

STATEMENT OF WORK

1. General Information:

The contractor shall provide all labor, materials, equipment, tools and supervision to complete and deliver uniform rental and laundry/cleaning services for employees at the Chattanooga National Cemetery.

2. Contract Type Specifics

Contract period is for a base period with four (1) one-year options if exercised. Units and services to be in accordance with the Statement of Work, terms and conditions, contained in this solicitation. The offers shall include a price for each Contract Line Item Number (CLIN), a total price for the estimated quantities, and a sub total price for all estimated services in the contract base period and each option year. Unit prices shall be all inclusive containing (unit prices for materials, unit prices for labor, any labor burden or fringes, any associated travel costs, profit, overhead, and of the like).

This is a firm-fixed priced, requirements contract. This requirement provides estimated quantities that are a realistic estimated total quantity for the resulting contract in accordance with FAR 16.503. The Government is not obligated to any specified quantity as the initial contract award will be awarded at a \$0.00 amount and 0 quantities but succeeding executed task orders will obligate funding and exact quantities to the master contract, serving as a funding/quantity allowance for the contract. The contractor shall not exceed quantities listed on the individual task orders as they will not receive payment for additional services rendered outside the executed task order quantity limits. The contractor shall notify the COR when quantities on the CLINs/Task Order are about to be exhausted, and the contractor considers more quantities are needed in order to perform future services on the contract. The COR will make the determination on ordering future services and will coordinate with the Contract Officer for executing new task orders. Once a new task order is executed, the Contracting Officer & COR will provide the order to the contractor for continuing/new services under this contract. The Government is only obligated to provide payments for all services requested from fully executed task orders following this solicitation.

3. Description of Services:

- (A) The Contractor shall be obligated to provide all labor, supplies, materials, equipment, supervision and transportation to perform the rental, laundry, repair and weekly delivery of uniforms for approximately Thirteen to Eighteen (13-18) personnel in the manner described below. All service shall be performed in accordance with the guidelines established by Federal, State and local ordinances and these specifications. The awarded contract shall cover a base period, and four (4) option years that allows the Government to unilaterally extend the contract period for 12 months each.

- (B) NUMBER OF EMPLOYEES MAY INCREASE OR DECREASE AT ANY TIME. IF ADDITIONAL EMPLOYEES ARE ADDED DUE TO NEW HIRES OR SUMMER HELP, COST PER EMPLOYEE WILL REMAIN THE SAME.
- (C) Services shall include garment delivery and pickup, cleaning, repairs and replacement due to normal wear and tear as necessary. Garment cost shall include all sizes required. Normal wear and tear is interpreted to mean any rips, tears, seams splitting, buttons missing, zipper broken or noticeable damages to the garments that are encountered during normal duty activities, as well as a noticeable fading in the color of the uniform or mismatching.
- (D) Lockers or bins for dirty laundry will be placed in the 1 in the Shop and 1 in the Office and a container for shop towels will be placed in the shop. Uniforms will be laundered and pressed weekly.
- (E) The Contractor shall be responsible for providing for the approximately 10-14 Field Staff Light Green Cargo Pants, Light Green Micro Check Button Down Shirts, Tan Micro Check Button Down Shirts for 1 Field Supervisor and Green Hip Length Jackets for each Field employee, Green Coveralls shall be provided for 2 specified employees. Contractor shall provide each employee with 11 changes of pants, 11 changes of shirts with employee choice of long or short sleeve combining to 11, 2 Jackets, 2 Employees will also receive 2 coveralls. All uniforms will have a name tag (EMPLOYEE FIRST NAME) above right pocket and a tag above the left pocket with "Chattanooga National Cemetery" in white letters.
- a. (CLIN 0002) Field staff shirt is to be light green micro check button down (long shirt tail) long or short sleeved with employee first name on the right side and cemetery name on the left side of a polyester/cotton blend material, Shirts shall have all buttons down the front with 2 button through chest pockets.
 - b. (CLIN 00002) Field Supervisor shirt is to be tan micro check button down (long shirt tail) long or short sleeved with first name on one side and organization name on the other of a polyester/cotton blend material, Shirts shall have all buttons down the front with 2 button through chest pockets.
 - c. (CLIN 0001) Pants shall be light green cargo pants of 6.5-10oz Rip stop fabric cotton or polyester/cotton blend, relaxed fit with gusseted crotch and reinforced knees with 2 snap closure side cargo pockets with flaps.
 - d. (CLIN 0003) Jackets shall be waist length, green in color of heavy Poly/cotton twill material with quilted fiberfill lining and 2 pockets with employee first name on right side and cemetery name on the left
 - e. (CLIN 0004) Coveralls shall be green in color lightweight Poly/cotton blend with a zipper up the front and long sleeves.

