

TECHNICAL SPECIFICATIONS

FOR

Janitorial Services at

FALMOUTH SYSTEM SUPPORT CENTER (5,100 Sq. Ft.)
BUILDING 130, OTIS AIR FORCE BASE
FALMOUTH, MASSACHUSETTS

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SECTION I - GENERAL SPECIFICATIONS

1.01 **WORK TO BE DONE:** Janitorial services, the contractor shall furnish all labor, equipment, supplies and supervision, and therewith satisfactorily perform the janitorial services at the OTIS AFB in Falmouth, MA in accordance with schedules, specifications, and conditions, and provisions of this contract.

1.02 **SUPPLIES AND MATERIAL:** The Contractor will furnish all materials and supplies.

A. Paper towels, liquid soap, and 2-ply toilet tissue, all of good commercial quality, are to be provided by the contractor in each lavatory and in sufficient quantity to take care of the needs thereof.

B. The Contracting Officer or designated Contracting Officer's Representative (COR) may require samples of supplies being furnished by the contractor at any time to determine compliance with federal specifications or standards required by these specifications.

C. The contractor shall provide waste basket plastic liners.

D. The contractor may at his own expense and for his own convenience, subject to the approval of the Contracting Officer or his representative, supply and utilize any device, appliance, compound or material not otherwise prohibited in these specifications or terms and conditions which in his opinion will assist him to more effectively provide the services required under this contract.

1.03 **SUPPLIES AND UTILITIES FURNISHED BY THE GOVERNMENT:**

A. The Government will supply the necessary utilities, including water and electricity, lamps (incandescent and fluorescent), and starters without cost to the contractor. However, the contractor will inform his personnel to be on the alert to conserve Government utilities and supplies.

1.04 **CONDUCT OF WORK:**

A. The work under this contract must be conducted while tower is occupied. Areas to be serviced are identified in Section II, Technical Specifications.

B. To satisfactorily provide the required services and accomplish the scheduled tasks, the contractor must comply with the following:

(1) Furnish sufficient workers, not including the supervisor, to accomplish the amount of work scheduled and the services called for in these specifications.

(2) To ensure the performance of desired work in accordance with the specifications set forth herein, the contractor is required to provide his personnel with a daily checklist, setting forth the work described in the specifications herein, and such personnel will be required to check off on such list each item of work performed daily. Copies of this checklist must be available on request. This completion of this checklist shall be the basis upon which contractor's monthly invoices shall be approved.

(3) The contractor will conduct his work in a safe manner. He shall not permit the placing or use of mops, brooms, or other equipment in traffic lanes or other areas in a manner which would create a safety hazard, and must provide ropes, stanchions and warning signs to warn against walking on slippery areas caused by cleaning or waxing operations.

(4) Mopping, sweeping and dusting devices or appliances will not be "shaken" inside of the building areas or out of windows or doors.

(5) Contractor's personnel may turn on lights in unoccupied areas when necessary to perform services, but they must be extinguished when work is completed. In occupied areas lights may not be turned on or extinguished without first permission from the occupants.

(6) The contractor will move all furniture, including chairs, desks, bookcases, credenzas, etc., not fastened to the floor, in order to accomplish tasks. All furniture so moved must be replaced in its original position after work is completed and must not be left in corners against walls or desks or tables.

(7) Keyboards or typewriters, adding machines, and other office equipment must not be cleaned, dusted, or serviced. Large flat surfaces such as backs, sides, tops, or dictating or reproducing machines may be vacuumed lightly periodically. All such office machines not fastened down may be moved for the purpose of cleaning the areas under them after which they should be returned to their original position or location.

(8) The contractor will secure all doors and windows of all unoccupied areas upon completion of his work in that area. He will close any windows he has opened or finds open in the performance of his work in occupied areas unless the occupant instructs him otherwise.

(9) The contractor may use space provided by the Government for the storage of supplies, materials, and equipment required in the performance of the contract. Cleaning equipment and supplies will be stored in a neat and orderly fashion.

(10) Cloths, mops, brushes, and other combustible material containing a residue of wax or other flammable material shall be disposed of, or shall be stored in an approved container to prevent spontaneous combustion in a manner acceptable to the Contracting Officer or his representative. All dirt and debris resulting from work under this contract shall be disposed of each day at the completion of work.

(11) The contractor must not allow the containers into which he empties the waste paper baskets and trash receptacles to remain in the halls, rooms, elevators, or on stairways after they are full, or after he completed his scheduled collections from the rooms and offices.

(12) The contractor will be required to remove trash, including bulky refuse, and other accumulated refuse from the buildings nightly. Such trash will be deposited into rubbish containers in the area designated by the Contracting Officer's Representative within proximity of the FAA building.

