

**Exhibit A
Scope of Work (SOW)**

**State of South Dakota Department of Military
Scheduled Cleaning Services at
FMS #4,
Webster, South Dakota
23RFP9222**

1.0 SCOPE OF WORK

GENERAL REQUIREMENTS

PART 1 – GENERAL REQUIREMENTS

1.1.0 Description

The Contractor shall provide all personnel, equipment, tools, materials, supervision, and services necessary to perform the janitorial services as described in these specifications. The required result is to maintain the facility(s) in such a manner as to provide a clean, healthy, and safe work environment for occupants. The specifications contained in this document have been developed to establish the minimum level of janitorial services required. This work will include Cleaning Services at the South Dakota Army National Guard (SDARNG) **Webster, FMS #4** facility. Cleaning Services are to be completed per the requirements enclosed in this document.

1.1.1 SD Dept. of the Military/SDARNG Point of Contact

A. The following individuals are approved points of contact:

1. **Steve Timmons** Maintenance Program Manager, Steven.J.Timmons3.nfg@army.mil, Office: 605.737.6786, CELL: 605.545.3435
2. **Rob Bunkofske** East River Manager, robby.g.bunkofske.nfg@army.mil, Office: 605.737.2850, Cell: 605.863.1858
3. **Zachary Wanttie**, zachary.l.wanttie.nfg@army.mil, Office: 605.737.7106, Cell: 605.290.9176

1.1.2 Insurance Requirements

Contractor shall obtain, keep for the duration of this contract, and provide proof of insurance conforming to the following requirements:

A. Worker's Compensation Insurance as required by South Dakota Law and Employers Liability Insurance with a limit of not less than \$250,000 each accident.

B. Certificates of Insurance.

1. Certificates of the above insurance shall be filed with the Owner and shall be subject to the Owner's approval for adequacy of protection.
2. The Owner's approval or acceptance of such certificates of insurance shall in no way release or relieve the respective contractor from any responsibility, liability or obligation devolving upon him.
3. Only companies authorized to do business in the State of South Dakota and acceptable to the Owner shall issue all insurance policies and certificates. It shall be the Contractor's responsibility to keep the respective insurance policies and coverage's current and in force for the life of the contract.

1.1.3 Site Access

A. Work Schedule

1. The SDARNG works Tuesday through Friday, 6:30 am to 5:00 pm.
2. Contractor shall preform the work outlined in this scope of work during SDARNG work hours.

3. This facility will be cleaned one day per week on Wednesday.
4. The contractor will not be paid for days observed as State Holidays unless requested to perform such services. State Holidays include but are not limited to: New Year's Day, Martin Luther King Jr. Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Native American Day, Veterans Day, Thanksgiving Day, and Christmas Day.

- a. Holidays are observed on their respective date unless the date lands on a Saturday, Sunday or Monday.
- b. Saturday holidays are observed on Fridays; Sunday and Monday holidays are observed on Tuesdays.

B. Proximity Cards & Keys

- 1. Contractor shall provide a list of employee and pertinent information (Legal Name, D.O.B., Driver's License Number or SSN, etc.) for a security check.
- 2. Security cleared employees will be issued proximity cards for access to the facility.
- 3. Facilities with a combination of proximity card and key or key only access, the Contractor will be issued one set of keys to access the facility.
 - a. Any keys issued to the contractor must/will not be duplicated.
- 4. The Contractor must maintain a secure environment while cleaning the facility. No one is allowed into the facility other than those individuals responsible for performing janitorial services.
- 5. The contractor must lock the building when leaving and secure gates (if applicable).
- 6. Failure to maintain a secure environment, properly lock the building and the gates will result in a complaint to vendor and possible cancellation of the contract.
- 7. Should the contract be canceled for failure to lock the building, the cost of changing the building locks will be charged to the contractor. These costs may be deducted from the monthly payment due the contractor.

1.1.4 Inspection and Correction of Deficiencies

- A. Performance evaluations noting deficiencies in the contractor's performance will be provided monthly.
- B. Deficient work must be corrected within 24 hours.
- C. Repeated failure to correct performance deficiencies may result in cancellation of the contract.

1.1.5 Damage

A. Contractor is responsible for any damage done to any property and will be required to make repairs accordingly. The Contractor performing work on State property shall report all accidents and/or injuries to the Contract Administrator or designee.

1.1.6 Payment

- A. Contractor will provide all labor, equipment and supplies necessary to complete the services described herein.
- B. All costs for supplying required insurances, employee fringe benefits, social security or other governmental business taxes must be incorporated into bid price quoted for this service. Such costs may not be billed separately.
- C. Contractor shall submit itemized invoices for work completed based on the agreed upon monthly bid rate. Monthly bid rate shall include all services contained herein. No additional compensation shall be made.

PART 2 – MATERIALS

1.2.0 Equipment and Cleaning Supplies:

In order to promote principles of sustainability, all cleaning products used shall, when feasible, be environmentally safe, biodegradable, and be low-VOC (Volatile Organic Compounds). Our goal is 100% use of "green" products as defined by Green Seal's GS-37 and GS-40 standards.

1.2.1 Air Quality:

Because indoor air quality protection is a concern for agencies, all vacuum cleaners will be of a type that can remove 99.97% of harmful particles, including dust, mold spores, and most microscopic respiratory irritants and allergens down to 1 micron. If disposable vacuum bags are used, they must be replaced in accordance with the manufacturer's directions once filled and cannot be re-used. All vacuums must meet or exceed the following requirements: 12 amp motors; a suction of 85 inches; and airflow of 100 cfm.

