
QASP Quality Assurance Surveillance Plan
QC Quality Control
QCP Quality Control Program
QDR Quality Deficiency Report
TE Technical Exhibit

PART 3

GOVERNMENT FURNISHED PROPERTY (GFP), EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1 General: The Government shall when available, provide for contractor use sanitary water and 120V 15amp electrical service. Contractor shall be allowed use of a storage area for tools and supplies the Project Office. Larger cleaning tools and equipment shall not be stored at the project office.

PART 4

CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: The Contractor shall furnish all supplies, equipment, personnel, labor, supervision, transportation and services required to perform work under this contract that are not listed under the PWS. All Contractor furnished items shall meet all applicable Federal, State and local laws or regulations. The Contractor shall provide all the necessary “tools of the trade” to accomplish the work, this includes the vehicles necessary to transport any materials and supplies, and/or Contractor personnel to and from the job site. All Contractor furnished items are subject to approval by the COR prior to being used. The contractor shall submit manufacturer’s instructions including special provisions and system packages. If necessary, data composed of catalog cuts, brochures, circulars, specifications and product data, and printed information in sufficient detail and scope to verify compliance. Submittals must be made prior to usage for approval. **To expedite the contract all planned contractor furnished material shall be submitted fifteen (15) calendar days after the date of award.**

Required Supplies:

- Various Approved cleaning solutions/chemicals/compounds (must submit and keep on hand all applicable MSDS sheets, all containers must be labeled appropriately)
- All tools, equipment, rags, brushes, sponges, commercial grade mops, brooms and vacuum cleaners, etc. necessary to properly meet requirements
- Communication device
- 2-ply mid-grade toilet tissue (minimum 500 sheets per roll)
- Urinal cakes in plastic basket (paradichlorobenzine free)
- Paper hand towels as appropriate for dispenser
- Anti-bacterial hand soap as appropriate for dispenser type

- Various appropriately sized trash can liners- unscented
- Sufficient vehicles suitable for the transportation of personnel, materials, waste disposal and equipment for use in the performance of this contract. The Contractor's vehicles shall meet applicable state vehicle safety standards, Corps of Engineers regulations, and shall be maintained in a serviceable and presentable condition. No hand-printed signs, stickers, insignia, or signs in any way representing the Corps of Engineers will be allowed. If any are currently on vehicles, equipment, etc. they must be removed prior to working under this contract while on Government property.
- Proper safety equipment in accordance with EM 385-1-1, OSHA standards. Safety equipment includes but is not limited to personal protective equipment, barricades, warning signs or other means as necessary to make pedestrians and Government personnel aware of hazards and also to prevent pedestrians from entering work areas, and traffic control devices.

PART 5

DEQUEEN LAKE PROJECT OFFICE PERFORMANCE WORK STATEMENT

5.0 SPECIFICATIONS: JANITORIAL SERVICE DEQUEEN LAKE PROJECT OFFICE

5.1 DEQUEEN LAKE PROJECT OFFICE GENERAL: The Contractor shall be responsible for satisfactorily managing and performing programs for Janitorial Services as specified. All equipment, materials and supplies (cleaning supplies, hand towels, toilet paper, soap and unscented trash container bags) shall be furnished by the Contractor. Environmentally friendly products shall be used. A proposed products list and Material Safety Data Sheets shall be supplied to the Government for approval. Services under this contract shall be performed during normal business hours for the service location. Quality Assurance Evaluation and acceptance of work will be done by the Contracting Officers Representative (COR) or his designated representative. If any of the services do not conform to the contract requirements, the Government may require the contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. If the defects in services are not corrected by re-performance the Government may withhold a percentage of payment for services not rendered satisfactory, the Government will require the Contractor to take necessary action to ensure that future performance conforms to contract requirements.

5.1.1 DEQUEEN LAKE PROJECT OFFICE SCOPE: Furnish all necessary labor, tools, equipment, supplies, transportation, supervision, and management required to perform and accomplish all janitorial services at the DeQueen Lake Project Office to include foyer, fleet and employee parking lot, front visitor walkway, and visitor parking lot.

5.1.2 DEQUEEN LAKE PROJECT OFFICE DAILY CLEANING SERVICE: The following services shall be performed at the DeQueen Lake Project Office on each scheduled cleaning day.

- a. Empty all trash cans and replace trash can liners with the appropriate size liner (unscented) for each trash can in all areas inside buildings and inside/outside the fenced compound area of the main office. Deposit all trash bags in dumpster.
- b. Empty and clean all ashtrays, butt cans, ash receptacles, etc., located in designated smoking areas and/or entrances, dispose of all trash and wipe clean tabletops in picnic area.
- c. Clean and disinfect all kitchen sinks and kitchen counter tops, microwaves, and stoves, and drinking fountains, etc.
- d. Service restrooms including showers to ensure they are clean and sanitary, and fully stocked with restroom supplies, i.e.... toilet tissue, paper towels, hand soap and trash can liners. Ensure automatic dispensers are functional and replace batteries as appropriate. Replace toilet paper rolls if current roll is 50% or less. Report any problems with dispensers to QA rep and/or maintenance staff.
- e. Maintain all non-carpeted floors, free of dirt, debris, water spots, and signs of foot traffic. (All non-carpeted floors to be wet mopped a minimum of once a week.)
- f. Mop break room in main building, and restroom floors each service day. Do not service the breakroom during the lunch hours from 11:00 a.m.- 12:00 p.m.
- g. Maintain all carpeted and non-carpeted floors, free of dirt, debris, bugs, and signs of foot traffic.
- h. Vacuum all carpeted floors in main office building and floor door mats each service day.
- i. Maintain clean all light switches, doors, doorknobs, kick plates, push plates, and stairway handrails. Remove dust, dirt, smudges, grease, etc. from both sides of doors, door edges, and door frames.
- j. Police building perimeter grounds of foreign debris and manmade waste around front yard, employee parking lot and back parking lot. Excess leaves and vegetation to be cleared from walkways. A leaf blower (provided by Contractor) can be used to clean off the fleet area, building perimeter, front visitor walkway and other outdoor areas.
- k. Maintain all offices, office furniture, exhibit cases, walls, window frames, ceiling fans, interior overhead light fixtures, window frames, and blinds free of dust and spider webs.
- l. Disinfect all “high touch” areas such as doorknobs, handrails, push plates, etc.