1.05 **CONDUCT OF CONTRACTOR EMPLOYEES:**

- A. The contractor and his employees must comply with all applicable Building Regulations established by the Contracting Officer's Representative regarding security, fire, and safety, and by the Technical Operations Manager regarding traffic and safety.
- B. The contractor, upon request of the Contracting Officer or his representative, shall dismiss from the premises any employee who, in the opinion of the Contracting Officer or his representative, interferes with proper service, or fails to comply with the terms, conditions, or specifications of the contract.

1.06 **INSPECTIONS:**

- A. All work accomplished by the contractor will be subjected to daily inspections by a representative of the Contracting Officer to ensure full compliance with the contract specifications.
- B. Deficiencies noted will be called to the attention of the contractor and must be remedied by the contractor, at no additional cost to the Government, on the same day that the contractor was notified. Failure to do so will result in a reduction from the monthly payment.

SECTION I - GENERAL SPECIFICATIONS (Cont.)

1.07 **LEGAL HOLIDAYS:**

- A. For the purpose of this contract the following are specified as Legal Holidays: **Services will not be required on holidays at this location.**

- 1. New Year's Day (January 1)
- 2. Martin Luther King-Day (Third Monday in January)
- 3. Washington's Birthday (Third Monday in February)
- 4. Memorial Day (Last Monday in May)
- 5. Juneteenth (June 19)
- 6. Independence Day (July 4)
- 7. Labor Day (First Monday in September)
- 8. Columbus Day (Second Monday in October)
- 9. Veterans Day (November 11)
- 10. Thanksgiving Day (Fourth Thursday in November)
- 11. Christmas Day (December 25)

1.08 **BASE ACCESS REQUIREMENTS:**

- A. Contractor personnel requiring access to the installation shall provide a valid driver's license number and other required identifying information to the Government to initiate base access processing. Prior to being granted installation access, all contractor personnel must report to the Pass and ID Office for identity verification and vetting. Personnel shall present one of the following acceptable forms of identification:

- REAL ID-compliant driver's license or state-issued identification card;
- U.S. or foreign passport;
- Transportation Worker Identification Credential (TWIC) together with a non-REAL ID-compliant driver's license;
- Veteran Health Identification Card (VHIC) together with a non-REAL ID-compliant driver's license;
- Federal Personal Identity Verification (PIV) Card;
- Non-Federal Personal Identity Verification-Interoperable (PIV-I) Card; or
- All three (3) of the following documents presented together: (1) an original or certified copy of a birth certificate bearing a raised seal, (2) a Social Security card, and (3) a non-REAL ID-compliant driver's license.

SECTION II - TECHNICAL SPECIFICATIONS

2.01 **SPACE OCCUPIED BY FAA:** Janitorial services as set forth herein shall be performed for the Federal Aviation administration in space occupied in Building #130, Otis Air Force Base, Falmouth, MA. Cleaning of the TRACON is a five (5) Monday – Friday days-per week.

2.02 **SERVICES:** The following frequency of services is designated for the purpose of this contract.

A. **Daily Services:**

1. Lavatory servicing
2. Sweeping of all entryways
3. Low dusting
4. Emptying waste baskets and replacing plastic liners
5. Cleaning water fountains (if applicable)

6. Wiping (hand marks and smudges) on doors and door casings
 7. Trash disposal
 8. Vacuum all rugs with beater type vacuum cleaner (approx. 2,258 sq. ft. of carpet)
 9. Stove and sink and microwave cleaning (if applicable)
- B. **Weekly service:** The following work shall be performed once each week on whatever day of the week the contractor shall choose, provided that the periods between performances are of approximately equal duration:
1. Damp mopping and buffing (all tile and linoleum floors). *Note: Contractor may request to perform more frequently; e.g.; in case of inclement weather or other conditions, under the provisions of para. 2.03, Section II.
 2. Window washing, all glass door entries to the 1st floor link and the tower lobby.
- C. **Monthly Services:** The following work shall be performed once each month on whatever day of the month the Contractor shall choose.
1. Spot scrubbing, washing, and spray waxing floors.
 2. Wash and clean interior doors, partitions, and entrance doors of all lavatories.
 3. Vacuum stairwell, including stairs, landings, recessed structural beams mounted between exterior walls and stairs.
- D. **Quarterly Services:** The following work shall be performed once every three (3) months on whatever day of the quarterly period the contractor shall choose, provided that the periods between the performance of the work are of approximately equal duration:
1. High dusting.
 2. Window washing, interior, base building, link. (18) 4.5'X3.5' windows and (3) 3'x2' windows in total
 3. Window washing, exterior, base building, link.
 4. Dust and wash all shades.
- E. **Semi-annual Services:** The following work shall be performed once every six (6) months on whatever day of the month the Contractor shall choose, provided that the periods between the performance of this semi-annual work are of approximate equal duration:
1. Stripping and Rewaxing Floor
 2. Washing light fixtures
 3. Wash waste receptacles
 4. Shampoo ALL rugs, and carpets

