

## SUPPLIES OR SERVICES & PRICES / COSTS

**PRICE SCHEDULE:** Contractor shall furnish all personnel, supervision, transportation, equipment, supplies and materials necessary to provide Janitorial Services at the Long Island National Cemetery at 2040 Wellwood Ave, Farmingdale NY 11735. The contract term shall be for one (1) Base Year and four (4) one year renewal options. All work shall be performed in strict accordance with specifications, schedules, terms and conditions of the contract.

**SITE VISIT:** Offerors or quoters are urged and expected to inspect the site(s) where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance. In no event shall failure to inspect the sit constitute grounds for a claim after award. If you are planning to conduct a site visit / inspection at the Long Island National Cemetery, YOU MUST CONTACT one of the following Long Island National Cemetery personnel to make arrangements:

**Srey Austin, Cemetery Director** ..... (631)-454-4952  
**Paul White, Assistant Cemetery Director**..... (631)-454-4952  
**Robert Donnelly, Cemetery Foreman**..... (631)-454-4952  
**Facsimile #**..... (631)-694-5422

| <b>BASE YEAR – October 1, 2019 or from date of award thru September 30, 2020</b> |   |                |             |                  |                   |
|--|---|----------------|-------------|------------------|-------------------|
| <u>CLIN</u>  | <u>DESCRIPTION</u>  | <u>EST QTY</u> | <u>UNIT</u> | <u>UNIT COST</u> | <u>TOTAL COST</u> |
| 0001   | <b>JANITORIAL SERVICES:</b> Weekdays (Monday, thru Friday) and <b>Sat &amp; Sun Public Restrooms Only.</b> Annual Cleaning Services in accordance with all contract specifications, terms and conditions. | 12             | MO          | \$ _____         | \$ _____          |

| <b>OPTION YEAR I - October 1, 2020 thru September 30, 2021</b> |  |                |             |                  |                   |
|--|--|----------------|-------------|------------------|-------------------|
| <u>CLIN</u>  | <u>DESCRIPTION</u>   | <u>EST QTY</u> | <u>UNIT</u> | <u>UNIT COST</u> | <u>TOTAL COST</u> |
| 1001   | <b>JANITORIAL SERVICES:</b> Weekdays (Monday thru Friday) and <b>Sat &amp; Sun Public Restrooms Only.</b> Annual Cleaning Services in accordance with all contract specifications, terms and conditions. | 12             | MO          | \$ _____         | \$ _____          |

| <b>OPTION YEAR II - October 1, 2021 thru September 30, 2022</b> |   |                |             |                  |                   |
|---|---|----------------|-------------|------------------|-------------------|
| <u>CLIN</u>   | <u>DESCRIPTION</u>  | <u>EST QTY</u> | <u>UNIT</u> | <u>UNIT COST</u> | <u>TOTAL COST</u> |
| 2001  | <b>JANITORIAL SERVICES:</b> Weekdays (Monday, thru Friday) and <b>Sat &amp; Sun Public Restrooms Only.</b> Annual Cleaning Services in accordance with all contract specifications, terms and conditions. | 12             | MO          | \$ _____         | \$ _____          |

| <b>OPTION YEAR III - October 1, 2022 thru September 30, 2023</b> |  |                |             |                  |                   |
|--|--|----------------|-------------|------------------|-------------------|
| <u>CLIN</u>  | <u>DESCRIPTION</u>   | <u>EST QTY</u> | <u>UNIT</u> | <u>UNIT COST</u> | <u>TOTAL COST</u> |
| 3001   | <b>JANITORIAL SERVICES:</b> Weekdays (Monday thru Friday) and <b>Sat &amp; Sun Public Restrooms Only.</b> Annual Cleaning Services in accordance with all contract specifications, terms and conditions. | 12             | MO          | \$ _____         | \$ _____          |

| <b>OPTION YEAR IV - October 1, 2023 thru September 30, 2024</b> |  |                |             |                  |                   |
|---|--|----------------|-------------|------------------|-------------------|
| <u>CLIN</u>   | <u>DESCRIPTION</u>   | <u>EST QTY</u> | <u>UNIT</u> | <u>UNIT COST</u> | <u>TOTAL COST</u> |
| 4001  | <b>JANITORIAL SERVICES:</b> Weekdays (Monday thru Friday) and <b>Sat &amp; Sun Public Restrooms Only.</b> Annual Cleaning Services in accordance with all contract specifications, terms and conditions. | 12             | MO          | \$ _____         | \$ _____          |