5.1.3 DEQUEEN LAKE PROJECT OFFICE SEMI-ANNUAL CLEANING: The following listed services are to be performed as one semi-annual cleaning during April and then again in October time frame as scheduled by the COR.

- a. Deep clean and disinfect kitchen and lunch room area.
- b. Clean all project office windows inside and out including screens, ledges, and dusting blinds.
- c. Power wash project office building. Ensure the Fleet parking area is also power washed; this includes the awning where the fleet vehicles are parked. Notify the COR twenty- four (24) hours in advance of this service in order for fleet vehicles to be moved while power washing is occurring.

5.4 SPECIAL INSTRUCTIONS:

1. Submit a monthly work schedule based on these specifications.
2. All sweeping of resilient floor covering shall be by the dustless pickup method using the disposable type of treated cloths as appropriate. Sweeping shall not take place from 11:00 a.m. - 12:00 p.m. in the Project Office lunch area. All dusting shall be done by the damp or treated cloth method.
3. NEVER use strong abrasives, scrapers, steel wool, or power scrubbers to clean the floor, unless approved in advance by the COR.
4. NEVER use excessive amounts of liquid to flood the surface with water.
5. All rules concerning safety, smoking, and security of the buildings shall be observed. NO CHILDREN UNDER 18 YEARS OF AGE ARE ALLOWED TO ASSIST THE CONTRACTOR.

PART 6

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS). The Contractor shall abide by all applicable state, Federal, and local regulations, publications, manuals, policies and procedures including, but not limited to the following referenced publications.

6.1 Occupational Health and Safety Standards

EM-385-1-1	CURRENT	SAFETY AND HEALTH REQUIREMENTS MANUAL
CFR 29 PART 1910	CURRENT	OCCUPATIONAL SAFETY & HEALTH STANDARDS
CFR 29 PART 1925	CURRENT	SAFETY AND HEALTH STANDARDS FOR FEDERAL SERVICE CONTRACTS

6.2 Contractor shall comply with all local, State, and Federal environmental laws, rules, and regulation in the performance of this contract.

PART 7

ATTACHMENT/TECHNICAL EXHIBIT LISTING

7.1 Technical Exhibit 1 – Performance Requirements Summary

7.2 Technical Exhibit 2 – Deliverables/Submittal Schedule

7.3 Technical Exhibit 3 – Quality Assurance Surveillance Plan.

Exhibit A. Customer Complaint Record

Exhibit B. Contractor Deficiency Report

Exhibit C. Sampling Guide

7.4 Technical Exhibit 4 – Daily Quality Control Plan Example Outline

7.5 Technical Exhibit 5 – Daily Quality Control Inspection Report Example

TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success. This list is not inclusive of every item that will be required by the contractor to maintain.

It will be considered a Critical defect to not perform two Non-Critical performance objectives in any required location and required frequency. It will be considered a Critical defect to not perform any one semi or annual cleaning at any location. The following thresholds apply for daily and or monthly cleanings.

Required Service Location: DeQueen Project Office	Maximum Allowable Degree of Deviations From Requirement	Method of Surveillance	The Proportion of Required Service to Total Contract Price
Empty trash cans, smoking receptacles, etc., replacing liner, and depositing in dumpster. Grounds policed.	Non-Critical – two instances at same location constitute Critical element.	Random - Visual Inspection Government Representative	25%
Clean restrooms, kitchen surfaces, including floors	Non-Critical – two instances at same location constitute Critical element.	Random - Visual Inspection Government Representative	20%
Floors maintained clean, mopped/vacuumed weekly	Non-Critical – two instances at same location constitute Critical element.	Random - Visual Inspection Government Representative	20%
Maintain fixtures/furniture/ceiling fans/window frames bug/cobweb/dust free	Non-Critical – two instances at same location constitute Critical element.	Random - Visual Inspection Government Representative	10%
Laundry all rags/mop in designated area if available	Non-Critical – two instances at same location constitute a Critical element.	Random - Visual Inspection Government Representative	5%
Disinfect all “high touch” areas.	Non-Critical – two instances at same location constitute Critical element.	Random - Visual Inspection Government Representative	15%
Semi and Annual Cleanings at the Project Office	Critical elements	100% Inspection	5%

On any single cleaning service, if there is Critical failure in any specific Performance Objective, then Re-performance will be required on all items which did not meet performance standard. Re-performance will be within 24 hours of when the contractor is notified of unacceptability of service.

If the contractor does not re-perform within the specified timeframe, then the government has the option to perform the services using another contractor or Government employee. In either situation, the contractor will have their pay deducted using either the government boosted rate labor hours, or the exact cost that the optional contractor is paid. Major or Critical defects required invoice reduction.

TECHNICAL EXHIBIT 2

DELIVERABLES

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Quality Control Plan PWS paragraph 1.6	Submitted and accepted within 2 weeks of award of the contract.	1	Electronic Copy (email address will be provided upon award)	Millwood Tri-Lakes Project Office ATTN: COR 1528 Hwy 32 E, Ashdown, AR
Daily QC Report PWS paragraph 1.6.1.1.2	Weekly every Monday by 2:00 p.m.	1	Electronic Copy	Millwood Tri-Lakes Project Office ATTN: COR
List of Contract Manager and Quality Control Inspector PWS paragraphs 1.6.12	Submitted prior to the start of work	1	Electronic Copy	Millwood Tri-Lakes Project Office ATTN: COR
Accident Prevention Plan PWS paragraph 1.6.19	Submitted and accepted within 2 weeks of award of the contract. Or before the prework meeting	1	Electronic Copy	Millwood Tri-Lakes Project Office ATTN: COR
Invoice PWS paragraph 1.6.20	Submitted monthly by the 5 th of the following month	1	Electronic Copy	Millwood Tri-Lakes Project Office ATTN: COR
Proof of Insurance PWS paragraph 1.6.24	Submitted within 2 weeks of award of the contract	1	Electronic Copy	Millwood Tri-Lakes Project Office ATTN: COR
MSD Sheets paragraph 1.6.18.1	Submitted within 2 weeks of award of the contract.	1	Electronic Copy	Millwood Tri-Lakes Project Office ATTN: COR

Work Schedule 1.6.5	Prior to beginning work and 5 days before each month	1	Electronic Copy	Millwood Tri- Lakes Project Office ATTN: COR
Security Background Requirements paragraph 1.7	Submitted/ approved prior to the start of work	1	Electronic Copy	COR

TECHNICAL EXHIBIT 3
QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

JANITORIAL CONTRACT
DEQUEEN PROJECT
OFFICE

This plan is provided for information purposes only. This Quality Assurance Plan is not part of the Request for Quotes, nor will it be made part of any resulting contract. The Government has the right to change or modify inspection methods at its discretion.

