

## General Information

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Product or Service Code: S201  
Set Aside: 100% Service Disable Owned Small Business  
NAICS Code: 561720

## Contracting Office Address

Michael E. DeBakey  
VA Medical Center  
2002 Holcombe Blvd.  
Houston, TX 77030

## Description

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 26, and Part 13, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; *quotations* are being requested, and a written solicitation document will not be issued.

This solicitation is a *request for quotations (RFQ)*. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-95, dated 01-19-2017.

The associated North American Industrial Classification System (NAICS) code for this procurement is 561720, set aside for 100% Service Disable Owned Small Business.

The Department of Veteran Affairs, Houston MEDVAMC has a continual requirement for Housekeeping Services at the Michael E Debakey Veteran Affairs Medical Center (MEDVAMC) located at 2002 Holcombe Boulevard. Houston, Texas.

This requirement is scheduled for the following:

(1) year base period with (4) four 1 year options.

ITEM NUMBER	DESCRIPTION OF SUPPLIES/SERVIC ES	QUANTIT Y	UNI T	UNIT PRICE	AMOUNT
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<b>0001</b>	The contractor shall perform the Janitorial services per the SOW. Contract Period: Base POP Begin: 01-01-2018 POP End: 09-30-2018	12.00	MO	_____	_____
<b>1001</b>	The contractor shall perform janitorial services per SOW. Contract Period: Option 1 POP Begin: 10-01-2018 POP End: 09-30-2019	12.00	MO	_____	_____
<b>2001</b>	The contractor shall perform janitorial services per SOW. Contract Period: Option 2 POP Begin: 10-01-2019 POP End: 09-30-2020	12.00	MO	_____	_____
<b>3001</b>	The contractor shall perform janitorial services per SOW. Contract Period: Option 3 POP Begin: 10-01-2020 POP End: 09-30-2021	12.00	MO	_____	_____
<b>4001</b>	The contractor shall perform janitorial services per SOW. Contract Period: Option 4 POP Begin: 10-01-2021 POP End: 09-30-2022	12.00	MO	_____	_____
<b>GRAND TOTAL</b>				_____	_____

## **Performance Work Statement**

### **PERFORMANCE WORK STATEMENT (PWS) FOR RESTROOM CLEANING**

1.0 Description of Services. The Contractor shall provide all personnel, supervision, management, support, materials, and equipment necessary to ensure the below listed Restrooms at Michael E Debakey Veteran Affairs Medical Center (MEDVAMC) property located at 2002 Holcombe Boulevard. Houston, Texas, are maintained in a clean and sanitary condition at all times. The contractor shall accomplish all Restroom cleaning tasks identified in this PWS in order to meet the requirements and the Service Summary (SS). All work performed by the contractor shall be performed in accordance with all applicable laws, regulations, standards, instructions, and commercial practices.

#### **PERIOD OF PERFORMANCE**

Base Year: 01-01-2017 thru 09-30-2018

Option Year One: 10-01-2018 thru 09-30-2019

Option Year Two: 10-01-2019 thru 09-30-2020

Option Year Three: 10-01-2020 thru 09-30-2021

Option Year Four: 10-01-2021 thru 09-30-2022

1.1 RESTROOM CLEANING: The contractor shall provide services identified below for all restrooms identified. All restroom floors shall be mopped with hospital grade germicide solution (solution must be changed after each restroom). Hospital grade germicide shall be used on sinks and toilets. Restrooms, floors shall be scrubbed before 6:00am and after 8:00pm daily. Restrooms, floors shall be scrubbed at least twice a week on Tuesday and Friday before 6:00am or after 8:00pm daily. All Restroom identified in this PWS shall be maintained in a clean and sanitized condition always.

##### **1.1.1 CLEAN AND SANITIZE ALL FIXTURES AND DISPENSERS**

The contractor shall sanitization cleaning with germicide of lavatories, sinks, toilet seat, mirrors, dispensers and trash cans daily. Completely clean and disinfect all surfaces of sinks, toilet bowls, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, partitions, dispensers, doors, walls, and other such surfaces, using a germicidal detergent. After cleaning, receptacles shall be free of deposits, dirt, streaks, and odors. The contractor shall disinfect all surfaces of partitions, stalls, stall doors, entry doors, (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted lavatories, urinals, and toilets.

##### **1.1.1.1 CLEAN AND SANITIZE PARTITIONS, WALLS AND MIRRORS**

The contractor shall have sanitized cleaning with germicide, all partitions, walls, and mirrors shall be cleaned and sanitized daily. All interior glass, including glass in doors, partitions, walls, display cases, directory boards, etc shall be clean. There shall be no tract of film, dirt, smudges, water, or other foreign matter.

