Attachment 1

Statement of Work

Janitorial Service Contract

for

The Greenville Spartanburg (GSP) Air Traffic Control Tower (ATCT)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
REQUIREMENT FOR
JANITORIAL SERVICES

GREENVILLE-SPARTANBURG AIRPORT AIR TRAFFIC CONTROL TOWER

1. GENERAL INFORMATION: This contract is for the Federal Aviation Administration (FAA) requirements for certain janitorial services required at its facility located on and around the Greenville-Spartanburg Airport, Greer, South Carolina.

The contractor is to furnish all labor, tools, equipment, supplies and material required to provide the services, indicated herein, in accordance with the schedules and specifications.

2. PRE-BID SITE VISIT: Prospective bidders wishing to visit the work site prior to bidding may do so by contacting the Greer Technical Operations System Support Center (SSC) at 864-877-7477.

3. SPECIAL REQUIREMENTS: The contractor is required to have a manned office within 50 miles of the work site to assure adequate supervision of the work performed under the contract.

4. HOURS OF WORK: The janitorial requirement for the Air Traffic Control Tower Buildings must be completed between the hours of 7:30 pm and 5:30 pm on weekdays and between 7:30 am and 6:00 pm on weekends. Carpet cleaning shall be accomplished between 5:00 pm and 11:00 pm on week nights or 8:00 am and 11:30 pm on weekends. TRACON and Tower Cab carpet Shampooing/ floor tile waxing will have to be accomplished after 12 midnight. Coordination with the Air Traffic Control Tower will be required prior to work being performed.

5. STANDARDS: Supplies and materials furnished by the contractor must be rated good or better grade by the industry and/or trade and customarily used for that purpose. Cleaning supplies that have toxic/pungent fumes or highly flammable are prohibited. In addition to regular cleaning supplies, the contractor will also supply all hand soap, paper towels, toilet paper, trash can liners for 33 gallon containers and liners for 10 gallon containers which are at each desk and various other locations. All work shall be accomplished in a first-class, workmanlike manner according to the terms and specifications of this contract. Hasty and/or careless performance will not be acceptable and penalties as provided elsewhere will be enforced.

6. UTILITIES: The FAA will provide at no cost all electrical power, hot and cold water necessary to accomplish the work.

c. Cleaning Procedures:

(1) Tiny areas (less than one square foot at a time) must be worked in a circular motion.

(2) Squirt cleaner onto shade, rub hard with a soft cloth without crinkling or denting shade, usually by pushing it up against the window. If the worker is unable to clean the shades in their normal positions, the shades shall be removed for cleaning. Extreme care shall be used to prevent the scratching, wrinkling or otherwise damaging of the plastic material. If so removed, each shade shall be returned to its original position.

21. MISCELLANEOUS

Labor Hours (Estimated hours per contract period (25).

Contractor shall provide labor hours for miscellaneous types of services which are unforeseen and not otherwise definable in advance of the requirement. He shall provide in support of such working hours all tools, equipment and transportation required to perform the tasks designated. Charges for services rendered will be billed to the nearest half-hour at the unit price specified and will be included on a separate invoice. Materials required for this work normally will be furnished by the Government; however, the contractor may be required to furnish some. When approved to be contractor-furnished, he will be reimbursed at cost when such approval items are separately stated on his invoice and supported by paid receipts. Examples of types of work which may be ordered under this contract item:

a. Additional janitorial cleanup as required when remodeling facilities or refurbishment of major units take place.

b. Special cleanup or services required during and following equipment installation, replacement, refurbishment, and/or modernization.

c. Special cleanup or services following weather related damages.

d. Removal of excess waste when extra cleanup has taken place unexpectedly.

e. Stripping, buffing and waxing at facilities not identified in the contract.

7. STORAGE: The FAA will provide a storage area, for the contractor's janitorial supplies and equipment. It shall be the contractor's responsibility to keep the designated storage space clean, neat and odor free. The FAA will revoke the storage privilege if the contractor fails to maintain the space in a neat and clean manner. The storage of highly flammable liquids/materials is expressly prohibited.

8. WORK SCHEDULE: The contractor will be required to prepare and provide for approval, a complete work schedule to accomplish all scheduled work under this contract to the local contracting officer's representative. The work schedule must be provided within two weeks of the starting date for the contract.

9. SECURITY: The FAA requires strict security. It shall be the contractor's responsibility to ensure all doors that have been unlocked by or for him shall be locked when leaving the area. The contractor will be required to obtain and display an FAA contractor's ID badge for all personnel performing routine janitorial services. The contractor shall obtain a GSP Airport ID badge for access into the grounds and the AOA (required access to dumpster). The contractor is responsible for the cost incurred for the acquisition of GSP Airport ID badges.