TABLE OF CONTENTS

I. INTRODUCTION

- A. QASP CONTENTS
- B. QAE TRAINING
- C. QAE STAFFING

II. DEFINITIONS

III. METHODS OF SURVEILLANCE

IV. SAMPLING GUIDE

- | | |
|-----------|--------------------------------|
| EXHIBITS: | A. CUSTOMER COMPLAINT RECORD |
| | B. CONTRACT DISCREPANCY REPORT |
| | C. SAMPLING GUIDE |

QUALITY ASSURANCE SURVEILLANCE PLAN JANITORIAL SERVICES

This plan is provided for information purposes only. This Quality Assurance plan is not part of the Request for Proposal or Invitation for Bids. The government has the right to **change** or modify inspection methods at its discretion.

- I. INTRODUCTION. Quality Assurance (QA) is a program undertaken by the Government to ensure that the Contractor offers for acceptance products and services which conform to contract requirements. In this case, the Government is contracting for services. This Quality Assurance Surveillance Plan (QASP) will assist the Quality Assurance Evaluator (QAE) or others in monitoring the Contractor's performance in a systematic way. This QASP provides a written plan that details what is to be evaluated, how evaluations are to be accomplished, frequency of evaluations, and evaluation parameters. It includes a Sampling Guide, Surveillance Checklists, and other information that the QAE should have to provide effective QA.
- A. QASP CONTENTS. The QASP consists of two parts: the general information that describes the overall requirements, procedures, surveillance methods, and other data that applies to the Sampling Guide. The Sampling Guide may cover one or more Contract Line Item Numbers (CLINs). This QASP contains a Sampling Guide which may be used itself or serve as an example in preparation of guides specific to individual contract schedules. The Sampling Guide contains the information needed to perform surveillance of specific contract requirements. It contains a description of the contract requirements; identifies the primary method of surveillance, maximum allowable degree of deviation from requirement, the lot description or lot size, the level of surveillance, sample size, sampling procedures, inspection procedures, analysis procedures, suggested actions, payment computation examples, and related attachments.
- B. QAE TRAINING. Personnel tasked with monitoring the Contractor's performance of services must be adequately trained in QA methods and procedures in order to effectively implement the activity's QA program. If this training has not been received, the activity should take steps to have the QAE(s) attend the next available course and in the meantime should develop a local training program. In addition to being intimately familiar with the requirements of the contract specifications, QAEs must also familiarize themselves with the details of this QASP, the procedures that will be used to notify the Contractor of deficiencies to be corrected, and how to respond to customer complaints.
- C. QAE STAFFING. Ideally QAE staffing should be based on a pre-determined number of contract inspections (Sampling Guide) and related work requirements rather than on the availability of QAEs. If other Sampling Guides are developed, determining accurate QAE staffing levels to implement the plan is a relatively simple task involving an analysis of each plan's requirements. This analysis involves determining the average time needed to complete each of the inspections required (sample size or quantity of work) by each plan including travel time requirements, time required to prepare monthly reports and perform other administrative duties, time to perform any non-surveillance duties, etc.
- II. DEFINITIONS. The following definitions are applicable to this QASP and are consistent with the definitions provided in the PWS.
- A. ATTRIBUTE: A characteristic or performance indicator of a service or product that can be observed or measured for conformance with a specified standard or tolerance. An attribute of an item is either within the specified requirements or it is not.
- B. ATTRIBUTE SAMPLING: A form of acceptance sampling that grades a service as defective or not defective.
- C. CONTRACT DEFICIENCY REPORT (CDR): A formal, written description of a Contractor nonconformance or lack of performance for contracted work. A CDR, when issued by the Government, requires a formal response by the Contractor.
- D. CONTRACT LINE ITEM NUMBER (CLIN): An item or work described in the Performance Work Statement of the contract identifying service deliveries and any related materials for which the Contractor will receive compensation. The unit price of a CLIN represents the value of service delivery which is the basis for payment for satisfactory service delivery and the basis for deduction for unsatisfactory service delivery.

- E. **CONTRACTOR QUALITY CONTROL PLAN (CQCP):** The Contractor's written plan to control equipment, systems, or services to ensure that requirements of the contract are performed satisfactorily.
- F. **CUSTOMER COMPLAINT:** A means of documenting certain kinds of contract service problems. A supplemental surveillance method used to evaluate a Contractor's performance.
- G. **CRITICAL ELEMENT:** A task, procedure, or operation which has been determined to be mandatory to fulfill the condition, value, or measure comprising a standard.
- H. **NON-CRITICAL ELEMENT:** A task, procedure, or operation which has been determined to be essential to the overall condition, value, or measure comprising a standard, but will not constitute a substantial deviation (major defect) from the standard unless viewed in the context of repeated unsatisfactory performance or non-performance.
- I. **DEFECT:** An instance of noncompliance with a service requirement. A defect may be caused by either non-performance or unsatisfactory performance.
- J. **MAJOR DEFECT:** A defect that is likely to reduce materially the usability of the unit of service for its intended purpose. A major defect is a defect that judgment and experience indicate would result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the service delivery, or a defect that judgment and experience indicate requires corrective action to achieve substantial compliance with an established standard. A major defect is also classified as a collection of 2 or more minor defects in the same general area, both close to each other.
- K. **MINOR DEFECT:** A defect that is not likely to reduce materially the usability of the unit of service for its intended purpose or is a departure from the established standards having little bearing on the effectiveness of the unit of service. A minor defect is a defect that judgment and experience indicated is not a substantial deviation from requirements and generally does not require re-performance for overall performance to be considered as satisfactory.
- L. **DEFECTIVE SERVICE:** A service output or unit (sample) of service which contains one or more defects or nonconformance with specified requirements.
- M. **SURVEILLANCE CHECKLIST:** A form in the QA Plan used for recording inspection results for a unit of service delivery.
- N. **STANDARD:** A standard is a desired condition, value, or measure by which a service or product is judged to meet a specification or requirement.
- O. **INSPECTION:** The examination and testing of supplies or services (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether the supplies or services conform to contract requirements. Inspection is the process of measuring, examining, testing, or otherwise comparing the unit of service with the requirements. In this contract the term "inspection" also includes actions by the Contractor to observe existing conditions in all parcels to be maintained to determine the need for service delivery.
- P. **INSPECTION BY ATTRIBUTES:** Inspection by attributes is inspection whereby either the unit of service is classified simply as defective (unsatisfactory) or non-defective (satisfactory), or the number of defects in the unit of service is counted, with respect to a given requirement or set of requirements.
- Q. **LOT:** A collection of service outputs from which a sample is drawn and inspected to determine conformance with the standards.
- R. **LOT SIZE:** The number of service outputs in a lot.