1.2.2 Janitorial Supplies and Equipment:

- A. The Contractor must have equipment and staff to adequately perform the specified services, and in the event of mechanical breakdown, will be expected to provide backup service so that janitorial services are performed as requested.
- B. The Contractor must furnish all power equipment such as floor machines, vacuum systems, carpet cleaning systems, etc. and all other equipment.
- C. The Contractor must supply all cleaners, finishes, etc. for the treatment of various types of flooring and/or carpeting. Use only such materials as are recommended and approved by the flooring manufacturer.

1.2.3 Storage

- A. The State will furnish an area, when necessary, for storage of the Contractor's equipment and supplies. The Contractor will be held solely responsible for all items stored on State premises.
- B. The contractor will be required to submit a complete list by brand names and product number of all supplies to be used in fulfilling this contract and a Materials Safety Data Sheet (MSDS) prior to starting any work. Right is reserved by State to accept or reject these items. An acceptable substitute must be immediately furnished for any rejected item.
- C. Supplies must be stored in proper containers and labeled.
- D. Maintain janitorial closet/storage areas in accordance with all codes and standards.
- E. Failure to properly store supplies will result in a complaint to vendor and possible cancellation of the contract.

PART 3 – EXECUTION

1.3.0 GENERAL

- A. The Contractor is responsible for the moving and resetting of all furniture, chair pads, garbage receptacles, etc. to accomplish all cleaning services described herein.

1.3.1 CLEANING SERVICES:

A. Entrances, Lobbies, Corridors, and Stairwells

- 1) Wednesday of each Week:
 - a) Empty waste receptacles, wipe and/or polish external surface, replace turn/soiled liners.
 - b) Dust credenza and counter tops which are cleared of loose paperwork.
 - c) Dust mop floors and remove soiled spots.
 - d) Vacuum carpet areas and mats; remove soil spots.
 - e) Disinfect and polish drinking fountains.
 - f) Clean entrance door glass.
 - g) Disinfect handrails.
 - h) Spot clean smudges and marks from washable walls, doors, and door jams.
 - i) Dust horizontal surfaces within reach.
 - j) Clean glass partitions, display cases, and interior door glass.
- 2) Second Wednesday of the Month:
 - a) Dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.
 - b) Clean out the corners and the edges of each step. Damp mop or spot clean as necessary.
 - c) Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
 - d) Dust Furniture.
 - e) Restore floor finish on non-carpeted floors.
- 3) Annually performed in May:
 - a) Strip, seal, wax and buff all hard surfaced floors.
 - b) Clean all carpeted floors.

B. Offices and Open Office Areas

- 1) Wednesday of 2nd and 4th Week:

- a) Empty waste receptacles, wipe and/or polish external surface, replace turn/soiled liners.
 - b) Spot clean smudges and marks from washable walls, doors, door jams, and switch plates.
 - c) Dust desk, credenza, and counter tops which are cleared of loose paperwork.
 - d) Vacuum traffic patterns on carpeted floors and remove soil spots.
 - e) Dust mop and wet mop tiled floors.
 - f) Spot clean glass in doors and partitions.
 - g) Dust furniture surfaces and damp clean tabletops.
 - h) Empty pencil sharpeners.
 - i) Vacuum carpeted areas thoroughly.
 - j) Clean door surfaces.
- 2) 3rd Wednesday January, April, July, October:
- a) Dust and clean vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.
- 3) Annually Performed in May:
- i) Strip, seal, wax and buff all hard surfaced floors.
 - ii) Clean all carpeted floors.

C. Restrooms, Locker Rooms and Showers

- 1) Weekly on Wednesday:
 - a. Clean mirrors.
 - b. Spot clean smudges and marks from washable walls, doors, door jams, and switch plates.
 - c. Thoroughly clean and disinfect toilets, urinals, and wash basins.
 - d. Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
 - e. Empty waste receptacles, wipe and/or polish external surface, replace turn/soiled liners.
 - f. Clean chalkboards and chalk trays and dry erase marker boards.
 - g. Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
 - h. Dust mop and wet mop floors with disinfectant solution.
- 2) 2nd and 4th Wednesdays of each Week:
 - a. Thoroughly clean and disinfect shower rooms and dressing rooms.
 - b. Polish stainless steel and chrome surfaces.
 - c. Spot clean walls, doors, and lockers.
 - d. Damp clean and polish partitions thoroughly.
 - e. Pour at least one gallon of water down floor drains.
 - f. Dust and clean vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.
- 3) 3rd Wednesday January, April, July, October:
 - a. Scrub floor with floor scrubber.
- 4) Annually Performed in May:
 - a. Strip, seal, wax and buff all hard surfaced floors.

D. Break Rooms, Cafeterias and Lunch Areas (DO NOT CLEAN THESE AREA(S))

This portion has been removed under the provisions of Collective Bargaining Agreement (CBA) Between LIUNA and SDARNG (signed October 4, 2021) section 19.5.3. Areas identified for the safe consumption and storage of food and beverages (i.e., break and/or lunchrooms) by employees shall be furnished with a sufficient number of tables and chairs, cold food storage appliances (i.e., refrigerator and/or deep freezer), dry storage areas (i.e., cabinets, pantries, and drawers), appliances for the heating of food and beverages (i.e., microwave and coffee machine), and sanitation equipment and products (i.e., sink/dishwasher and cleaning detergents) commensurate with the number of employees assigned to the facility. These areas shall be generally maintained in a clean and orderly fashion by the employees who use said facilities. However, the Agency shall be responsible for performing routine maintenance such as pest control and other general and recurring maintenance beyond daily cleaning IAW Section 11.1(8)(h).