**SUMMARY GRAND TOTALS**

|                                     |          |
|-------------------------------------|----------|
| <b>BASE YEAR + ALL OPTION YEARS</b> | \$ _____ |
|-------------------------------------|----------|

*(End of Price Schedule)*

## DESCRIPTION / SPECIFICATIONS / WORK STATEMENT

### A.1 BACKGROUND

The Long Island National Cemetery is a National Shrine. Cemetery grounds encompass approximately 365 acres of land. The standards of maintenance & appearance at this cemetery must reflect this nation's concern for those interred there. Because of the special significance and attention it receives from the public, strict adherence to contract specifications, terms and condition is essential.

### A.2 SCOPE

- (a) The Contractor shall furnish all personnel, supervision, transportation, equipment, supplies and materials necessary to provide Janitorial Services at the Long Island National Cemetery 2040 Wellwood Ave, Farmingdale NY11735.
- (b) Areas to be serviced include the Administration Building, Annex, and conference building (approximately 3500 sq. ft. total), Maintenance Building and attached trailer (approximately 2000 sq. ft.), and 5 Public Restrooms (approximately 500 sq. ft.). Any area in these buildings that has carpet will be require to be vacuumed. All janitorial services shall be performed and completed Monday thru Friday (excluding Federal Holidays) between the hours of 4:30pm. and 10:00pm and/or 6:00am to 9:00am. The cleaning of the Public Restrooms will occur on Saturday and Sunday between the same hours.
- (c) Areas to be serviced include cleaning of office space, visitor areas, employee areas & public restrooms areas. Janitorial services shall be performed and completed Monday thru Friday (excluding Federal Holidays) between the hours of 4:30pm. and 7:00pm and/or 6:00am to 9:00am. Location and approximate size of areas to be cleaned are as follows:

|                          |                           |             |
|--------------------------|---------------------------|-------------|
| <input type="checkbox"/> | Administrative Building   | 1,800 sq ft |
| <input type="checkbox"/> | Admin Annex Building      | 1,000 sq ft |
| <input type="checkbox"/> | Conference Building       | 700 sq ft   |
| <input type="checkbox"/> | Maintenance Building      | 1,500 sq ft |
| <input type="checkbox"/> | Trailer at Maint Building | 500 sq ft   |
| <input type="checkbox"/> | Public Restrooms          | 500 sq ft   |

- (d) The Contractor is responsible for furnishing the following supply items:
- Trash / Wastebasket Receptacle Liners
  - Toilet Tissue (2 ply)
  - Paper Towels (2 ply)
  - Cleaning Solutions
  - Germicides & Disinfectants

- (e) Contractor shall sign off on a daily checklist verifying all services that have been completed for that day. The Contractor **will not** submit invoices until the work has been accepted by the COR. Contractor will submit invoice/report itemizing services performed to the COR monthly in ARREARS. The COR will inspect all areas daily to insure quality of services provided prior to certification of payment.

### **A.3 CLEANING REQUIREMENTS**

THE FOLLOWING HOUSEKEEPING SERVICES SHALL BE PERFORMED MONDAY THRU FRIDAY OF EACH WEEK UNLESS OTHERWISE STATED.

#### **A.3.1 Administration Building**

##### **(a) Floors**

- (i) Sweep and wet mop all current, terrazzo, tile, and other vinyl floor areas (moving tables, chairs, trash cans, etc.) and remove stains as needed.
- (ii) Vacuum all carpet and rug areas to ensure that each is clean of debris, moving light furniture and floor items as needed.
- (iii) At the discretion of the COR, wax and buff all cement, terrazzo, tile, and other vinyl floor areas (moving tables, chairs, trash cans, etc.) and remove stains as needed. This service shall be performed at least ONCE A YEAR.
- (iv) At the discretion of the COR, all carpet and rug areas shall be vacuumed and shampooed at least one work week prior to Memorial Day Services (May 31<sup>st</sup>).

