

Exhibit A
Scope of Work (SOW)

State of South Dakota Department of Military
Scheduled Cleaning Services Building 560, Camp Rapid
Rapid City, South Dakota
RFP: 24RFP9745

1.0 SCOPE OF WORK

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) Camp Rapid Building 560 Physical Fitness facility. Cleaning Services are to be completed per the requirements enclosed in this document for the identified areas on the floor plan attached to 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

1.1.2 Site Access

A. Work Schedule

1. The contractor shall conduct daily cleaning services Monday through Friday.
2. The contractor shall perform Physical Fitness Equipment disinfecting on Mondays and Thursdays of each week.
 - a. If Monday or Thursday happen to be holiday's the service shall be completed the next day.
3. 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, 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 or Sunday.
 - b. Saturday holidays are observed on Fridays; Sunday holidays are observed on Mondays.

B. Proximity Cards & Keys

1. Contractor shall provide a list of employees 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. 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.
4. The contractor must check to ensure all doors used by the contractor are secure prior to leaving.
5. Failure to maintain a secure environment, will result in a complaint to vendor and possible cancellation of the contract.

1.1.3 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.

1.1.4 Damage

A. Contractor is responsible for any damage to equipment or facility component that is a direct result of the contractor's carelessness or negligence and will be required to make repairs. The Contractor performing work on State property shall report all accidents and/or injuries to the Contract Administrator or designee.

1.1.5 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.

1.1.6 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.

D. The SDARNG will provide supplies such as toilet paper, hand towels, hand soap and sanitary napkin bin liners. The contractor shall ensure all dispensers are stocked with owner provided supplies and restock if needed.

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 name and product number of all supplies to be used in fulfilling this contract and Materials Safety Data Sheets (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 and labeled per OSHA requirements.

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 and Corridors

These areas are generally the first areas seen by staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

1. Daily:

i. Empty waste receptacles, wipe and/or polish external surface, replace torn/soiled liners.

ii. Dust credenza and counter tops which are cleared of loose paperwork

iii. Dust mop floors and remove soiled spots.

iv. Vacuum mats; remove soil spots.

v. Disinfect and polish drinking fountains.

vi. Clean entrance door glass.

vii. Disinfect handrails.

viii. Spot clean smudges and marks from washable walls, doors, and door jams.

2. Weekly:

i. Dust horizontal surfaces within reach.

ii. Clean glass partitions, display cases, and interior door glass.

iii. Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.

iv. Dust Furniture.

v. Restore floor finish on non-carpeted floors.

3. Monthly:

i. Dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.

D. Restrooms, Locker Rooms and Showers

1. Daily:

i. Clean mirrors.

ii. Spot clean smudges and marks from washable walls, doors, door jams, and switch plates.

iii. Thoroughly clean and disinfect toilets, urinals, and wash basins.

- iv. Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
- v. Empty waste receptacles, wipe and/or polish external surface, replace turn/soiled liners.
- vi. Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
- vii. Dust mop and wet mop floors with disinfectant solution.
- 2. Weekly:
 - i. Polish stainless steel and chrome surfaces.
 - ii. Spot clean walls, doors, and lockers.
 - ii. Damp clean and polish partitions thoroughly.
 - iv. Pour at least one gallon of water down floor drains.
 - v. Dust and clean vents, lights, pipes, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.
 - vi. Mechanically buff floors as needed weekly
- 3. Bi-Annually:
 - i. Strip, seal, wax and buff all hard surfaced floors.

F. Physical Fitness Areas

- 1. Daily:
 - i. Empty waste receptacles, wipe and/or polish external surface, replace turn/soiled liners.
 - ii. Dust mop floors and spot clean using recommended treatment for dust mop.
 - iv. Spot clean smudges and marks from washable walls, doors, door jams, and switch plates.
 - v. Spot clean glass in doors and partitions.
- 2. Bi-Weekly:
 - i. Clean and disinfect all physical fitness equipment
 - ii. Disinfect rubber floors in physical fitness areas
- 3. Weekly:
 - i. Clean glass in doors and partitions.
 - ii. Clean and disinfect drinking fountains.
 - iii. Vacuum upholstered furniture.
 - v. Clean all furniture.
 - vi. Spray buff tiled floors; remove scuffmarks
 - vii. Clean mirrors in Physical Fitness Areas
- 4. Monthly:
 - i. Dust and clean vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.