##### **1.1.1.2 CLEAN AND SANITIZE SINKS, TOILETS AND URINALS.**

The contractor shall have sanitized cleaning with germicide of lavatories, sinks, toilet seat, and bowl (inside and out), urinals daily. Descaling shall be performed monthly as a minimum and as often as needed to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

#### 1.1.1.3 CLEAN AND SANITIZE DOORS AND VENTS.

The contractor shall clean and sanitize all fixtures daily, using a Hospital grade cleaner, all fixtures (lights, light ledges, pipes, faucets, handles, etc.); all doors, including hinges and knobs. Including handles, kick plates, ventilation grates, metal guards, etc

#### 1.1.2 FLOOR MAINTENANCE

All restroom floors shall be swept and damp mopped daily with a hospital grade disinfectant solution to maintain sanitary conditions. Germicide solution which is changed after each restroom. Moveable items shall be moved to sweep underneath. Any items removed during cleaning shall be returned to original position. Floors as necessary to maintain sanitary conditions and a clean, uniform appearance. Once Weekly the entire floor surface, including grout, shall be free of dirt, dust, and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, and any other foreign matter, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Floors shall be stripped, scrubbed, waxed, etc. It is necessary to maintain sanitary conditions and a clean, uniform appearance at all times.

1.1.3 SCRUB FLOORS All restrooms floors shall be scrubbed daily.

#### 1.1.4 RESTOCK RESTROOM SUPPLIES

All restrooms shall be restocked and supplied as needed with the following (Foam Hand Soap, Toilet Paper, Paper Towels, Toilet Seat Covers, etc.) All restrooms shall be restocked daily to ensure that they are stocked sufficiently. Supplies shall be stored in designated areas. No overstocking shall be allowed.

#### 1.1.5 EMPTY, SANITIZE AND RELINE TRASH CONTAINERS

All trash containers shall be emptied and returned to their initial location. Any soiled or torn plastic trash receptacle liners shall be replaced. The trash shall be deposited in the nearest designated trash chute room. Trash receptacles shall be wiped clean, free of foreign matter, dirt, and free of odors.

1.1.5.1 SAFETY The contractor shall display warning signs that have been approved by the COR in all areas where housekeeping operations may cause traffic obstruction or personnel hazard.

The cleaning of restrooms resulting in a temporary wet or slippery floor surface shall be accomplished so that it shall not be necessary for personnel or patients to cross the wet surface to gain access to other areas (1/2 of the hallway or area at a time). The contractor shall comply with all Life Safety Regulations.

All tasks accomplished by the contractor personnel shall be done so as to preclude damage or disfigurement of furniture and building structure. The contractor shall correct any damage caused by his employees to any part of the building or equipment or any area covered by this contract.

## 1.2 Miscellaneous Requirements

- Practice water and energy conservation
- Turn off unnecessary lights
- Report fire hazards, conditions, and items in need of repair to the COR
- Turn in lost and found articles to the COR
- The Contractor shall notify the COR of any condition, including adverse weather or special requests from government personnel that may interrupt or delay performance under this PWS. Once the condition is resolved the Contractor shall resume interrupted work as soon as practical. When this period exceeds 24 hours the COR must approve the delay.

**1.2.1 CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES** The contractor shall furnish all equipment, materials, and cleaning supplies necessary to maintain the cleanliness and sanitation of all restrooms listed in this PWS. Supplies, Materials, and equipment shall meet the specifications below and comply with VA, federal or state Occupational Safety and Health standards and fire regulations.

All items shall be approved by the facilities infection Control Committee (ICC) and the COR prior to being used. The contractor shall obtain Safety Data Sheets, Occupational Safety and Health Administration (OSHA) form 20 for all chemical products used and shall provide a copy to the COR. New supplies or changes in previously approved materials shall require product literature and may require samples.

NOTE: Aerosol sprays shall not be used in patient treatment areas.

1. Contractor personnel shall not use steel wool, abrasive metal cleaners, or any other cleaning materials or supplies which could cause damage to government property. At no time shall chairs, wastebaskets, brooms, mops, or any other items normally placed on the floor be placed on any surface of furniture or equipment.
2. All containers of cleaning chemicals and similar products shall be conspicuously marked (preferably with a factory label), to identify contents. All other labels shall be removed or defaced. Materials bearing a Department of Transportation (DOT) red label (flammable) shall not be used. No unlabeled chemicals are permitted for use anywhere within the facility.
3. Contractor's equipment shall be compatible with existing sources of government furnished electrical power. All equipment shall comply with current safety standards. All equipment shall be cleaned with a disinfectant/detergent each day prior to storage.
4. All electrically operated equipment shall be equipped with hospital quiet-type motor, be third wire grounded, and equipped with an appropriate length of UL approved three-conductor cord. Extension cords are prohibited.
5. All wheeled and movable equipment shall be equipped with protective non-marking wheels and rubber bumpers or guards around the entire perimeter. No part of the equipment (except fixed handles) shall protrude beyond the rubber bumpers.

