

SCOPE OF WORK
FOR
LAUNDRY AND DRY CLEANING

1 DESCRIPTION OF WORK: The contractor shall furnish all management, labor, transportation, pickup and delivery service in accordance with the terms and conditions of this Statement of Work (SOW). This includes all laundry, dry cleaning, and all other tasks and responsibilities deemed necessary and spelled out in this SOW. The contractor shall receive, account for, process, and return all organizational and individual items tendered for cleaning.

1.1 PERIOD OF PERFORMANCE: The Contractor shall provide service to the cemetery as required under this SOW at the onset of the contract period, unless otherwise directed by the Contracting Officer. Due to the timeliness of the services provided, any inability of the Contractor to provide contracted services must be reported to the Contracting Officer or COR immediately.

PERFORMANCE PERIOD

- a. BASE YEAR: October 1, 2018 through September 30, 2019
- b. 1st OPTION YEAR: October 1, 2019 through September 30, 2020
- c. 2nd OPTION YEAR: October 1, 2020 through September 30, 2021
- d. 3rd OPTION YEAR: October 1, 2021 through September 30, 2022
- e. 4th OPTION YEAR: October 1, 2022 through September 30, 2023

1.2 The contractor shall provide services to Florida National Cemetery at 6502 SW 102nd Ave Bushnell, FL 33513 Services will be provided in accordance with the terms and conditions of this contract. The contractor shall process and finish all clothing and other items in accordance with the requirements contained in the contract.

1.3 Workmanship and Sanitation: Delivered articles shall conform to the generally accepted industry and local standards of quality, cleanliness, finish, appearance, and packaging. The items shall not only be clean in the sense of being free from soil and stains, all work performed shall be done under sanitary conditions

1.4 Classification of Items: Clothing or linen articles received by the contractor shall be individually inspected for condition of serviceability and classified as to the type of service required.

1.5 Re-performance: Any items found to have been unsatisfactorily cleaned shall be re-cleaned by the contractor at no additional cost to the government.

1.6 Repair: The contractor shall repair, at contractor's expense, all damages to individual garments which occur while in the custody of the contractor, to include rips, tears, holes, open seams, and replacement of buttons and repair or replacement of zippers.

1.7 Items being turned into the contractor will be counted in the presence of the organizational representative and contractor representative and agreement reached on the number count.

1.8 The contractor shall provide pickup and delivery service. This service shall include loading, unloading, segregating, transporting. The contractor shall provide his own vehicles.

1.9 The laundry that the contractor picks up may be dirty/wet. The contractor shall verify number of items and sign a pickup ticket for the items being picked up. Such a signature constitutes an agreement to the government's count unless a specific exception is noted on the ticket. A copy of the ticket will remain with the government.

1.10 The contractor shall record the number of items delivered on the delivery ticket and the government rep will verify the amount. Items delivered must be within 7 days of pick up. The contractor must provide a list for items not delivered on schedule.

2 GENERAL INFORMATION:

2.1 HOURS OF OPERATION: Items are available for pick up between the hours of 0900 – 1530 Monday thru Friday minus any federal holidays. If your schedule pick-up is on a federal holiday then items will be picked up the next business day.

2.2 TYPE OF ITEMS TO BE DRYCLEANED: Pants male and female; ties; blazers; overcoats; raincoats and table cloths. The number of items to be dry cleaned will vary weekly based on the number of employees. Contractor shall provide 2 laundry bags per employee.