

**Rushmore Center Window Cleaning Services
Performance Work Statement**

**Rushmore Center
1000 Ellsworth St
Ellsworth AFB, SD 57706**

6 Jul 2022

Rushmore Center Window Cleaning Services

Performance Work Statement

Part 1 General

1. General. This service contract will be in support of the Rushmore Center on Ellsworth AFB, SD. The contractor is responsible for the window cleaning services outlined in the PWS.

1.1 The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn is responsible to the Government. The contractor shall perform to the requirements set forth in this document that are designed to provide acceptable service levels of performance standards.

1.2 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, tools, materials, uniforms, supervision, and other items and non-personal services necessary to perform window cleaning services as defined in the PWS.

1.3 Objective: The contractor shall provide window cleaning services located at the Rushmore Center (1000 Ellsworth St, Ellsworth AFB, SD). All window cleaning service shall be the contractor's responsibility throughout the duration of the contracts period of performance.

1.4 Scope of Work: The contractor shall provide window cleaning outlined in this Performance Work Schedule (PWS). The contractor shall be responsible for all cleaning services identified areas in the PWS. Best commercial practices shall be applied in the performance of work. All work shall be completed per approved and accepted industry standards. The contractor shall furnish all labor, transportation, and tools to accomplish all cleaning services of Government facility In Accordance With (IAW) the standards outlined in Section 5 of this PWS.

1.6 General Information:

1.6.1 Period of Performance: The period of performance shall be the length of time to clean the windows listed in the PWS.

1.6.4 Recognized Holidays: The contractor may be required to perform services on weekends and holidays.

New Year's Day	Juneteenth Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Independence Day	Thanksgiving Day
Presidents Day	Labor Day	Christmas Day
Memorial Day	Columbus Day	

1.6.5 Hours of Operation: The contractor shall provide scheduled window cleaning on a date agreed upon after contract award. The contractor shall provide window cleaning services between the hours of 0730 and 1600 Monday through Friday, except in an event of a facility operation schedule change identified in

this PWS. The contractor shall ensure all technicians have the required relevant experience and training to handle their tasks successfully. The contractor shall have qualified technicians at the start of the contract period.

1.6.6 Place of Performance. Rushmore Center, 1000 Ellsworth St, Ellsworth AFB, SD 57706.

1.6.7 Type of Contract. The Government anticipates a Firm Fixed-Price type contract.

1.6.8 Access and General Protection/Security Policy and Procedures: Contractor and all associated subcontractor employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by the Government representative). The contractor shall also provide information required for background checks to meet installation access requirements for the installation Security Forces Office. The contractor workforce must comply with all personal identity verification requirements as directed by the Department of Defense (DoD), USAF and/or local policy. In addition to the changes otherwise authorized by the Changes Clause of this contract, should the FPCON at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.6.8.1 Facility Clearance. All contractors performing on this contract will work only in unclassified spaces.

1.6.8.2 The service contractor will not use any method or substances, which may cause damage to the equipment's systems. Any damage or loss through negligence by the service contractor, subcontractor or service contractor's staff shall be the whole responsibility of the service contractor. Ellsworth AFB may require the service contractor to correct all damages and pay for the cost of damages.

1.6.9 Government Representative: The Government Representative will be designated by a formal letter to the contractor. The Government Representative monitors all technical aspects of the contract and assists in contract administration. The Government Representative is authorized to perform the following functions identified in the appointment letter: 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, and specifications; monitor the contractor's performance and notify both the KO and contractor of any deficiencies; coordinate availability of Government furnished property; and provide worksite entry for contractor personnel. The Government Representative's formal designation letter states the responsibilities and limitations of the Government Representative, especially regarding changes in cost or price, estimates, or changes in delivery dates. The Government Representative is not authorized to change any of the terms and conditions of the resulting contract.

Part 2
Definitions & Acronyms

2 Definitions:

2.1 Contractors. A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.3 Contracting Officer (KO). A person with authority to enter, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

2.1.4 Government Representative. An employee of the U.S. Government appointed by the KO to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor if that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.5 Defective Service. A service output that does not meet the standard of performance associated with the PWS.

2.1.6 Deliverables. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

2.1.7 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.

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

2.1.9 Quality Assurance. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

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

2.1.11 Sub-Contractor. A person that enters a contract with a prime Contractor. The Government does not have privity of contract with the Sub-contractor.

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

2.1.13 Work Week. Monday through Friday unless specified otherwise.

2.2 ACRONYMS:

AOR	Area of Responsibility
DOD	Depart of Defense
FAR	Federal Acquisition Regulation

FM	Facilities Manager
FP	Force Protection
FPCON	Force Protection Condition
GFE	Government Furnished Equipment
HQ	Headquarters
IAW	In Accordance With
KO	Contracting Officer
NLT	No Later Than
OPSEC	Operations Security
POC	Point of Contract
PoP	Period of Performance
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
US	United States

Part 3

Government Furnished Property, Equipment and/or Services

3. Government Furnished Property, Equipment and/or Services.

3.1 Services: Not applicable.

3.2 Facilities: All cleaning services outlined in this PWS will take place on site on government facilities; however, no permanent workspace will be provided to the contractor.