- S. **PERFORMANCE INDICATOR:** A characteristic or attribute of an output of a work process that can be measured.
- T. **PLANNED SAMPLING:** A sampling method in which work outputs are selected in accordance with subjective criteria established in the surveillance plan. Planned sampling is a method of looking at a subjectively determined collection of attributes or items in a lot, to form general conclusions about the quality of that lot against a standard.
- U. **QUALITY ASSURANCE (QA):** Action by the Government to verify that the quality of purchased goods and services received is acceptable in accordance with the Government standards and requirements of this contract. Those actions taken by the Government to evaluate service delivery to determine conformance to the requirements of the contract.
- V. **QUALITY CONTROL (QC):** Action by the Contractor to ensure that products and services offered for delivery conform to the requirements of the contract. Contractor methods and actions including performing tests and inspections of work performed.
- W. **SAMPLING GUIDE:** The part of the QASP which contains the information needed to perform surveillance of a specific contract requirement. It contains a description of the contract requirement; identifies the primary method of surveillance, maximum allowable degree of deviation from requirement, quantity of work, level of surveillance, sample size, sampling procedures, a Surveillance Checklist, evaluation procedures, analysis procedures, suggested actions, payment computation examples, and related attachments.
- X. **SAMPLE:** A sample consists of one or more service outputs drawn from a lot. The number of outputs in the sample is the sample size.
- Y. **SAMPLING PLAN:** A Government plan indicating the number of units of service output from each lot which are to be inspected and the criteria for determining the acceptability of the lot.
- Z. **SURVEILLANCE:** Actions taken by the Government to monitor Contractor performance of contract requirements; observations of the timeliness, accuracy, completeness, and quality of services performed.

III. **METHODS OF SURVEILLANCE.** There are four methods of surveillance that may be applied:

1. Planned sampling
2. Validated customer complaints
3. Unscheduled inspections
4. 100 Percent Inspection

Planned Sampling and Unscheduled Inspections will primarily be used under this contract. The COR will notify the Contractor of which method will be utilized at the beginning of the contract and if methods change. The Government has the unilateral right under the terms of the contract to change the method of surveillance used at any time. In the event of such a change, the QASP shall be revised to include the appropriate surveillance method.

- A. **PLANNED SAMPLING.** Planned sampling is an approach that anticipates surveillance of subjectively selected tasks. The sample size is usually based on QAE time availability. Typically, the sample selected for surveillance is heavily slanted toward areas perceived as user critical. There is, therefore, no basis to assume that the conditions found in the sample inspected accurately represent the balance of the uninspected work.
- B. **CUSTOMER COMPLAINTS.** Customer complaints stimulate another type of surveillance. It is reasonable to anticipate receipt of such complaints no matter how good the services provided. Upon investigation by the surveillance staff, some of the complaints will be validated as actions (or inactions) in violation of contract requirements. Others will not, usually because the complainant was anticipating something not required by the specifications. As a result, customer complaints shall be investigated within 24 hours of receipt of the report, and if verified, will be used as appropriate for selection of an area for further inspection in future planned samples, or as a basis for deduction in payment. In order for the customer

complaint to be used as a basis for deduction, the complaint must be received on the day that the alleged unsatisfactory services were provided, investigated by the QA staff and verified, and the Contractor notified in accordance with the procedures stated in the contract. If the required corrective action is not made in the specified time period, a deduction may be made in accordance with the provisions of the payment deduction clauses. In each instance of a customer complaint, a Customer Complaint Record (Exhibit A) shall be completed and maintained in the QA files.

- C. **UNSCHEDULED INSPECTIONS.** This approach is used with planned sampling, possibly if there has been a pattern of performance deficiencies that need special attention. The QA Manager, Operations Project Manager, or other personnel directly responsible for maintenance and services may initiate unscheduled inspections. Those unscheduled inspections initiated due to patterns of performance deficiencies noted during planned sampling shall be conducted using the normal inspection checklists. Such inspections shall be in addition to planned sampling inspections. Unscheduled inspections also include happenstance events which are noticed during planned surveillance or non-surveillance activities. In these cases, discrepancies noted by non-QA personnel shall be reported for verification as with customer complaints. Discrepancies noted by QA personnel during planned sampling of other areas shall be investigated and reported to the Contractor for correction as appropriate. Such discrepancies shall then be handled the same as those noted during planned sampling.
- D. **100 PERCENT INSPECTIONS.** This is an approach that anticipates surveillance of all lots. All the work is evaluated. The Government inspector will inspect all sites.
- E. **SAMPLING GUIDE.** The Sampling Guide for this contract is attached.

IV. **SAMPLING GUIDE CONTENTS.** The Sampling Guide for this contract is attached:

EXHIBIT A (QASP)
CUSTOMER COMPLAINT RECORD
Date and Time of Complaint:
Location of Complaint:
Source of Complaint Organization: Individual :(i.e.employee,etc.)
Nature of Complaint:
Contract Reference:
Validation:
Date and Time Contractor Informed of Complaint:
Action Taken by Contractor:
Received and Validated by:

EXHIBIT B (QASP)			
CONTRACTOR DEFICIENCY REPORT			
1. CONTRACT NUMBER:			
2. TO:(Contractor and Manager's Name)		3. FROM: (Name of QAE)	
DATES			
4. DESCRIPTION OF PROBLEM: (Describe in Detail: Include reference in PWS/Directive: Attach continuation sheet if necessary.			
5. SIGNATURE OF CONTRACTING OFFICER'S REPRESENTATIVE			
6. TO:(COR)		7. FROM (CONTRACTOR)	
8. CONTRACTOR RESPONSE AS TO CLAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. ATTACH CONTINUATION SHEET IF NECESSARY. (Cite applicable QA program procedures or new QA procedures.)			
9. SIGNATURE OF CONTRACTOR REPRESENTATIVE		10. DATE	
11. GOVERNMENT EVALUATION: (Acceptance, partial acceptance, rejection: attach continuation sheet if necessary.)			
12. GOVERNMENT ACTIONS (Payment deduction, cure notice, show cause, other.)			
CLOSE OUT			
	NAME AND TITLE	SIGNATURE	DATE
QAE			
COR			

