

STATEMENT OF WORK
JANITORIAL SERVICES
ESTATE BETHLEHEM MILITARY COMPOUND, ARMY AVIATION OPERATIONS
FACILITY, SPRAT HALL AND RECRUITING AND RETENTION

Furnish all materials, tools, supplies, equipment, labor and professional supervision required to perform custodial services at the Virgin Islands National Guard Estate Bethlehem Military Compound, the Army Aviation Operations Facility (AAOF), Sprat Hall and the Recruiting and Retention Office in the Sunny Isle Shopping Center. Work shall include but is not limited to:

- Sweeping and mopping of floors in office areas;
- Vacuuming of carpeted areas;
- Cleaning of conference rooms;
- Dusting desks and work surfaces;
- Cleaning of bookcases, cabinets and display cases;
- Spot cleaning of windows and glass doors;
- Cleaning the outsides of refrigerators and microwave ovens;
- Emptying the trash baskets;
- Cleaning bathrooms to include showers; and
- Replenishing bathroom and office supplies – toilet paper, paper towel, hand soap, trash bags and hand sanitizer.

Work shall be performed on the following buildings:

- LTC Lionel A. Jackson (LAJ) Readiness Center;
- USPFO Gym;
- USPFO Distance Learning Classroom (DLC);
- Joint Force Headquarters (JFHQ);
- Army Aviation Operations Facility (AAOF);
- Sprat Hall; and
- Recruiting and Retention Office.

The work to be accomplished shall include but is not limited to the following:

- A. Cleaning of common areas.
- B. Cleaning of offices and conference rooms.
- C. Cleaning and disinfecting of all restrooms. This will include sinks, toilets, shower stalls, fixtures, mirrors, counters and floors. Restroom cleaning also includes the sweeping and mopping of locker rooms.
- D. Cleaning of break rooms. This includes cleaning of tables, counters, sinks and the outsides of refrigerators and microwave ovens.
- E. Emptying of wastebaskets.
- F. Cleaning of glass doors and windows.

- G. Spot cleaning of photo displays, bookcases, tops of cabinets, countertops and other surfaces in common areas.
- H. The contractor will provide all cleaning supplies.**
- I. The contractor will provide and replenish paper towels, toilet paper, trash bags, hand soap and hand sanitizer each cleaning day.**
- J. Cleaning of the drill hall floor will be done once per week.
- K. LTC LAJ – cleaned three (3) days per week.
- L. USPFO Gym – cleaned two (2) days per week.
- M. USPFO DLC – cleaned two (2) days per week.
- N. JFHQ – cleaned three (3) days per week.
- O. AAOF cleaned two (2) days per week.
- P. Sprat Hall – cleaned three (3) days per week.
- Q. Recruiting and Retention – cleaned two (2) days per week.
- R. All days of service per week will be on alternating days.
- S. Once per quarter (September, December, March and June), the contractor will perform a deep and detailed cleaning of the facilities. Deep and detailed cleaning shall include:**
 - 1) Detailed cleaning of offices, restrooms, etc.
 - 2) Detailed cleaning of windows (inside and outside).
 - 3) Stripping, waxing and buffing of floors.
- T. The detailed cleaning will be performed on the weekend. The contractor will coordinate with the CFMO for access to the facilities.

The deep and detailed cleaning is in addition to the regular weekly cleaning.

The contractor shall provide a monthly cost for each named facility.

The contractor shall provide a quarterly cost for the detailed cleaning of each named facility.