##### **(b) Doors / Walls / Partitions**

- (i) Clean (with glass cleaner) inside and outside entrance and lobby glass doors.
- (ii) Clean (with glass cleaner) interior windows and glass surfaces of doors.
- (iii) Clean and polish the kick-plates of the three office and conference room doors.
- (iv) Dust and spot clean all doors, door frames and walls ensuring all interior corners are free of dust and cobwebs.
- (v) Dust and clean all window ledges and window sills free of debris.
- (vi) Dust all baseboards.

#### **A.3.2 Maintenance Building**

##### **(a) General**

- (i) Sweep and mop all entrance areas and hard floors to include lunch/break room and locker room.
- (ii) Empty, clean, and line all waste cans.

- (iii) Empty and damp wipe ash trays and urns at the outside entrance. Each receptacle should be free of the litter associated with cigarette smoking as well as gum, paper wrappers, etc.
- (iv) Damp wipe all vending machines. Clean (with glass cleaner) all glass surfaces.
- (v) Clean and damp wipe all chairs, wall pictures and wall clocks.
- (vi) Clean and polish the light switches, door handles and push plates throughout the facility.
- (vii) Clean, polish and sanitize the four drinking fountains located throughout the facility.
- (viii) Clean (vacuum or dust) vents, louvers, fans, and blinds. A treated cloth should be used when necessary.
- (ix) Vacuum all upholstered furniture.
- (x) Dust and polish all employee areas to include wood surfaces, such as counter tops and desks (not moving papers, items, etc. and being extremely careful around computer equipment), telephones, chairs, tables, etc.
- (xi) Dust the building's common areas.
- (xii) Clean, organize and maintain the janitor's closet.
- (xiii) Prior to departing each evening/night, the contractor shall ensure that all blinds are closed, all lights in the building are turned-off and all doors are locked.

### **A.3.3 Public Restrooms**

#### **(a) General**

- (i) Sweep the outside entrance areas to men's and women's restrooms.
- (ii) Clean restrooms to include: walls, partitions, mop floors, sinks and toilets/urinals with germicide disinfectant.
- (iii) Clean and polish all glass, mirrored, and stainless steel areas with appropriate cleansers.
- (iv) Furnish and fill soap dispenser, toilet paper and paper towel holders.
- (v) Empty, clean, sanitize, and line all waste cans.
- (vi) Pour all mop and/or cleaning water down the floor drains. The sink shall not be used as a drain. Clean and seal the floor drains.

### **A.4 CONTRACT MANAGEMENT**

**A.4.1 Contracting Officer:** Administration of this contract will be by the Contracting Officer (CO), National Cemetery Administration Contracting Service (43C), 75 Barrett Heights Road – Suite 309, Stafford, VA 22556.

**A.4.2 COR:** The VA Contracting Officer will delegate one or more representatives to serve as the Contracting Officer's Representative (COR). The COR is responsible for providing contract oversight and technical guidance to Contractor, placing orders for services, certification of invoices, and overseeing technical aspects of the contract. The COR is not authorized to add, modify, delete, or otherwise change any of the costs, specifications, provisions, requirements, terms or conditions of the contract and delivery orders issued under the contract. All administrative functions remain with the VA Contracting Officer.

**A.4.3 Site Manager:** The Contractor shall provide a "Site Manager" for directing, overseeing and coordinating the work involved. Communication by the Site Manager with the COR (or designee) is strongly encouraged. The Contractor shall furnish a copy of the contract specifications to the Site Manager and each employee performing work under the contract to ensure they are completely familiar with the requirements. Any damage to cemetery property, structures or grounds caused by the Contractor and/or its personnel shall be repaired or replaced at the Contractor's expense, as directed by the COR.

## **A.5 STANDARDS OF CONDUCT**

The Contractor is responsible for the ethical conduct of its employees. These standards and regulations are enforceable under Title 38, U.S.C. Section 218. Contractor personnel shall adhere to the following standards of dress and conduct while performing work in Long Island National Cemetery:

- (a) Contractor shall maintain satisfactory conduct and work performance of its personnel including administering disciplinary action when determined necessary. It will be at the discretion of the COR to initiate immediate removal of Contractor personnel from cemetery grounds if conduct standards are not adhered to during contract performance.
- (b) Contractor shall remove his/her employee from the cemetery for cause to include but not limited to willful misconduct and/or unacceptable performance of the work required under the contract. Misconduct shall form the basis for immediate contract enforcement action, to include immediate removal from the cemetery.
- (c) Contractor-furnished personnel, supplies, services, equipment and materials, including personnel provided and necessary for contract performance shall be fully compliant with applicable OSHA, Federal, State, County and local ordinance laws & regulations. The Contractor is responsible for training its personnel regarding safety precautions and procedures prescribed by OSHA Standards.
- (d) 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.