6. When not in use, equipment shall be stored in designated areas only. Trash containers shall be washed each day prior to storage.
7. Supplies and equipment shall not be transported in trash barrels, mop buckets, etc. All materials not immediately used shall be properly stored.
8. All disinfectant/detergent shall be currently Environmental Protection Agency (EPA) registered as a hospital grade germicidal (pseudomonicidal and staphylocidal), fungicidal, and viricidal at the recommended use dilution. The manufacturer's labeled instructions for use dilution should be followed. The disinfectant/detergent used shall be compatible in use with the microorganisms which may be prevalent in the local area. In the event of an outbreak of Methicillin Resistant Staphylococcus Aureus (MRSA), Clostridium Difficile (C-Diff) etc., COR will instruct contractor on proper cleaning procedures.
9. Trash collection containers shall be rigid, with a smooth interior finish, equipped with a snug fitting cover and hard rubber, non-marking, silent running casters. All trash containers shall meet local base fire regulations. Trash carts shall be of such size that shall not block width or block passageways for building evacuation. All trash collection containers shall be thoroughly cleaned and disinfected daily.
10. The double bucket mopping or microfiber system shall be used. Buckets shall be constructed of non-porous, acid resistant, seamless material.
11. The government shall not be held responsible for any loss of Contractor's equipment which may be lost, damaged or stolen. The Contractor shall tag all contractor owned equipment for identification.
12. When routine facility's defects (leaking faucet, loose door, loose window frames, etc.) are found, they shall be reported to the COR or his/her representative.

## **2. SERVICE SUMMARY**

Performance Objective – Desired Outcome SOW reference      Performance Threshold – Acceptable Quality Level (AQL) Remedy Method of Assessment The Contractor assures compliance with all Safety and Security Regulations.

1.1.5.1 Less than three (3) compliant during the life of the contract. Correction and contractor's written explanation within 24 hours. Customer Complaints and COR will perform evaluation based on the contractor's schedule Contractor assures that total cleaning is accomplished in accordance with specific task and frequencies. 4.0 – 6.5 Less than three (3) valid complaints (based on COR and CO concurrence) in a calendar quarter Re-performance Within 4 hours of notification Customer Complaints and COR shall perform evaluation based on the contractor's schedule

All areas of the clinics and public areas are maintained in a clean and sanitary condition. 2.0-2.2 Less than three (3) complaints valid complaints (based on COR and CO concurrence) in a calendar quarter

Re-performance within 4 hours of notification Customer Complaints and COR shall perform evaluation based on the contractor's schedule Badges are properly displayed. 4.14 Less than (3) complaint during the life of the contract Correction and contractor's written explanation within 24 hours.

Daily surveillance by COR and other MEDVAMC employees. All contractor employees receive the mandatory trainings. 4.2.1.2 Zero (0) compliant during the life of the contract None Documentation of contract staff training shall be provided monthly to the COR.

**2.1 Quality Control** The contractor shall develop and maintain a quality control program to ensure Restroom cleaning services are performed in accordance with commonly accepted commercial practices and services identified in this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. A written Quality Control Plan shall be submitted to the contracting officer. The plan shall specifically address the contractor's strategy to provide quality workmanship, continual process improvement and for correcting deficiencies as required.

**2.2. Quality Assurance.** The government shall inspect and evaluate the contractor's performance to ensure services are received in accordance with requirements set forth in this contract. The COR shall inspect by watching actual task performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this PWS. The COR will use the contractor's work schedule or modified version thereof, to record surveillance. Results of the surveillance then become the official MEDVAMC's record of the Contractor's performance. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the Contracting Officer a Contract Discrepancy Report (CDR) for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the Contracting Officer within 10 calendar days of receipt.

### **2.3 Surveillance Methods.**

**2.3.1 Periodic Surveillances.** This method requires the COR to employ a "spot check" style of evaluation based on the contractor's schedule. Periodic surveillances will be conducted on a scheduled basis (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted, based on quality trends.