- F. **Annual Services:** The following work shall be performed once prior to expiration of the contract:
1. Cleaning interior walls (Offices, corridors, etc.)
- G. **Schedule of Work:** The contractor must perform his work in conformance with the schedules indicated herein. Deviations from the schedule may be allowed only for serious reasons. It is the contractor's responsibility to be sure he can accomplish all tasks allotted, and will be penalized for any work he fails to accomplish because his workers were not permitted to continue work outside of the scheduled time periods.
1. Work will start before 3:00 PM Monday through Thursday and before 12:00 PM on Friday.

SECTION II - TECHNICAL SPECIFICATIONS (Cont.)

2.03 **SPECIAL CONDITIONS:** RESERVED.

2.04 **PERFORMANCE AND SERVICE REQUIREMENTS**

A. **LAVATORIES SERVICES:**

Lavatories, commodes, and urinals shall be washed with neutral soap and/or scouring cleanser, rinsed in clear water, and wiped clean. Acids and strong cleansers that will damage glare, shall not be permitted. Abrasives shall not be applied to chrome painted hardware. Sinks shall be washed with neutral soap and/or scouring cleanser, rinsed in clear water, and wiped clean. Lavatory mirrors and miscellaneous fixtures shall be cleaned thoroughly each day, including walls. There are (2) 6' x 3' mirrors, (5) sinks +1 utility sink and (3) urinals

NOTE: All paper towel dispensers and soap holders will be checked, kept filled, and wiped clean with a damp cloth daily.

- B. **SWEEPING:** A properly swept floor will have no dust streaks or dirt in corners or behind radiators or doors, or under furniture, or show marks where dirt was picked up with dust pan. All except imbedded dirt should be moved and treated mops used where practicable.
- C. **DAMP MOPPING:** Floor will be cleaned of dirt, dust, film, standing water, and surface marks by using a cotton sponge mop, a minimum amount of water, and a cleaning agent. All but imbedded dirt will be removed. There is approximately 2,643 sq. ft of tile throughout the facility.
- Chemical mopping:** Floor will be cleaned of dirt, dust, film, and surface stains by use of a chemically treated mop or a chemically treated cloth affixed to a mop.
- D. **BUFFINGS:** A properly buffed floor will show no scuff marks or surface stains. All surface dirt will be removed by sweeping or mopping prior to buffing.

- E. **LOW DUSTING:** Low dusting is defined as dusting all surfaces up to a height of eight (8) feet. Dust shall be removed from all surfaces to be dusted by using a vacuum cleaner or a treated duster of yarn or cloth. Dust must be gathered up into the duster, not spread by it. Feather dusters or dusting brushes will not be permitted. A surface is properly dusted when no residue is picked up on a clean cloth wiped across it, and when all corners, edges, and crevices yield no dust when wiped. Dusting and/or vacuuming includes all furniture and office equipment not otherwise excepted. Loose dirt, paper scraps, raveling, crumbs, and other debris which is not removed by dusting must be removed by vacuuming. A properly vacuumed surface will have no dirt in corners, along ledges, or in crevices. Included also are all objects in the stairways and hallways, including radiators, handrails, fire fighting equipment cabinets, doors, ledges, etc.
- G. **TRASH DISPOSAL:** All sweeping, waste trash, and rubbish generated by the contractor's operation, or from any other source shall be removed daily or often as necessary in keeping with good housekeeping procedures. Removal refuse and other waste will include packing materials and empty cartons as required or directed by the contracting officer's representative.
- H. **WIPING: (Hand marks and smudges, polished doorplates, fittings, etc.)** All hand marks and smudges wherever noted shall be removed and wiped clean, and where installed, all polishable door plates, push plates, kick plates, and other metal fittings shall be wiped.
- I. **CLEANING DRINKING FOUNTAINS:** Drinking fountains shall be washed with a mild germicidal non-caustic soap solution, rinsed, dried, and polished lightly with a clean cloth so as to leave the drinking fountain and surrounding areas in a sanitary condition. The fountain cabinet will be cleaned with a clean cloth.
- J. **SCRUBBING WASHING, SPRAY WAXING FLOORS:** Floors will be cleaned by use of brush or scrubbing machine. Imbedded dirt will be loosened from floor surface by deck brush or machine scrubber using water and cleaning agent no stronger than necessary. Scrubbing water will be removed and surface rinsed with plain water and clean mop. Both scrubbing and rinsing water must be changed frequently.