10. ORIENTATION: The FAA will provide the contractor a one-time orientation of the facilities. It shall then be the contractor's responsibility to provide proper orientation for any employee who performs work under this contract. Missed work because of improper orientation is not acceptable.

11. WORK SCHEDULE/REQUIREMENTS: Work requirements for this contract are listed on the attached Schedules and Specifications. The frequency of the work required is indicated upon the schedules in accordance with the following symbolic chart:

SYMBOL	MEANING
D4	Daily, four days per week, Monday, Tuesday, Thursday, Saturday
D3	Daily, three days per week, Monday, Wednesday, Friday
2W	Twice weekly, two days per week at least two day apart.
W	Weekly, once per week, Monday through Friday
BW	Bi-Weekly, every other week, Monday through Friday
M	Monthly, once per month, the first week of the month
BM	Bi-Monthly, every other month, the first week of the month.

Q	Quarterly, every third month, the first month of the quarter.
SA	Semi-Annual, every six months during the months of April and September
A	Annual, once per year during the months of April, May or June
N	No work required
--	Not applicable, no work required

Holidays observed by the Government employees (exclusive of personnel working on equipment and operations personnel) are listed below. Holidays which fall on Saturday will be observed on Friday and those which fall on Sunday will be observed on Monday.

New Year's Day	January 1
Washington's Birthday	Third Monday in February
Martin Luther King's Birthday	Third Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Daily cleaning of administrative offices will not be required on these days.

12. EMERGENCIES: In case of any emergency condition involving water leakage, flooding of commodes, etc., the Contractor shall direct his employees as necessary from their normal assigned duties to meet the condition. When the employees are no longer needed for the special work, they shall be directed to return to their normal work. No additional cost shall be charged the Government for the diversion of the contractor's employees from their normal work; however, recognition shall be taken of the diversion and the contractor will not be penalized because the normal work has not been accomplished.

It may become necessary on occasion, due to Air Traffic or other operational concerns, that the Contractor or his representative will be instructed to cease operation; recognition shall be taken of the "Stop Work Order" and the Contractor will not be penalized because the normal work which otherwise would have been accomplished during the interval has been neglected.

13. The contractor shall notify the facility manager prior to introducing any hazardous substances into the workplace. The contractor will provide the following information:

a) The type of hazardous material,

b) Material Safety Data Sheets (MSDS) for all hazardous substances the contractor will use,

c) The method the contractor will use to inform the FAA of any precautionary measures that need to be taken to protect FAA employees.

14. Asbestos Floor Tile: The floor tile may contain asbestos. The use of abrasive cleansers and abrasive cleaning methods such as steel wool pads for cleaning floor tile is prohibited unless directed by the contracting officer's representative that the tile is asbestos-free.

JANITORIAL SPECIFICATIONS

1. VACUUM CARPET: All exposed carpet shall be thoroughly cleaned with an industrial grade machine, equipped with a HEPA filter. Vacuum cleaning inside the TRACO and ATCT tower cab may be done with the government provided vacuum system. Built-in bookcases, credenzas, cabinets and tables do not have to be moved for cleaning. However, the contractor shall keep the carpet areas in corners, along walls, around and under furniture free from dirt and dust build-up of appropriate attachments or other means.

2. CARPET CLEANING: Shampoo carpet using a hot water extraction machine designed for this purpose. The carpet shall be vacuumed clean prior to applying any cleaning agents. Care shall be taken to prevent the carpet from becoming saturated. All furniture must be moved during this operation. The dry cleaning method for the TRACON and Tower Cab carpet is acceptable provided carpet is adequately cleaned.

3. SWEEP FLOORS/STAIRS: All tile and/or concrete floors/stairs shall be swept clean in accordance with the schedule. Sweeping compound or properly treated dust mops are to be used to keep dust to a minimum. Corners and other areas that are not accessible to large brooms/mops will be cleaned by rag, brush or other suitable means.

4. MOP FLOOR: Floors shall be mopped with hot or warm water with detergent to remove dirt and grime from the floor and then mopped with clean water to rinse any remaining dirt or detergent film. When dry, the floor shall be clean and free of dirt and streaks. Splashing and/or splattering of dirty water and/or detergent on walls, furniture, fixtures or equipment is not permitted and must be removed.