- a. Any unsatisfactory inspection (defect) result will be recorded, and the Contractor shall re-perform the service after notification by the COR.
- b. Failing to meet the performance threshold as outlined in the SS for any of these performance objectives in any one month period shall result in a warning or letter of concern from the Contracting Officer.
- c. Failing to meet the performance threshold as outlined in the SS of these performance objectives in any combination for any two, or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting with the Multi-functional Team. All remedies shall be in accordance with the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

2.4 Periodic Progress Meetings. The Contracting Officer, Facility Director, COR, other government personnel as appropriate, and the Contractor shall periodically meet to discuss the Contractor's performance. The minutes of these meetings will be reduced to writing, should the contractor not concur with the minutes, the contractor shall provide written notification to the Contracting Officer identifying areas of non-concurrence for resolution.

### **3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

3.1 Government Furnished Facilities. The contractor shall confine all operations (including storage of materials) on Government premises to areas authorized and approved by the COR. The Contractor shall not hold the Government, its officers and agents, liable of any theft or damage to equipment stored or used on government property. Temporary buildings, storage containers, and utilities may be brought onsite by the Contractor only with the approval of the COR and shall be built of approved materials with no expense to the Government. Temporary buildings and utilities shall remain the property of the Contractor and shall be removed and the existing grounds restored by the Contractor at its expense upon completion of the contract.

1. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall pay for the repair of any damaged curbs, sidewalks, or roads. At no time shall the Contractor's vehicles be parked on lawn areas. All flammable liquids shall be handled, stored, and used in accordance with National Fire Protection Agency (NFPA) Standard No. 30-1998.

3.1 Maintain site to permit access of fire department vehicles at all times. All portions of building entrances and exits shall always be accessible for fire department apparatus and permit emergency egress of personnel. 4. Perform services so as to interfere as little as possible with normal functioning of the MEDVAMC as a whole, including operation of utility services, fire protection systems and any existing equipment, and with work being done by others.

3.2 Government Furnished Utilities. The Government must furnish electricity, water and sewage service as necessary for accomplishment of work in accordance with this contract.

3.3. Utility Conservation. The Contractor shall adhere to all MEDVAMC utility conservation practices or requirements. The Contractor shall be responsible for operating under conditions that prevent waste of utilities.

3.4 Telephone Service. The Government shall only provide local commercial telephone service. Long distance service, if desired, shall be at the contractor's expense.

3.5 Security, Fire and Medical Services. The Government must provide police and fire protection in the event of a medical emergency

3.6 Refuse Collection and Disposal. The Contractor shall use existing bulk containers to dispose of trash or refuse generated from accomplishment of services detailed in this PWS. The COR must identify these specific dumpsters for yard/tree waste.



#### 4. General Information

4.1 Hours of Operation. The contractor shall perform the services required under this contract during the base hours of operation: 12:00A.M. – 11:59P.M., Monday through Friday. The Contractor may find it necessary to deviate from the normal MEDVAMC hours of operation (i.e. working on Saturday or Sunday) due to weather conditions or unforeseen circumstances, to ensure timely completion of work under this PWS at no additional cost to the government.

1. Contractor shall furnish shirts with company logo to employees. Shirts shall be a color other than green. Employees shall wear shirts when on site and performing contract work.
2. The MEDVAMC will not provide lunchroom or washroom facilities.
3. Water must be available through hose connections for use by Contractor. The COR shall provide locations of those connections. Contractor is responsible for transportation of water, safe routing of hoses, and repairs to leaking hoses.
4. Contractor shall be required to work after hours and/or weekends to access areas blocked by vehicles during VA's normal business hours. Contractor is responsible for determining which areas are affected during the site visit.
5. Contractor employees shall not be considered government employees for any purpose under the contract.

4.2 Federal Holidays. The contractor is not required to perform services on Federal Holidays.

New Year's Day - 1 January Martin Luther King Day - 3rd Monday in January Washington's Birthday - 3rd Monday in February Memorial Day - last Monday in May Independence Day - 4 July Labor Day - 1st Monday in September Columbus Day - 2nd Monday in October Veteran's Day - 11 November Thanksgiving Day - 4th Thursday in November Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday shall be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor shall be responsible for rescheduling services for the first day post the holiday observance.

4.2.1 Clocking In and Clocking Out: RepTrax kiosks shall be used to verify hours worked. Contractor shall provide to COR the names of each employee performing Restroom cleaning services and, should there be staffing changes, notify the COR of such changes.