EXHIBIT C
SAMPLING GUIDE
JANITORIAL CONTRACT DeQueen PROJECT OFFICE

1. Contract Requirement: Provide services at DeQueen Project Office. Specific requirements from the PWS and the performance standards are provided in the attached surveillance checklists.
2. Primary Method of Surveillance: Planned Sampling will be the primary method of surveillance and Unscheduled or Random Sampling could possibly be used under this contract.
3. Maximum Allowable Degree of Deviation from Requirement: As shown in the contract specifications. Single minor defects (non-critical elements of each standard) do not require re-performance of services. However, two minor defects constitute a major defect and a corresponding deduction from payment.
4. Quantity of Work: The Contractor is required to perform the work specified in the Performance Work Statement and maintain specified conditions each working day of the contract. Each scheduled working day, the Contractor delivers specified services according to his/her operating schedule for that day. Conditions at the park having received services are to be evaluated by the Contractor each day to confirm conformance with contract requirements.
5. Level of Surveillance: Normal – 20% of lot size
Reduced – 10% of lot size.
Tightened –30% of lot size.
100 Percent – 100% of lot size.
6. Sample Size: The lot size is the number of services scheduled for a specific month. As a starting point for planned sampling, the QAE may select 20% of the total lot size for a given month. From that starting point, a modification of the sample size may be made for reasons of QAE personnel availability and Contractor performance to date. If the Contractor has demonstrated questionable or poor performance for two consecutive months, the Government may tighten the level of surveillance.
7. Sampling Procedures: Prior to the beginning of a month, a Planned Sampling Schedule is prepared showing the total workdays for the month and the number of services to be performed. A sample schedule is included in Attachment A to this QASP. The QAE, working with the COR shall prepare the schedule to assure adequate coverage of inspections for their projects. Each inspection may consist of up to a 100% inspection of all work performed. The QAE and Manager may opt to perform inspection of only specific service locations due to their importance to public health and safety.
8. Evaluation Procedures: Using the appropriate Surveillance Checklists, the QAE will inspect work performed as determined in the above sampling procedures. Surveillance Checklists shall be completed for services inspected. Surveillance Checklist form is included as Attachments B. Completed Surveillance Checklists shall be maintained on file throughout the duration of the contract. All deficiencies in services shall be recorded. Each service is evaluated using the checklist to determine if deficiencies are noted in critical or non-critical elements of the stated standards. Failure to perform satisfactory service in any critical element constitutes a major defect. Failure to perform satisfactory service in any non-critical element constitutes a minor defect. Single minor defects do not require corrective action. Failure to perform satisfactory service in any two non-critical elements (two minor defects) in the same serviced area constitutes a major defect. Critical and non-critical elements are described in detail for each service in Section C. Major defects require corrective action, or, if no corrective action is taken or corrective action taken is not satisfactory, a deduction in payment is warranted.
9. Analysis of Results: The service performance for any given service is evaluated based on the results of the surveillance inspections. Surveillance checklists shall be reviewed daily to determine if stand-alone minor defects previously reported have been corrected in subsequent services. Although it is not acceptable to combine a minor defect in a service in one area with another same or similar minor defect in another area to make a major defect, trends should be noted by reviewing checklists that show repeated minor defects in services which should be brought to the attention of the Contractor.

10. Suggested Action: Single minor defects will not require corrective action or payment deduction, but the Contractor should be notified that a minor defect has been noted in a service performed. For the first incident, a verbal notification shall be made by the QAE to the Contractor or the crew foreman. For repeated incidents with no effort of correction, written notification shall be made. Repeated failure to take corrective action on a specific defect will require a Contract Discrepancy Report to be forwarded to the Contractor (Exhibit B). Defects that exceed the AQL will require a deduction in payment.
11. Payment Computation: An example of payment computation for deductions due to defects is shown in Attachment C.
12. Attachments:
 - (A) Example Planned Sampling Schedule
 - (B) Surveillance Checklist
 - (C) Payment Computation

Attachment A
PLANNED SAMPLING SCHEDULE EXAMPLE

PLANNED SAMPLING SCHEDULE FOR MONTH OF: MAY

CONTRACT NUMBER: _____

JANITORIAL SERVICES

JANITORIAL A: # OF SERVICES B: # OF SERVICES C: SERVICES TO BE INSPECTED
SERVICES TO BE TO BE
START DATE PERFORMED INSPECTED

05-01-10	10	2	Daily janitorial services, DeQueen Project Office

TOTAL 10

Total # of services (total of Col. A) 10 = Lot Size

Total scheduled inspections = Lot size times selected percentage (start at 20%) = 2
(Normal = 20%, reduced = 10%, tightened = 30%)

Inspections to be performed based on schedule provided by Contractor.

SCHEDULE PREPARED BY: _____

DATE: _____

Attachment B

Surveillance Checklist

[illegible]

Attachment C

PAYMENT COMPUTATION EXAMPLE

The following table shall be used to calculate the payment for services based upon satisfactory completion of each requirement in accordance with the specifications. An uncorrected major defect shall result in computation of a deduction in payment for that service. The following table is given as an example only.

<u>PARAGRAPH</u>	<u>REQUIREMENT</u>	<u>PERCENT</u>
5.1.2	Trash Services	15
5.1.2	Floor Cleaning Services	15
5.1.2	Break Area/Kitchen	10
5.1.2	Restroom/Shower Services	20
5.1.2	All other Services	25
5.1.3	Semi Annual Services	<u>15</u>
	Total	100

COMPUTATION EXAMPLE FOR SERVICES:

(Normal Service at Facility X costs \$10.00.)

The Normal Service was observed with a major defect in Restroom Services. The defect was not corrected. The deduction from payment would be calculated as follows: $\$10 \times 30\% = \3 . The deduction would therefore be \$3.00

TECHNICAL EXHIBIT 4
QUALITY CONTROL PLAN OUTLINE

(DATE)

(Company Name & Address)

1. Contractors statement that all work will comply with the provisions of the contract (list contract No.)
2. A listing of who will be the Quality Control Manager (usually the owner or contractor name), the work crew quality control inspector (usually the crew chief) and who will fill out the daily Quality Control Inspection Report Checklist for each janitorial cleaning service.
3. Contractors' written statement that all requirements for licensing, insurance, and permits required for the execution of this contract have been fulfilled. You may go into as much detail for each requirement as you wish but the statement must be complete.
4. The telephone numbers where responsible individuals may be reached.
5. A listing of each janitorial cleaning schedule by location. This may be changed at any time during the contract period but must provide to the COR with an updated listing prior to it going into effect.