- (e) Shirts, T-shirts, long pants, neat jeans or walking shorts are permissible. Contractor personnel shall be fully clothed at all times, to include an upper garment to cover the body from waist to neck. Tank tops as an outer garment are prohibited, as well as any garments which display a message or slogan affixed thereon.
- (f) It is expected that personnel will conduct themselves in a respectful manner, not engaging in loud boisterous behavior or use profane or abusive or otherwise inappropriate language. Radios and/or video or otherwise electronic games / devices are not permitted while performing work on the grounds of the cemetery.
- (g) Consume food and beverages only within areas designated by the COR(s). Use of intoxicating beverages and/or drugs is strictly prohibited. Contractor personnel shall not eat or drink beverages except water or non-alcoholic beverages while in the work area. The use of intoxicating beverages and/or drugs on cemetery premises is strictly prohibited and a violation of Federal Law, and will not be tolerated.
- (h) Contractor personnel shall take all necessary precautions to prevent damage to cemetery property, structures and grounds during performance of this contract. The Contractor shall be liable for replacement costs for property damaged because of actions by Contractor personnel. There is no limitation on the Contractor's liability. In no event shall the Government indemnify and hold harmless the Contractor from any or all damages and expenses of any kind for harm incurred by the Contractor, or from all damages, expenses, or claims, which may arise from third party claims.

#### **A.6 USE OF CEMETERY FACILITIES**

- (a) The Government shall not be responsible for any loss, damage, or theft of Contractor items, nor shall free telephone service be provided. Contractor shall be responsible for acceptable standards of housekeeping and custodial maintenance of cemetery facilities used by Contractor's employees.
- (b) Parking is not a condition or term of this contract. However, when local conditions are such that parking is permitted, Contractor employees may park privately owned vehicles in the area designated for parking by the COR.
- (c) The Contractor will be responsible for safely handling any chemicals, cleaning solutions, etc. in accordance with manufacturers recommendations. An MSDS (Material Safety Data Sheet) is required for all chemicals and cleaning solutions used in performance of this contract.
- (d) Electricity and water will be furnished by the Government.

#### **A.7 SAFETY & SECURITY**

- (a) The Contractor shall, at all times, exercise care and caution in performing the duties describes in the statement of work so as not cause injury to themselves or others persons.

- (b) The Contractor shall perform the assigned task and duties in a safe manner in accordance with VA, NCS, and OSHA regulations and policies.
- (c) The Contractor shall indemnify to protect itself, and render the United States Government, its employees, agents, and representatives, harmless from any liability resulting from personal injury arising out of performance of the work contained herein.
- (d) The Contractor shall possess and maintain all necessary insurance, licenses and permits required for contract performance. Contractor is responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by his/her employees fault or negligence, and shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of New York.
- (e) Reporting "on-the-job" Injuries: The Contractor is required to report all "on-the-job" injuries incurred by the Contractor, its agents or employees, resulting from performance of this contract. Contractor will notify the COR (either orally or via telephone) within twenty-four (24) hours of the injury and provide details and exact location of the incident. This will be followed up by a written notice to the COR. Any Contractor (including its agents and employees) that knowingly files a false claim may be criminally prosecuted.

**A.8 FEDERAL HOLIDAYS**

**\*Additional cleaning of public restrooms will be required on Memorial Day, Veterans Day, 4<sup>th</sup> of July, and Thanksgiving due to the cemetery receiving higher visitation.**

All work required under this contract will be performed during normal cemetery hours of operation. With the exception of the holidays listed above, work is normally not conducted on Federal holidays. The following is a list of all Federal holidays:

|          |                               |           |                  |
|----------|-------------------------------|-----------|------------------|
| January  | New Year's Day                | September | Labor Day        |
| January  | Martin Luther King's Birthday | October   | Columbus Day     |
| February | President's Day               | November  | Veterans Day     |
| May      | Memorial Day                  | November  | Thanksgiving Day |
| July     | 4 <sup>th</sup> of July       | December  | Christmas Day    |

*(End of Work Statement)*