

STATEMENT OF WORK (SOW)

JANITORIAL SERVICES

1. Background

FEMA has a requirement for janitorial services for a facility located in 9 E Challenger St in Roswell, NM 88203 under federally declared disaster **DR 4843-NM**. This contract would be for an initial period of **2** months, with the potential to extend in **10** option periods of an additional **1** month **each** and the option to cancel the contract with a 30-day written notice. Service will be performed **six (6)** days a week, **once** (1) a day. Service will include the provision of labor, all cleaning supplies like soap, paper goods and trash bags.

2. Objective and Scope

The objective of this procurement is to acquire janitorial services to support the facility listed below. Janitorial services are required at 9 E Challenger St in Roswell, NM.

3. Tasks

The Contractor shall provide the labor and cleaning supplies. All trash receptacles to be emptied and trash removed to a collection point. Replace liner and damp wipe receptacle if needed. Clean and polish drinking fountain/water dispenser if applicable. Thoroughly dust all surfaces such as desks, telephones, files, windowsills, chairs, tables, etc. Dust baseboards and ledges. Kitchen and break room areas: damp wipe tables, chairs, counters, exterior of appliances and sink. Check walls and cabinets for splash/spill marks and remove as necessary. Spot vacuum daily, complete vacuum twice a week, including carpet mats, corners, along edges and beneath furniture. Sweep and mop floors. Disinfect all areas, including offices, kitchen, break room and storage areas. The contractor is responsible for complying with all appropriate regulations and guidelines of OSHA, and any other pertinent federal, state, and local references. The contractor is not required to provide service on the U.S. Government holidays.

4. Employee Identification

Contractor personnel working on this requirement shall wear an identification badge that, at minimum, displays the contractor's name, the contractor employee's photo, and the contractor employee's name. Contractor employees shall comply with all Government escort rules and requirements.

5. Security and Confidentiality

The contractor will need to ensure their employees are able to pass a background investigation to be issue a badge and cleared to work on this contract. Each employee will need to complete the DHS Form 11000 or any other documents required by the agency and must possess a valid state license or U.S. Passport.

6. Place of Performance

The Contractor shall perform contract activities at the facilities located at the following address:

Address Location
9 E Challenger St in Roswell, NM 88203

7. *Hours of Operations*

The Contractor shall provide service **six (6)** days a week, **once (1)** a day. Arriving at the facility between the following hours:

Monday through Friday

Afternoon - 3:00pm to 5:00pm

Saturday

Morning - 11:00am to 12:00pm

*Subject to change

8. *Period of Performance* Base Period

shall be 2 months

Option Periods **shall be monthly after that.**

9. *Contact Information*