The Contractors quality control form to be used by the Contractors Quality Control Representative shall contain the following items as a minimum:

- a. Contractor's name.
- b. Service date, starting time and ending time.
- c. Contract number.
- d. Statement and description of services performed.
- e. Location of services performed.
- f. Description of services not performed and reasons for non-performance.
- g. Certification Statement that all services performed was in accordance with the specifications.
- h. Accidents/damages to property.
- i. Man-hours worked on Government property.
- j. Signature of the contractor's quality control representative.

(Contractors' Signature)

Name, Title and Date

TECHNICAL EXHIBIT 5

CONTRACTOR'S DAILY QUALITY CONTROL INSPECTION REPORT			
DATE:	CONTRACT NO.	REPORT NO.	
CONTRACTOR: PHONE NUMBER:		ADDRESS:	
WORK LOCATION:		DESCRIPTION OF WORK:	
WEATHER: CLEAR ☐ P. CLOUDY ☐ ☐			
RAINFALL: _____ INCHES TEMPERATURE: _____ START TIME _____ STOP TIME _____			
1. WORK PERFORMED TODAY: <i>(Include location and description of work performed. Refer to work performed by prime and/or subcontractor.)</i>			
2. RESULTS OF INSPECTION: <i>(Include satisfactory work completed or deficiencies with action to be taken.)</i>			
5. REMARKS: <i>(Cover any conflicts in plans, specifications or instructions, delays and causes.)</i>			
4. TEST RESULTS: <i>(List type, location, testing agency, results)</i>			
6. SAFETY: <i>(Include any infractions of approved safety plan, safety manual or instructions from Government personnel. Specify corrective action taken.)</i>			
_____ INSPECTOR			
CONTRACTOR'S CERTIFICATION: I certify that the above report is complete and correct and that all material and equipment used, work performed and tests conducted during this reporting period were in strict compliance with the contract plans and specifications except as noted above			
_____ CONTRACTOR'S APPROVED AUTHORIZED REPRESENTATIVE			

"

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
Daniel W. Simms Director	Division of Wage Determinations
	Wage Determination No.: 2015-5135 Revision No.: 32 Date Of Last Revision: 8/22/2026

State: Arkansas

Area: Arkansas Counties of Columbia, Hempstead, Howard, Lafayette,
Nevada and Sevier

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.38
01012 - Accounting Clerk II		19.50
01013 - Accounting Clerk III		21.82
01020 - Administrative Assistant		23.50
01035 - Court Reporter		19.24
01041 - Customer Service Representative I		14.84
01042 - Customer Service Representative II		16.20
01043 - Customer Service Representative III		18.18
01051 - Data Entry Operator I		16.39
01052 - Data Entry Operator II		17.89
01060 - Dispatcher, Motor Vehicle		24.67
01070 - Document Preparation Clerk		15.22
01090 - Duplicating Machine Operator		15.22
01111 - General Clerk I		15.69
01112 - General Clerk II		17.12
01113 - General Clerk III		19.21
01120 - Housing Referral Assistant		21.31
01141 - Messenger Courier		12.40
01191 - Order Clerk I		13.95
01192 - Order Clerk II		15.22
01261 - Personnel Assistant (Employment) I		18.18
01262 - Personnel Assistant (Employment) II		20.34
01263 - Personnel Assistant (Employment) III		22.68
01270 - Production Control Clerk		29.58
01290 - Rental Clerk		15.61
01300 - Scheduler, Maintenance		17.08
01311 - Secretary I		17.08
01312 - Secretary II		19.11
01313 - Secretary III		21.31
01320 - Service Order Dispatcher		22.05
01410 - Supply Technician		23.50
01420 - Survey Worker		18.51
01460 - Switchboard Operator/Receptionist		15.45
01531 - Travel Clerk I		15.22
01532 - Travel Clerk II		17.08
01533 - Travel Clerk III		19.11
01611 - Word Processor I		15.22
01612 - Word Processor II		17.08
01613 - Word Processor III		19.11
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		24.52
05010 - Automotive Electrician		19.87
05040 - Automotive Glass Installer		17.89
05070 - Automotive Worker		17.89
05110 - Mobile Equipment Servicer		16.31
05130 - Motor Equipment Metal Mechanic		20.91
05160 - Motor Equipment Metal Worker		17.89
05190 - Motor Vehicle Mechanic		20.91
05220 - Motor Vehicle Mechanic Helper		15.27
05250 - Motor Vehicle Upholstery Worker		17.57
05280 - Motor Vehicle Wrecker		17.89
05310 - Painter, Automotive		19.87
05340 - Radiator Repair Specialist		17.89
05370 - Tire Repairer		16.03
05400 - Transmission Repair Specialist		20.91
07000 - Food Preparation And Service Occupations		
07010 - Baker		13.53