4.2.1.2 TRAINING AND SECURITY: All contractor employees and subcontractor employees shall complete the following before the commencement of work:

Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the Contractor Rules of Behavior, See Section D. Successfully complete the VA Privacy and Information Security Awareness and Rules of Behavior training and annually complete required security training. Website: <https://www.ees-learning.net/librix/loginhtml.asp?v=librix> The contractor shall provide to the contracting officer and/or the COR a copy of the training certificates and certification of signing the Contractor Rules of Behavior for each applicable employee before the employee begins work and annually thereafter, as required. The contractor shall provide to the contracting officer and/or the COR a copy of the training certificates and certification of signing the Contractor Rules of Behavior for

each applicable employee before the employee begins work and annually thereafter, as required. Failure to complete the mandatory annual training and sign the Rules of Behavior annually, within the timeframe required, is grounds for suspension or termination of all physical or electronic access privileges and removal from work on the contract until such time as the training and documents are complete. The C&A requirements do not apply and the Security Accreditation Package is not required.

- 4.3 MEDVAMC Closures. Work scheduled but not accomplished because of MEDVAMC closure due to natural disaster or any unforeseen circumstance will be accomplished as soon as possible after reopening the MEDVAMC.
- 4.4 Spill Response. The Contractor shall be briefed on MEDVAMC spill response procedures at the preperformance conference. The Contractor is responsible to report and promptly cleanup all spills in a manner consistent with current environmental regulations. In the event that it is necessary to utilize government material, equipment or personnel to clean up a Contractor caused spill, the Contractor shall be required to reimburse the government for all associated costs.
- 4.5 Hazardous Material/Waste Management. The Contractor shall be briefed on MEDVAMC Hazardous Material/Waste Management Plan at the pre-performance conference.
- 4.6 Hazardous Materials. The Contractor shall not use products that are or contain Toxic 17 chemicals, Extremely Hazardous Substances (EHS), Ozone Depleting Substances (ODS), and/or Persistent Bioaccumulative and Toxic (PBT) chemicals. Any hazardous materials containing one of these banned substances shall not be allowed on MEDVAMC property.
- 4.7 Traffic Laws. The Contractor and its employees shall comply with VA Police traffic regulations.
- 4.8 Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned or privately owned vehicle while on MEDVAMC property.
- 4.9 Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of MEDVAMC's patients, visitors, employed personnel, contractor personnel and resources.
- 4.10 Physical Security. The Contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.
- 4.11 Contract Manager. The Contractor shall establish and maintain an office through which the contract manager or alternate(s) can be contacted during work hours. The contract manager or alternate shall be available during normal duty hours to meet on the installation within 2 hours with the government personnel designated by the Contracting Officer to discuss problem areas. The Contractor shall provide the CO telephone number(s) where surveillance results and complaints can be reported. The Contractor shall also provide to the Contracting Officer the names and phone/pager numbers of Contractor POCs for after business hours including nights, weekends, and holidays. This information shall be kept updated by the Contractor whenever personnel changes occur. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to the daily operation of this contract.

4.12 Personnel. Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of name tag. The coloring or design of the item selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection. The government is authorized to restrict the employment under the contract of any contractor employee or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well-being or operational mission of MEDVAMC and its population.

4.12 CONTRACTOR PERSONNEL BADGES AND PARKING. While on VA premises, all contractor personnel shall comply with the rules, regulations, and procedures governing the conduct of personnel and the operation of the facility an access badge will be given to the contractor's employee upon entrance into VA buildings. The contractor employee shall safeguard the access badge and immediately report any lost, stolen, or destroyed badges to the COR. All contract personnel shall properly display their access badges. Access badges shall be worn at or above the waist (facing forward.). The contractor's employees shall return the access badge(s) to the COR or designee at the end of the contract. It is the responsibility of the contractor's personnel to park in the appropriate designated parking areas. Parking information shall be coordinated with each facility COR. MEDVAMC does not validate or make reimbursement for parking violations of the contractor's personnel under any circumstance The Contractor shall establish and implement methods of making sure all name tags issued to the Contractor by the government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall immediately report to the COR or Contracting Officer any occurrences of lost or duplicated name tags.

4.13 Schedules. The contractor shall submit a schedule for all services described in this PWS to the Contracting Officer for approval at the pre-performance conference and at each change in the growing/non-growing season. The schedule shall identify plots, acreages, or base areas and days of the week service shall occur. The contractor shall be allowed 30 calendar days to adjust work schedules based on inspections and traffic if applicable. Any modified work schedule shall be submitted to the Contracting Officer for approval within 30 calendar days after the first contract month period. The contractor shall not deviate from the approved schedule without prior approval from the Contracting Officer, or COR. Permanent changes to the schedule shall be submitted 10 calendar days before implementation and

receive Contracting Officer approval before the Government must allow the proposed changes. The schedule may be submitted electronically using a file format compatible with Government software programs.