- (F) Contractor shall provide and affix the first name of each field employee to the right side of each shirt centered 1 inch above the pocket; and provide and affix the National Cemetery name to the left side of each shirt centered 1 inch above the pocket. Tags shall be Shirt color matching sewn-on patch with name in white sewn on the patch. Patch is then sewn onto the uniform. The Contractor shall provide name patch. The cemetery may provide examples of previous used patches, but it is the contractor's responsibility to complete this service. Sewed or attached patches shall measure 2x4 inches unless otherwise agreed to by the Cemetery Director.
- (G)(CLIN 0010 thru 0013) The Contractor shall be responsible for providing for 3-4 Admin Staff Dark Gray Dress Pants and White Button down Business Dress Shirts.
- a. Two (2) Admin Employee with 11 changes of pants, 11 changes of shirts with employee choice of long or short sleeve combining to 11.
 - b. One to two (1-2) Admin Staff with partial uniforms of 2 Changes of pants and 2 changes of shirt with employee choice of long or short sleeve combining to 2.
 - c. PANTS AND SHIRTS SHALL BE PRESSED EACH TIME THEY ARE LAUNDERED.
 - d. Shirts are to be White Business Dress button down (long shirt tail) long or short sleeved polyester/cotton blend material; Shirts shall have all buttons down the front with 1 pocket.
 - e. Dress Pants shall be Dark Gray Flat Front Dress pants of Poly/Cotton blend.
- (H)(CLIN 0009) The Contractor shall be responsible for providing shop towels for use in Cemetery maintenance operations. Shop towels shall be clean and free of oils or contaminants and capable of absorbing liquids. Shop Towels shall be provided in quantities of 50 and maintained at a level of 100 usable rags onsite weekly and 1 sealed steel container shall be provided for petroleum or oil soaked rags to minimize fire hazard. Rental cost will include replacement cost of rags if rendered unusable.
- (I) Uniforms shall be delivered and picked up on the same, mutually agreed upon day of the week between the hours of 9:00 a.m. and 3:00 p.m. local time. Any deviation to this day, due to holidays, weather, etc. shall be agreed to with the Contracting Officer's Representative (COR) with at least 24 hours advanced notice prior to arriving at the cemetery to perform work.
- (J) (CLIN 0016) A bin or locker for collection of dirty laundry shall be provided 1 at the office and 1 at the maintenance building with 1 sealed metal can for oil or petroleum contaminated shop towels in the shop.
- (K) The unit price is all-inclusive and covers a complete set of uniforms for each employee at a per week cost per employee. The Contractor and COR will certify the invoices to verify the

number of garments services, including any replacements. Invoices shall reference the appropriate purchase order number and be sent to the COR for processing. NCA agrees to pay the contractor for the actual number of uniforms serviced. NCA will not pay for uniforms that have not been delivered, cleaned, laundered, or pressed. Uniform items missing or unserviceable from weekly deliveries will be deducted from invoice at the each listed price for the missing or unserviceable items.

- (L) A set price will be established for uniforms requiring replacement due to damage outside of normal wear and tear.
- (M) National cemeteries are National shrines; Contractor personnel appearance and conduct shall be professional and unobtrusive at all times. Questions from cemetery visitors shall be politely referred or directed to cemetery personnel.
- (N) All Contractor employees shall be dressed in proper attire, which includes sleeved shirt, long pants, and shoes. Tee shirts, tank tops and sandals are not acceptable. If caps are worn, they must be free of any questionable message or design.
- (O) The Contractor agrees to leave all work areas free of debris and in the same condition as before the work commenced.
- (P) The Contractor shall observe all traffic, parking, directional signs and regulations when using the cemetery's roadways. Vehicles shall not be driven off of the paved roadways onto non-paved areas without first securing permission from the COR. The Contractor shall ensure all motor vehicles used in this contract meet State inspection, safety, licensing, registration, and insurance requirements.

4. Contract Management

- (A) Representatives of the Contracting Officer: The VA Contracting Officer will designate one (or more) representatives to serve as the Contracting Officer's Representative (COR) to act for him/her in furnishing technical guidance and advice or generally directing the work to be performed under the contract. Such designation will be in writing and will define the scope and limitations of the COR's authority. A copy of the designation(s) shall be furnished to the Contractor at time of award.
- (B) Duties and responsibilities of the COR include day-to-day monitoring of the contract as follows:
 - a. Placing orders for services.
 - b. Verification / certification of payments to the Contractor for services rendered.

- c. Assuring that any changes effecting work involved, price, terms and/or conditions under the contract are not implemented before written authorization is issued by the Contracting Officer.
- (C) All administrative contract functions are the responsibility of the VA CO. Any modifications to the contract, including those involving no-cost changes, increases and decreases in cost or level of services provided, termination or extension of the contract (in part or in whole) and decisions concerning claims or disputes, must be authorized in writing by the Government Contracting Officer.

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