Spray-Wax: Floors will be spray waxed using a mixture of two thirds wax, one third water, and one-half an ounce of stripping soap in a spray bottle and a floor machine with 3M blue cleaner pads, or equal. Resultant loose dirt will be carefully swept up. This spray wax application should be applied such that heavy traffic areas are well protected without allowing heavy wax buildup in areas of little or no traffic. After stripping of floors, two or more applications of spray wax may be required immediately to supply an adequate wax base.

Care must be used not to splash baseboard, furniture, and other equipment while scrubbing and rinsing. Difficult places, such as corners, under radiators, behind pipes, etc., must be washed by hand. After washing, floor should have a uniform clean appearance with all imbedded dirt, stain marks, film, standing water, and cleaning solutions removed. In rewaxing floors, floor will have a thin even coating of wax applied with a buffing machine, and in accordance with paragraph C. above, with the exception that one coat should be applied. After service, floors should be bright and have a uniform sheen.

K. **BASEBOARDS:**

(1) All baseboards shall be kept free of smudges, scuffs, and other marks occasioned by mopping, etc. Cleaning of baseboards shall be accomplished by washing

with a neutral soap and wiped dry. An area of at least twelve (12) inches above the baseboards shall be cleaned simultaneously with the cleaning of the baseboards.

SECTION II - TECHNICAL SPECIFICATIONS (Cont.)

- M. **SCRUBBING, WASHING, REWAXING OF FLOORS:** Floors will be cleaned of all wax down to surface of flooring material. Floors will be rinsed to remove cleaning solution, loosened wax, dirt, film, and marks. All rewaxed floors will have a thin even coating of wax applied in accordance with the manufacturer's recommendations. Two (2) coats of wax shall be applied. Wax or floor finishing compounds of a type suitable for the floor surface may be used.

Self-polishing preparations will not be permitted. All floor finishes must be classified as no-slip and must have Underwriter Approval. When properly applied and buffed, floor surface must register an anti-slip coefficient of 0.35 or better on Sigler Pendulum Impact Slipperiness Tester or an equivalent value on any other acceptable tester.

- N. **WASHING WASTE RECEPTACLES:** All residue dirty, dust, or liquids are removed from the inside and outside of the waste receptacles by washing or scrubbing with water and cleaning agent following with rinsing and drying. No spots, streaks, watermarks, or other stains are to be left on the container.

- O. **WINDOW SHADE DUSTING and WASHING:**

- (1) Dust with soft cloth or feather duster on both sides of shade. Pull shade down, release cord lock and push shade away from glass to get in front. This method requires two people to prevent the shade from rolling back up.
- (2) Clean heavy dust build up by washing and drying a small area at a time. Use a clean soft cloth with mild detergent and water.

- P. **CLEANING WALLS & CEILING; HIGH DUSTING:** Walls and ceilings (includes overhead pipes, cable trays, ducts, diffusers) will be cleaned by dusting, spotting, wiping down, and washing in compliance with the following:

- (1) **Dusting:** Dust shall be removed from all surfaces to be dusted by using a vacuum cleaner or a treated duster of yarn or cloth.
- (2) **Spotting:** Visible spots, stains, and other surface blemishes resulting from spilling, spattering, spraying, or other means will be removed by washing the area around the spot or stain in such a manner that the spot or stain is removed without resulting in noticeable difference between the cleanliness of the area wherein the spot or stain was removed and the rest of the surface. When spotting results in several clean areas surrounded by a dirty surface, the dirty surface must be washed at no additional cost to the Government even though the scheduled washing is not yet due.
- (3) **Washing:** A bright, clean surface is left after the removal of all surface dirt by application of water and a cleaning agent using a damp cloth, sponge, or washing appliance. No streaks, smears, or spots remain after rinsing with a clean damp cloth or sponge. When the surface is dry, a clean cloth wiped over it will pick up no dirt and will leave no streaks.

Q. LIGHT AND GLOBE FIXTURES:

- (1) The globes of all incandescent light fixtures shall be washed with a mild soap solution and wiped dry. The installed bulb will be wiped clean prior to replacing globe. Fixtures without globes will be damp wiped.
- (2) Fluorescent fixtures, including hangers and tubes, shall be completely cleaned. The reflecting surfaces of each fixture shall be washed with a mild soap solution and wiped dry.