4.14 AUTHORITY Only the Contracting Officer has the authority to make modifications or changes to the Statement of Work (SOW). Changes to the SOW which affect this contract, shall be coordinated with the Contracting Officer's Representative (COR) and Contracting Officer (CO) prior to initiation of such changes to assure adequate contractual coverage. The COR is defined as a government employee who shall serve as the Contracting Officer's technical representative to ensure adequate performance for the Government.

The contractor is required to sign and returned a COR Delegation Form to the Contracting Officer.

Requirements listed under the Task Frequency Chart under "As Requested" shall be coordinated with the COR and CO.

4.15 INVOICES Invoices shall be submitted monthly in arrears. The current purchase order number shall be shown on all invoices.

4.16 CCR REGISTRATION Contractor shall be registered in the Central Contractor Registration database, [www.ccr.gov](http://www.ccr.gov) prior to contract award.

4.17 BACKGROUND CHECK Contractor personnel performing work under this contract shall satisfy all requirements for security eligibility. Managerial and Supervisory personnel and those personnel who will be designated to these positions on weekends and in the event of an absence shall have a background investigation prior to performing work under this contract. Employees of the contractor shall have at least a minimum background investigation conducted. Contract's employees shall not be considered government employees for any purpose.

**THESE ARE THE LIST OF THE FOLLOWING RESTROOMS TO BE CLEANED:**

Basement BA-360 (Female, 1 stalls, 1, wash basin) BA-369 (Female, 1 stall, 1 wash basins) BB-261 (1 stall, 1 wash basin) BA-367 (1 stall, 1 wash basin) BB-241 (1 stall, 1 wash basin) BB-271 (1 stall, 1 wash basin) BB-272 (1 stall, 1 wash basin) BB-202 (1 stall, 1 wash basin),

1A-104A (Female, 2 stalls, 2 wash basins) 1A-110A (Male, 3 stalls, 4 wash basins, 2 Urinals) 1A-733 (Female, 2 stall, 2 wash basin,) 1A-734 (Male, 5 stalls, 6 wash basins, 3 urinals), 1st Floor 1A-397 (Female, 2 stalls, 2 wash basins) 1A-395 (Male, 2 stalls, 4 wash basins, 2 urinals) 1A-327 (Female, 2 stalls, 2 wash basins) 1A-325 (Male, 3 stalls, 4 wash basins, 2 Urinals) 1A-257

(Female, 2 stalls, 2 wash basins) 1A-255 (Female, 3 stalls, 4 wash basins, 2 Urinals) 1B-324 A (Female, 2 stalls, 2 wash basins) 1B-322 (Male, 2 stalls, 2 wash basins, 1 urinal) 1C-264B (Female, 1 stall, 1 wash basin) 1C-264A (Male, 1 stall, 1 wash basin) 1B-295 (Male, 1 stall, 1 wash basin) 1B-394 (Female, 1 stall, 1 wash basin) 1B-278 (1 stall, 1 wash basin) 1A-740 (1 stall, 1 wash basin) 1A-220 (Male, 2 stalls, 2 wash basins, 1 urinal) 1A-204 (Female, 2 stalls, 2 wash basins) 1B-270 (Female, 1 stalls, 1 wash basins)

1B-225 (Female, 3 stalls, 4 wash basins, 2 urinals), 1C-205 (Male, 1 stall, 1 urinal, 1 wash basin), 1C-207 (Female, 2 stalls, 2 wash basins)

2nd Floor 2C-207 (Female, 1, stalls, 1, wash basins) 2C-209 (Female, 1, stalls, 1, wash basins) 2A-302 (Male, 2 stalls, 2 wash basins, 2, urinals) 2A-103 (Female, 2 stalls, 2 wash basins) 2B-403 (Female, 2 stalls, 2 wash basins) 2B-464 (1 stall, 1 wash basin) 2B-466 (1 stall, 1 wash basin) 2B-322 (Female, 2 stalls, 2 wash basins) 2B-324 (Male, 2 stalls, 2 wash basins, 1 urinal) 2B-156A (1 stall, 1 wash basin) 2B105 (1 stall, 1 wash basin) 2B-107 (1 stall, 1 wash basin)

3rd Floor 3B-107 (1 stall, 1 wash basin) 3B-105 (1 stall, 1 wash basin) 3C-414 (1 stall, 1 wash basin) 3C302 (Male, 1 stall, 3, wash basin, 1, urinal) 3B-300 (Female, 2 stalls, 2 wash basins) 3B-102 (Female, 3 stalls, 3 wash basins,) 3B-104 (Male, 2 stalls, 3 wash basins, 2 urinals) 3C-105 (Female, 1, stalls, 1, wash basins) 3C-107 (1 stall, 1 wash basin), 3A-102 (1 stall, 1 wash basin), 3A-104 ( 1 stall, 1 wash basin)