07041 - Cook I	14.03
07042 - Cook II	15.67
07070 - Dishwasher	12.36
07130 - Food Service Worker	12.84
07210 - Meat Cutter	16.91
07260 - Waiter/Waitress	11.79
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.80
09040 - Furniture Handler	14.56
09080 - Furniture Refinisher	20.80
09090 - Furniture Refinisher Helper	16.72
09110 - Furniture Repairer, Minor	18.67
09130 - Upholsterer	20.80
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	17.03
11060 - Elevator Operator	14.31
11090 - Gardener	19.33
11122 - Housekeeping Aide	14.31
11150 - Janitor	14.31
11210 - Laborer, Grounds Maintenance	15.92
11240 - Maid or Houseman	13.10
11260 - Pruner	14.78
11270 - Tractor Operator	18.28
11330 - Trail Maintenance Worker	15.92
11360 - Window Cleaner	15.40
12000 - Health Occupations	
12010 - Ambulance Driver	16.55
12011 - Breath Alcohol Technician	22.91
12012 - Certified Occupational Therapist Assistant	34.07
12015 - Certified Physical Therapist Assistant	37.98
12020 - Dental Assistant	18.07
12025 - Dental Hygienist	45.38
12030 - EKG Technician	32.24
12035 - Electroneurodiagnostic Technologist	32.24
12040 - Emergency Medical Technician	16.55
12071 - Licensed Practical Nurse I	20.48
12072 - Licensed Practical Nurse II	22.91
12073 - Licensed Practical Nurse III	25.55
12100 - Medical Assistant	17.69
12130 - Medical Laboratory Technician	27.89
12160 - Medical Record Clerk	16.28
12190 - Medical Record Technician	18.21
12195 - Medical Transcriptionist	20.48
12210 - Nuclear Medicine Technologist	50.36
12221 - Nursing Assistant I	13.81
12222 - Nursing Assistant II	15.53
12223 - Nursing Assistant III	16.95
12224 - Nursing Assistant IV	19.01
12235 - Optical Dispenser	22.50
12236 - Optical Technician	20.17
12250 - Pharmacy Technician	18.17
12280 - Phlebotomist	16.64
12305 - Radiologic Technologist	26.90
12311 - Registered Nurse I	28.79
12312 - Registered Nurse II	35.21
12313 - Registered Nurse II, Specialist	35.21
12314 - Registered Nurse III	42.60
12315 - Registered Nurse III, Anesthetist	42.60
12316 - Registered Nurse IV	51.08
12317 - Scheduler (Drug and Alcohol Testing)	28.38
12320 - Substance Abuse Treatment Counselor	24.91
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.91
13012 - Exhibits Specialist II	23.42
13013 - Exhibits Specialist III	28.65
13041 - Illustrator I	18.91
13042 - Illustrator II	23.42
13043 - Illustrator III	28.65
13047 - Librarian	25.94
13050 - Library Aide/Clerk	14.84
13054 - Library Information Technology Systems Administrator	23.42
13058 - Library Technician	18.91
13061 - Media Specialist I	16.90
13062 - Media Specialist II	18.91
13063 - Media Specialist III	21.09
13071 - Photographer I	16.90
13072 - Photographer II	18.91
13073 - Photographer III	23.42
13074 - Photographer IV	28.65
13075 - Photographer V	34.67
13090 - Technical Order Library Clerk	18.63
13110 - Video Teleconference Technician	16.90
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.81
14042 - Computer Operator II	18.81
14043 - Computer Operator III	20.97
14044 - Computer Operator IV	23.30
14045 - Computer Operator V	25.80
14071 - Computer Programmer I (see 1)	19.55
14072 - Computer Programmer II (see 1)	24.21
14073 - Computer Programmer III (see 1)	
14074 - Computer Programmer IV (see 1)	

14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		16.81
14160 - Personal Computer Support Technician		23.30
14170 - System Support Specialist		25.80
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		31.69
15020 - Aircrew Training Devices Instructor (Rated)		38.34
15030 - Air Crew Training Devices Instructor (Pilot)		45.95
15050 - Computer Based Training Specialist / Instructor		31.69
15060 - Educational Technologist		32.92
15070 - Flight Instructor (Pilot)		45.95
15080 - Graphic Artist		22.87
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		45.95
15086 - Maintenance Test Pilot, Rotary Wing		45.95
15088 - Non-Maintenance Test/Co-Pilot		45.95
15090 - Technical Instructor		20.99
15095 - Technical Instructor/Course Developer		25.67
15110 - Test Proctor		16.94
15120 - Tutor		16.94
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		14.07
16030 - Counter Attendant		14.07
16040 - Dry Cleaner		16.23
16070 - Finisher, Flatwork, Machine		14.07
16090 - Presser, Hand		14.07
16110 - Presser, Machine, Drycleaning		14.07
16130 - Presser, Machine, Shirts		14.07
16160 - Presser, Machine, Wearing Apparel, Laundry		14.07
16190 - Sewing Machine Operator		16.89
16220 - Tailor		17.57
16250 - Washer, Machine		14.81
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		25.32
19040 - Tool And Die Maker		30.21
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		18.25
21030 - Material Coordinator		29.58
21040 - Material Expediter		29.58
21050 - Material Handling Laborer		16.85
21071 - Order Filler		14.88
21080 - Production Line Worker (Food Processing)		18.25
21110 - Shipping Packer		21.24
21130 - Shipping/Receiving Clerk		21.24
21140 - Store Worker I		16.04
21150 - Stock Clerk		20.37
21210 - Tools And Parts Attendant		18.25
21410 - Warehouse Specialist		18.25
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		26.76
23019 - Aircraft Logs and Records Technician		21.84
23021 - Aircraft Mechanic I		25.56
23022 - Aircraft Mechanic II		26.76
23023 - Aircraft Mechanic III		27.90
23040 - Aircraft Mechanic Helper		19.55
23050 - Aircraft, Painter		24.33
23060 - Aircraft Servicer		21.84
23070 - Aircraft Survival Flight Equipment Technician		24.33
23080 - Aircraft Worker		23.10
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I		23.10
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II		25.56
23110 - Appliance Mechanic		25.65
23120 - Bicycle Repairer		21.80
23125 - Cable Splicer		40.35
23130 - Carpenter, Maintenance		22.75
23140 - Carpet Layer		24.36
23160 - Electrician, Maintenance		26.40
23181 - Electronics Technician Maintenance I		30.25
23182 - Electronics Technician Maintenance II		31.86
23183 - Electronics Technician Maintenance III		33.49
23260 - Fabric Worker		23.02
23290 - Fire Alarm System Mechanic		26.97
23310 - Fire Extinguisher Repairer		21.80
23311 - Fuel Distribution System Mechanic		32.59
23312 - Fuel Distribution System Operator		26.34
23370 - General Maintenance Worker		22.02
23380 - Ground Support Equipment Mechanic		25.56
23381 - Ground Support Equipment Servicer		21.84
23382 - Ground Support Equipment Worker		23.10
23391 - Gunsmith I		21.80
23392 - Gunsmith II		24.36
23393 - Gunsmith III		26.97
23410 - Heating, Ventilation And Air-Conditioning Mechanic		22.96
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)		24.03