3.3 Utilities: The Government will provide all utilities in facilities for the Contractors use in performance of tasks outlined in this PWS. The Contractor shall instruct its employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish their task.

Part 4

Contractor Furnished Items and Responsibilities

4. Contractor Furnished Items and Responsibilities.

4.1 The Contractor shall provide all personnel, services, uniforms, materials, equipment, and transportation required to perform work under this contract.

4.2 Top Secret Facility Clearance: Not Applicable

4.3 Equipment: Personal Protective Equipment (PPE). The Contractor will provide limited PPE. PPE will include, disposable gloves, masks and other items that may be required or deemed necessary for personnel working in the facility.

Part 5
Specific Task

5. Specific Task:

5.1 Basic Services: The contractor shall provide window cleaning services outlined in the PWS at Rushmore Center, Ellsworth AFB, SD. The contractor shall provide the management staff, material and financial resources, documentation, and technical expertise to perform all the tasks included in this contract. The contractor shall manage the total work effort associated with all services required herein to assure full and timely completion of these services. Included in this function are a full range of duties including, but not limited to, planning, and scheduling

5.2 Window cleaning: The contractor shall provide all labor, material, equipment, supervision, and related services required to clean Windows of the Rushmore Center, Ellsworth AFB, SD.

5.2.1 The work shall include, but not be limited to:

1. The window cleaning of all exterior windows on the Rushmore Center.
2. The window cleaning of front and back center foyer interior windows, north and south entrance interior windows.

5.2.2 Contractor Responsibilities:

1. The windows shall be washed using industry-approved techniques, producing a finished product free from streaks or other removable blemishes or foreign matter. During the cleaning process, if any defects or deficiencies are noticed, contractor personnel shall report the issue and location to the Government Representative.
2. The building shall be cleaned using industry-approved techniques that will clean the materials without damage.

5.2.3 Work Area Safety Protection:

1. Contractor shall provide any and all types of shielding, barricades, warning signs and any other protection necessary to protect the personnel, equipment and the area in which the contractor's will be working, from injury, damage, and/or contamination during the duration of the work.
2. Contractor shall notify the Government Representative or his designee immediately in the event of any damage to Rushmore Center property caused by the Contractor's personnel, equipment, or materials. Contractor shall notify the KO/Government Representative or the designee in the event damage is discovered prior to the beginning of or during the work performed.
3. Contractor shall promptly repair, or source to have repaired all damage caused by the Contractor's personnel equipment, including the procedures used and/or the materials used by the contractor in the performance of the work. The repairs shall be done to the complete satisfaction of the KO.

5.3 Miscellaneous:

5.3.1 Other Workplace Safety Requirements:

1. Contractor shall comply with the occupational health and safety standards as set forth in OSHA 29 CFR 1910 and ANSI/ICWA 1 14, the Window Cleaning Safety Standard, for exterior building maintenance operations.

2. After contractor has been awarded the contract; contractor shall provide Government Representative a written proposed work schedule.

3. Rushmore Center building personnel, Rushmore Center visitors, contractor's personnel, the building, and property shall always be protected when overhead work is in progress.

5.4 Work Site Clean Up:

1. After window cleaning, contractor shall thoroughly clean all walls, grounds, roofs, staging, storage areas, sidewalks, parking lot, roadways, etc. affected by the work.

2. All areas shall be left in a neat and clean condition in compliance with industry standards of cleanliness and must meet the approval of the Government Representative.

5.5 Material Safety Data Sheets Requirements:

1. Contractor shall provide the Government Representative a copy of Material Safety Data Sheets ("MSDS") on all materials used in the performance of this Contract where such a sheet is required.

2. Contractor shall always keep a copy of the above referenced MSDS Sheet at its work site that a product requiring such a sheet is in use.

Part 6 Applicable Publications

6. Applicable Publications (Current Editions).

6.1 The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures.

Part 7 Attachment/Technical Exhibit Listing

7. Attachment/Technical Exhibit List

7.1 Technical Exhibit 1 – Performance Requirements Summary (PRS)

7.2 Deliverables Schedule

Attachment 1 – Rushmore Center's Floor Plans

Technical Exhibit 1
Performance Requirements Summary Tasks

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.

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS #1 Exterior Window Cleaning of Rushmore Center. IAW PWS Para 5.2.1	Contractor shall ensure the exterior windows of building are cleaned IAW the PWS	98% Minimum	100% Inspection
PRS #2 Interior Window Cleaning of Rushmore Center. IAW PWS Para 5.2.1	Contractor shall ensure the interior windows of building are cleaned IAW the PWS	98% Minimum	100% Inspection

Technical Exhibit 2
Deliverables Schedule

Deliverable Title	Description	Estimated Quantity	Frequency	Submit To
Material Safety Data Sheets (MSDS). IAW PWS 5.5	Shall be provided on all materials used in the performance of this contract where such as sheet is required	1	Copy	Facility Manager