4th Floor 4C-105 (1 stall, 1 wash basin) 4C-107 (1 stall, 1 wash basin) 4C-311(Female, 4 stalls, 3 wash basins,) 4C-313 (Male, 3 stalls, 4 wash basins, 2 urinals) 4A-390 (Male, 1 stall, 2, wash basin, 1, urinal)

4A-392 (Female, 2 stalls, 2 wash basins) 4B-306 (Female, 2 stalls, 2 wash basins) 4A-308 (Male, 2 stalls, 3 wash basins, 1, urinal) 4A-260 (Male, 2 stalls, 3 wash basins, 1, urinal) 4A-262 (Female, 3 stalls, 3 wash basins) 4B-105 (Male, 1 stall, 2, wash basin, 1, urinal) 4B-107 (1 stall, 1 wash basin)

5th Floor 5C-229 (1 stall, 1 wash basin) 5C-211C (Female, 3 stalls, 3 wash basins,) 5C-211A (Male, 1 stall, 2, wash basin, 1, urinal) 5C-105 (1 stall, 1 wash basin) 5C-107 (1 stall, 1 wash basin) 5C-109 (Male, 2 stalls, 3 wash basins, 2, urinal) 5B-107 (1 stall, 1 wash basin) 5B-105 (1 stall, 1 wash basin) 5B-211A (Male, 1 stall, 2, wash basin, 1, urinal) 5B-211C (Female, 3 stalls, 3 wash basins,) 5A-197 (1 stall, 1 wash basin) 5A-199 (1 stall, 1 wash basin) 5A-101 (1 stall, 1 wash basin) 5A-103 (2 stall, 1 wash basin) 5A105 (1 stall, 1 wash basin)

6th Floor 6C-104 (Male, 3 stalls, 3 wash basins, 2, urinal) 6C-102 (Male, 2 stalls, 3 wash basins) 6C-109 (Female, 3 stalls, 3 wash basins,) 6C-120 (Male, 2 stalls, 3 wash basins, 1, urinal) 6B-120 (Female, 2 stalls, 2 wash basins) 6B-109 (Male, 2 stalls, 3 wash basins, 1, urinal) 6B-106 (Male, 3 stalls, 3 wash basins, 2, urinal) 6B-104 (Female, 3 stalls, 3 wash basins,) 6B-306 (1 stall, 1 wash basin) 6B-304 (1 stall, 1 wash basin) 6B-308B (1 stall, 1 wash basin) 6C-342 (1 stall, 1 wash basin), 6B-103 (Female, 3 stalls, and 3 sinks), 6B-105 (Male, 3 stalls, 2 urinals, 2 sinks).

**The following Restrooms shall be cleaned once (1 time) on Saturdays:**

BA-367, BA-369, BB-200, BB-202, BB-241, BB-261, BB-271, BB-271, BC-320, BC-322

1A-104, 1A-110, 1A-255A, 1A-257, 1A-325, 1A-327, 1A-350, 1A-397, 1A-733, 1A-734, 1A-740, 1B108, 1B-208, 1B-395B, 1C-264A, 1C-264B.

2A-103, 2A-302, 2B-105, 2B-107, 2B-156, 2B-156, 2B-322, 2B-324, 2B-402, 2B-408, 2B-464, 2B466, 2C-207, 2C-209.

3A-102, 3A-104, 3B-105, 3B-107, 3B-300, 3B-302, 3C-105, 3C-107.

4A-260, 4A-262, 4A-306-4A-307, 4A-350, 4A-352, 4B-105, 4B-107, 4C-105, 4C-107, 4C-311, 4C-313.

5A-103, 5A-105, 5A-101, 5A-197, 5A-199, 5B-105, 5B-107, 5B-211A, 5B-211C, 5C-105, 5C-107, 5C109.

6B-109, 6B-120, 6B-304, 6B-306, 6B-306A, 6C-103, 6C-104, 6C-109, 6C-120, 6C-342, 6B-103, 6B-104.

**The following Restroom shall be cleaned twice (2 times) on Saturdays:**

1A-104, 1A-110, 1A-733, 1A-734, 2A-103, and 2A-302.

The following Restrooms shall be cleaned every Monday between the hours of 5:00am to 7:00am. When Monday is a Federal Holiday these services shall be performed on Tuesday.

5A-197, 5A-199, 5A-101, 5A-103, 5A-105, 3A-102, 3A-104, 2A-103, 2A-302, 1A-104 and 1A-110 (Main Lobby), 1A-733, 1A-734, 1A-740 (E/R Area), 1C-264A, 1C-264B, 1B-395B (Spinal Cord Area).