23430 - Heavy Equipment Mechanic	28.73
23440 - Heavy Equipment Operator	19.28
23460 - Instrument Mechanic	26.97
23465 - Laboratory/Shelter Mechanic	25.65
23470 - Laborer	16.85
23510 - Locksmith	25.65
23530 - Machinery Maintenance Mechanic	31.00
23550 - Machinist, Maintenance	27.07
23580 - Maintenance Trades Helper	18.48
23591 - Metrology Technician I	26.97
23592 - Metrology Technician II	28.23
23593 - Metrology Technician III	29.43
23640 - Millwright	30.33
23710 - Office Appliance Repairer	25.65
23760 - Painter, Maintenance	25.65
23790 - Pipefitter, Maintenance	25.04
23810 - Plumber, Maintenance	23.82
23820 - Pseudraulic Systems Mechanic	26.97
23850 - Rigger	26.97
23870 - Scale Mechanic	24.36
23890 - Sheet-Metal Worker, Maintenance	23.99
23910 - Small Engine Mechanic	23.10
23931 - Telecommunications Mechanic I	25.25
23932 - Telecommunications Mechanic II	26.43
23950 - Telephone Lineman	31.80
23960 - Welder, Combination, Maintenance	23.51
23965 - Well Driller	26.97
23970 - Woodcraft Worker	26.97
23980 - Woodworker	21.80
24000 - Personal Needs Occupations	
24550 - Case Manager	17.33
24570 - Child Care Attendant	13.10
24580 - Child Care Center Clerk	16.34
24610 - Chore Aide	12.88
24620 - Family Readiness And Support Services Coordinator	17.33
24630 - Homemaker	17.33
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	28.80
25040 - Sewage Plant Operator	19.87
25070 - Stationary Engineer	28.80
25190 - Ventilation Equipment Tender	20.89
25210 - Water Treatment Plant Operator	18.71
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.85
27007 - Baggage Inspector	17.28
27008 - Corrections Officer	19.39
27010 - Court Security Officer	18.99
27030 - Detection Dog Handler	19.33
27040 - Detention Officer	19.39
27070 - Firefighter	18.39
27101 - Guard I	17.28
27102 - Guard II	19.33
27131 - Police Officer I	20.89
27132 - Police Officer II	23.20
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.94
28042 - Carnival Equipment Repairer	15.79
28043 - Carnival Worker	12.10
28210 - Gate Attendant/Gate Tender	16.63
28310 - Lifeguard	14.82
28350 - Park Attendant (Aide)	18.60
28510 - Recreation Aide/Health Facility Attendant	13.58
28515 - Recreation Specialist	23.04
28630 - Sports Official	14.82
28690 - Swimming Pool Operator	17.60
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	26.12
29020 - Hatch Tender	26.12
29030 - Line Handler	26.12
29041 - Stevedore I	24.69
29042 - Stevedore II	27.51
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2) 46.54
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2) 32.09
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2) 35.33
30021 - Archeological Technician I	19.07
30022 - Archeological Technician II	21.33
30023 - Archeological Technician III	26.43
30030 - Cartographic Technician	26.43
30040 - Civil Engineering Technician	26.43
30051 - Cryogenic Technician I	29.27
30052 - Cryogenic Technician II	32.33
30061 - Drafter/CAD Operator I	19.07
30062 - Drafter/CAD Operator II	21.33
30063 - Drafter/CAD Operator III	23.79
30064 - Drafter/CAD Operator IV	29.27
30081 - Engineering Technician I	16.72
30082 - Engineering Technician II	19.06

30083 - Engineering Technician III	21.32
30084 - Engineering Technician IV	26.42
30085 - Engineering Technician V	32.32
30086 - Engineering Technician VI	38.49
30090 - Environmental Technician	26.43
30095 - Evidence Control Specialist	26.43
30210 - Laboratory Technician	27.48
30221 - Latent Fingerprint Technician I	29.27
30222 - Latent Fingerprint Technician II	32.33
30240 - Mathematical Technician	26.43
30361 - Paralegal/Legal Assistant I	20.36
30362 - Paralegal/Legal Assistant II	25.23
30363 - Paralegal/Legal Assistant III	30.87
30364 - Paralegal/Legal Assistant IV	37.33
30375 - Petroleum Supply Specialist	32.33
30390 - Photo-Optics Technician	26.43
30395 - Radiation Control Technician	32.33
30461 - Technical Writer I	26.43
30462 - Technical Writer II	32.33
30463 - Technical Writer III	39.12
30491 - Unexploded Ordnance (UXO) Technician I	29.57
30492 - Unexploded Ordnance (UXO) Technician II	35.78
30493 - Unexploded Ordnance (UXO) Technician III	42.89
30494 - Unexploded (UXO) Safety Escort	29.57
30495 - Unexploded (UXO) Sweep Personnel	29.57
30501 - Weather Forecaster I	29.27
30502 - Weather Forecaster II	35.61
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 23.79
30621 - Weather Observer, Senior	(see 2) 26.43
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	35.78
31020 - Bus Aide	14.64
31030 - Bus Driver	18.65
31043 - Driver Courier	16.40
31260 - Parking and Lot Attendant	13.26
31290 - Shuttle Bus Driver	14.48
31310 - Taxi Driver	11.79
31361 - Truckdriver, Light	17.33
31362 - Truckdriver, Medium	18.30
31363 - Truckdriver, Heavy	22.33
31364 - Truckdriver, Tractor-Trailer	22.33
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.45
99030 - Cashier	12.63
99050 - Desk Clerk	13.26
99095 - Embalmer	26.09
99130 - Flight Follower	29.57
99251 - Laboratory Animal Caretaker I	14.48
99252 - Laboratory Animal Caretaker II	15.31
99260 - Marketing Analyst	30.13
99310 - Mortician	26.09
99410 - Pest Controller	19.44
99510 - Photofinishing Worker	15.54
99710 - Recycling Laborer	17.49
99711 - Recycling Specialist	20.09
99730 - Refuse Collector	16.25
99810 - Sales Clerk	13.91
99820 - School Crossing Guard	17.54
99830 - Survey Party Chief	25.31
99831 - Surveying Aide	15.52
99832 - Surveying Technician	21.26
99840 - Vending Machine Attendant	21.68
99841 - Vending Machine Repairer	25.60
99842 - Vending Machine Repairer Helper	21.68

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Note: Executive Order 13658 generally applies to contracts subject to the Service Contract Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.65 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.92 per hour, up to 40 hours per week, or \$236.80 per week or \$1,026.13 per month

HEALTH & WELFARE EO 13706: \$5.42 per hour, up to 40 hours per week, or \$216.80 per week, or \$939.46 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of ""wash and wear"" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the ""Service Contract Act Directory of Occupations"", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."