5. MOP/BUFF TILE FLOOR: Clean, damp mop and power buff all floor surfaces. Heavy furniture does not have to be moved. Stubborn dirt and traffic marks must be removed with wool or suitable nylon pads. Supplies, equipment, and methods used must provide a clean and properly buffed surface.

6. MOP/WAX/BUFF TILE FLOOR: Clean and damp mop floor surface. Heavy furniture does not have to be moved. Remove stubborn dirt and traffic marks with suitable nylon pads. Apply one heavy coat of non-slip (not self-polishing) floor wax and power buff to provide a clean and properly buffed surface. Care must be exercised in application of wax. Any wax splashed or splattered upon walls, furniture, fixtures or equipment must be removed.

7. MOP/STRIP/WAX/BUFF TILE FLOOR: Remove all existing wax from the floor with a suitable stripping agent and pads. Rinse the floor a minimum of two (2) times to remove all old wax and debris. When the floor is thoroughly clean and dry, apply a minimum of two (2) heavy coats of non-slip (not self-polishing) floor wax. Power buff to provide a clean and properly buffed surface. Any wax or stripping agent splashed or splattered upon

walls, furniture, fixtures or equipment must be removed. Heavy furniture does not have to be removed.

8. CLEAN PLUMBING FIXTURES AND MIRROR: With a clean rag or sponge dipped in a solution of clean water, detergent and germicide clean all fixtures including wash basins, pipes, faucets, toilets and seats (top and bottom), dispensers, partitions and entrance doors. The wall area immediately adjacent to each item above must also be cleaned. Damp wipe all cleaned surfaces with clean water. Polish mirrors with a lint free soft cloth or paper towel. Clean each toilet bowl and urinal with cleaning solution and bowl brush.

9. PAPER AND TRASH REMOVAL: Empty all wastebaskets and trash containers in accordance with schedule. All containers shall be kept clean and odor free. Replace liners, wash and/or deodorize as required. Paper, trash, shipping cartons and packing materials shall be removed and deposited in the outside dumpster provided. Care shall be taken to prevent paper and/or trash from becoming windblown. The dumpster shall be closed after each use. Ash trays shall be emptied and damp wiped clean as part of this trash removal requirement. Replace trash can liners in large waste receptacles in tower cab daily. Paper recycling containers are positioned at each desk and computer workstation. These are to be emptied daily or when half full into larger container located in each large work area.

10. SPOT CLEAN WALLS/PARTITIONS: Walls and partitions are to be spot cleaned with warm water and commercial detergent to remove spots, smudges, fingerprints, grease and furniture marks. If spot cleaning results in noticeable shading, the entire section must be cleaned. Care must be exercised to prevent drips and spills. This requirement includes only those areas that may be reached while standing on the floor.

11. CLEAN FURNITURE: Metal and plastic furniture surfaces are to be dusted and wiped clean of dirt, smudges and fingerprints using clean water and detergent. Wood surfaces are to be dusted and wiped clean with a suitable furniture polish. Cloth upholstery on furniture shall be thoroughly vacuumed and spot cleaned with upholstery cleaner.

12. REPLENISH SOAP, PAPER, and DISHWASHING LIQUID: All soap, dishwashing liquid, paper towel and toilet paper dispensers/holders are to be serviced and replenished in accordance with the schedule. Stock levels shall be maintained to assure adequate supplies until the next scheduled servicing.

13. CLEAN LIGHT FIXTURE, SPOT CLEAN WALLS AND CEILING: The upper portions of walls and partitions, light fixtures, ceiling and air vents are to be spot cleaned with warm water and detergent to remove spots, smudges, fingerprints, grease and soot. If spot cleaning results in noticeable shading, the entire section must be cleaned. Care must be exercised to prevent drips and spills. A stepladder or appropriate stand is required to reach this cleaning requirement.

14. DUST: While standing on the floor, remove all dust from furniture, window sills and any other surface that may be reached. A vacuum cleaner or properly treated dust rags shall be used to prevent dust from becoming airborne. The dusting of office desks/ furniture is required each time the office is visited. Papers or working material will not be disturbed during the dusting process. DUSTING OF ELECTRONICS EQUIPMENT IS NOT REQUIRED.

15. CLEAN GLASS WINDOWS, DOORS, WALLS: Clean inside and/or outside in accordance with schedule. Remove all foreign matter, dirt and scum. The method and materials used shall ensure that the surfaces are clean and free of film, streaks, stains and lint. Floors, walls, furniture and equipment shall be protected from spills, drips and stains during the cleaning process.