**Place of Performance:**

Michael E Debakey Veteran Affairs Medical Center (MEDVAMC)  
2002 Holcombe Boulevard  
Houston, Texas 77030

It is anticipated that a firm-fixed price purchase order shall be awarded as a result of this synopsis/solicitation. Evaluation of the offers shall be conducted in an impartial manner under FAR 13.106-2. Award shall be made to the lowest price technically acceptable (LPTA) offeror meeting or exceeding the requirements of this solicitation. Technical capability will be evaluated as pass or fail based on the offerors capability statement for meeting or exceeding the requirements of the SOW, and having had no negative past performance history appearing in the Past Performance Information Retrieval System (PPIRS) at [www.ppirs.gov](http://www.ppirs.gov). If the government finds that the lowest price offer is technically acceptable for meeting or exceeding the requirements under this solicitation, then award shall be made to that offer without further review.

The full text of FAR provisions or clauses may be accessed electronically at  
<http://acquisition.gov/comp/far/index.html>

The full text of VAAR provisions or clauses may be accessed electronically at  
<https://www.va.gov/oal/library/vaar/index.asp>

The following FAR solicitation provisions apply to this acquisition:

- FAR 52.252-1, Solicitation Provisions Incorporated by Reference (Feb 1998)
- FAR 52.212-1, "Instructions to Offerors—Commercial Items" (Jan 2017)
- FAR 52.212-2, Evaluation – Commercial Items (Oct 2014)
- FAR 52.212-3, "Offerors Representations and Certifications—Commercial Items" (Jan 2017)

Offerors must complete annual representations and certifications on-line at <http://www.sam.gov/portal>. in accordance with FAR 52.212-3, "Offerors Representations and Certifications—Commercial Items."

The following VAAR solicitation provisions apply to this acquisition:

- VAAR 852.270-1, Representatives of Contracting Officers (Jan 2008)

The following FAR contract clauses apply to this acquisition:

- FAR 52.252-2, Clauses Incorporated by Reference (Feb 1998)
- FAR 52.212-4, Contract Terms and Conditions—Commercial Items (Jan 2017)
- FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders (Jan 2017)
- o FAR 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2016) (Pub.L. 109-282) (31 U.S.C. 6101 note)
- o FAR 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 657f)
- o FAR 52.222-3, Convict labor (June 2003) (E.O. 11755)
- o FAR 52.222-21, Prohibition of Segregated Facilities (Apr 2015)
- o FAR 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246)
- o FAR 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793)
- o FAR 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008)
- o FAR 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627)
- o FAR 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513)
- o FAR 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332)
- o FAR 52.222-41, Service Contract Labor Standards (May 2014)
- o FAR 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014)

This Statement is for Information Only

It is not a Wage Determination

Employee Class Monetary Wage Range Benefits

WG-2 \$16.14 + 33.4%

- o FAR 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment (Multiple Year and Option Contracts) (May 2014)
- FAR 52.217-8, Option to Extend Services (Nov 1999)
- FAR 52.217-9, Option to Extend the Term of the Contract (Mar 2000)
- FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts (Sept 2013)
- FAR 52.232-18, Availability of Funds (Apr 1984)
- FAR 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)

The following VAAR contract clauses apply to this acquisition:

- VAAR 852.203-70, Commercial Advertising (Jan 2008)
- VAAR 852.232-72, Electronic Submission of Payment Requests (Nov 2012)
- VAAR 852.237-70, Contractor Responsibilities (Apr 1984)

All "quoters" shall submit the following: one copy of quote with unit price and extensions for each line item and totaled for all.

This is an open-market combined synopsis/solicitation for services as defined herein. The government intends to negotiate a purchase order award as a result of this combined synopsis/solicitation that will include the terms and conditions as set forth herein.

Submission shall be received not later than **0900 CST on 13 DEC 2017**. Email quotes to [JOEY.GRISMORE2@VA.GOV](mailto:JOEY.GRISMORE2@VA.GOV). Late submissions shall be treated in accordance with the solicitation provision at FAR 52.212-1(f). Any questions or concerns regarding this solicitation should be forwarded in writing via e-mail to the contract specialist, Joey Grismore at email address: joey.grismore2@va.gov. All questions regarding this solicitation are required to be submitted not later than **0900 CST on 11 DEC 2017** in order to render a response prior to the closing date and time of this solicitation.

**Point of Contact**

Contract Specialist:

Joey Grismore

email: [joey.grismore2@va.gov](mailto:joey.grismore2@va.gov)

**See attached document: S02 Attachment 1 - WD**