

**STATEMENT OF WORK
FOR
VIRGIN ISLANDS NATIONAL GUARD
CUSTODIAL SERVICES CONTRACT AT THE
ESTATE NAZARETH MILITARY COMPOUND
ST.THOMAS, USVI**

SW 1-01 SCOPE: Furnish all materials, tools, supplies, equipment, labor and professional supervision required to perform custodial services at the Estate Nazareth Military Compound.

SW 1-02 LOCATION: Sites of work are as follows:

- A. SFC Leonard B. Francis Armory at 6304 Estate Nazareth, St. Thomas, USVI 00802.
- B. Field Maintenance Shop (FMS) #2 at 6304 Estate Nazareth, St. Thomas, USVI 00802.

SW 1-03 WORK TO BE ACCOMPLISHED: Work to be accomplished includes, but is not limited to, the following: Facility will be cleaned three (3) days per week. Items that will be addressed and completed on days of cleaning are:

1. Vacuum all carpeted areas.
2. Sweep and mop all floors.
3. Clean counter tops and other surfaces such as cabinets, displays cases, book shelves, chairs, etc., in common areas.
4. Empty all waste baskets, replace liners and remove trash to designated disposal area.
5. Clean and polish glass front doors.
6. Clean all interior windows monthly.
7. Spot clean woodwork, photo displays, baseboards, doors, etc., in common areas.
8. Restrooms. Extra attention will be given to the cleanliness of all restrooms. This will include sinks, toilets, shower stalls, mirrors, fixtures, floors and all horizontal and vertical surfaces to include the sweeping and mopping of locker room area. The replenishing of paper towels, hand soap, hand sanitizer and toilet paper will happen every cleaning day.
9. Drill hall floor will be swept and mopped once per week.
10. Regular cleaning of break room refrigerator (outside) and microwave (outside) will be done as needed.
11. All exterior windows will be cleaned twice per year (to be coordinated with maintenance staff for window screen removal)

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12. All cleaning supplies will be supplied by the contractor.
13. Contractor shall be required to perform the work between the hours of 8:00 AM to 6:00 PM, Mondays, Wednesdays and Fridays, except on Federal holidays. Arrangements to work at different times or days must be coordinated through the Construction and Facilities Management Office in order to gain access to the facility.

SW-04 TERM:

- A. This contract will be in effect for an initial period of twelve (12) months. Upon agreement of the parties, the contract may be extended for additional optional 12-month periods.
- B. The Contractor and its employees shall be subject to, and shall at all times conform with any and all rules, regulations, policies and procedures pertaining to the security at the above listed facilities. Any violations or disregard for the rules, regulations and policies may be cause for immediate termination of the Contractor. The Contractor and its employees shall at all times produce and display picture identification identifying the individual as an employee of the contractor.

SW 1-05 PAYMENT: Invoices will be turned in for each facility separately.

SW 1-06 SAFETY: Safety requirements shall be in accordance with all Federal and Territorial laws and codes. The current Department of Labor safety and health regulations will govern the overall job safety program.

SW 1-07 ENVIRONMENTAL:

- A. The Virgin Islands National Guard (VING) has instituted an environmental Management System Policy (eMS). Its aim is to implement and communicate long-term goals for environmental protection, improvement and stewardship. This will be achieved through continuous monitoring, assessing, reviewing and approving our environmental objectives and targets.
- B. All personnel - military, civilian workers, contractors and visitors - doing business with VING must conform to the eMS protocols in and around VING facilities and training areas. Embodied in the Adjutant General's eMS Policy is the requirement to adhere to and comply with all
- C. Environmental, Federal, Territorial, Department of Defense and VIARNG laws, rules, regulations and policies.

END OF SECTION

STATEMENT OF WORK AND SPECIFICATION FOR
Custodial Services at the Gramboko Building
St. Thomas, VI

**STATEMENT OF WORK
FOR
VIRGIN ISLANDS NATIONAL GUARD
CUSTODIAL SERVICES CONTRACT AT THE
GRAMBOKO BUILDING
SUBBASE, ST. THOMAS, USVI**

SW 1-01 SCOPE: Furnish all materials, tools, supplies, equipment, labor and professional supervision required to perform custodial services at the Gramboko Building.

SW 1-02 LOCATION: Site of work is the Gramboko Building, 2nd Floor, Subbase, St. Thomas, USVI 00802

SW 1-03 WORK TO BE ACCOMPLISHED: Work to be accomplished includes, but is not limited to, the following: Facility will be cleaned one (1) day per week. Items that will be addressed and completed on day of cleaning are:

1. Vacuum all rugs.
2. Sweep and mop all floors.
3. Clean counter tops and other surfaces such as cabinets, displays, book shelves, chairs, etc. for OTAG office only.
4. Empty all waste baskets, replace liners and remove trash to designated disposal area.
5. Clean and polish glass doors and windows (interior and exterior).
6. Spot clean woodwork, photo displays, baseboards, doors, etc.
7. Restrooms. Extra attention will be given to the cleanliness of all restrooms. This will include sinks, toilets, mirrors, fixtures, floors, and all horizontal and vertical surfaces. The replenishing of paper towels, hand soap, hand sanitizer and toilet paper will happen each cleaning day.
8. All cleaning supplies will be supplied by the contractor.
9. Contractor shall be required to perform the work between the hours of 8:00 AM and 5:00 PM, on Wednesdays, except on Federal holidays. Arrangements to work at different times or days must be coordinated through the Construction and Facilities Management Office in order to gain access to the facility.

SW-04 TERM:

STATEMENT OF WORK AND SPECIFICATION FOR
Custodial Services at the Gramboko Building
St. Thomas, VI

- A. This contract will be in effect for an initial period of twelve (12) months. Upon agreement of the parties, the contract may be extended for additional optional 12-month periods.
- B. The Contractor and its employees shall be subject to, and shall at all times conform with any and all rules, regulations, policies and procedures pertaining to the security at the facility. Any violations or disregard for the rules, regulations and policies may be cause for immediate termination of the Contractor. The Contractor and its employees shall at all times produce and display picture identification identifying the individual as an employee of the contractor.

SW 1-05 SAFETY: Safety requirements shall be in accordance with all Federal and Territorial laws and codes. The current Department of Labor safety and health regulations will govern the overall job safety program.

SW 1-06 ENVIRONMENTAL:

- A. The Virgin Islands National Guard (VING) has instituted an environmental Management System Policy (eMS). Its aim is to implement and communicate long-term goals for environmental protection, improvement and stewardship. This will be achieved through continuous monitoring, assessing, reviewing and approving our environmental objectives and targets.
- B. All personnel - military, civilian workers, contractors and visitors - doing business with VING must conform to the eMS protocols in and around VING facilities and training areas. Embodied in the Adjutant General's eMS Policy is the requirement to adhere to and comply with all Environmental, Federal, Territorial, Department of Defense and VIARNG laws, rules, regulations and policies.

END OF SECTION