16. VENETIAN BLINDS: Clean all venetian blinds in accordance with the schedule. Dust and dirt must not be dislodged and allowed to become airborne during cleaning. Cords and/or bindings shall not be saturated with water or cleaning solutions.

17. BRIGHT METAL: Bright metal surfaces shall be cleaned with appropriate detergents and polished/buffed with a clean soft cloth. Application of some metal polish may be required on an infrequent basis to maintain the original luster.

18. POLICE: Police area around building entrances, pickup and dispose of paper and other trash. Sweep/clean as required to keep entrances neat and free of leaves, grass, spider webs, insect nests and other debris.

19. READY ROOM: Clean tables, chairs, stove, refrigerator, sink and trash containers with a clean cloth or sponge dampened with detergent. After cleaning, wipe all surfaces with clean cloth and clean water. Replace trash container liners daily and deodorize container.

20. SUNSHADES: The cleaning of sunshades manufactured by Plastic-View Transparent Shades, Inc., and installed in Control Tower Cabs shall follow the manufacturer's recommended cleaning and maintenance procedures which are as follows:

a. Weekly. The bottom 12 inches of the shade is the area or part of the shade most susceptible to accumulating smoke, dust, and other impurities and shall be dusted or cleaned once a week. The dusting or cleaning of each shade shall be accomplished back and front using a soft cloth, such as a chamois or diaper (or similar type cloth), that has been dampened with a mild cleaning liquid such as "Product 409", "Mirror Glaze", "Windex", or similar type plastic cleaner. When dusting, the worker should wear clean cloth gloves or keep a soft cloth on both hands to prevent any smudging of the shades with fingerprints.

b. Monthly: Monthly cleaning is covered under a separate Tower/Cab window washing contract.

JANITORIAL SERVICES AND MAXIMUM FREQUENCY OF ACCOMPLISHMENT FOR GREENVILLE-SPARTANBURG ATCT OFFICE

Facility Space / Janitorial Task	Vacuum Carpet	Shampoo Carpet	Vacuum/Sweep Tile Floor	Vacuum Air Vent Louvers	Dust	Mop/Wax/Buff tile Floor	Clean Plumbing Fixtures & Mirrors	Collect Paper & trash	Spot-Clean Walls & Partitions	Mop/Strip/Wax/Buff Tile floor	Replenish Soap, Paper	Clean Light Fixtures & Spot-	Clean Walls &Ceiling	Clean Door Mats	Wash Window (Inside)	Wash Windows (Outside)	Clean Sunshades	Clean Venitian Blinds	Clean Glass Doors	Clean Bright Metal	Clean Furniture	Vacuum or Sweep Floor	Mop Floor	Police	Dishwashi-
Stairwell					M				Q									BW			W	M			
Training/Conf. Rooms	W	A			Q			W	Q			A		A	A		A		Q	SA					
Bk./Ready Rm 4th&7th	D4	SA	D4		W	Q	D4	D4	M	A		A		A	A		A		BW	Q	D4	W			
Storage Rm	M	A	M		Q				Q	A		A									M				
Outside Entrance									W				W						W				2W		
Corridor 2nd&7th	W	SA	D4		BW	SA	D4	D4	W	A		A							BW			W			
Passenger Elevator			D4			Q			W	SA									W			W			
8th Floor Equip Rm																					M	A			
Janitor Room							M					A									M	M			
ATCT Cab	D4	SA		Q	W		D4	D4	M			A		M	M	W			Q	SA					
TRACON Cab	D4	SA		Q	M			D4	Q			A							Q	SA					
Electronic Equip.Rm	W	A	2W		Q	SA		2W	Q	A		A		A	A		A		Q	SA		BW			
Toilets			D4		W		D4	D4	W		D4	Q							W			D4			
Offices	2W	A	2W		M			2W	Q			A		A	A		A	BW	Q	SA					
Corridor,1st floor	D4		D4		BW	Q	D4	D4	W	SA		A						BW	BW			2W			
TELCO Room			M		Q					A		A		A	A										
Kitchens																								W	

2W- Monday & Thursday D4- Monday,Wednesday, Friday & Saturday or Sunday W-Weekly BW-Biweekly(Every 2 weeks)
M-Monthly Q- Quartely SA-Semi-Annual A-Annual AN-As Needed

Facility Space	ng liquid				Police Room to remove Paer, Tash and Spillage.	Dust Door Facings	Wipe Out Light Fixtures	Sweep Sidewalks and Entranceways	Police FAA Parking Spaces	Vacuum A/C Supply and Return Registers			
Stairwell					W	M	AN			M			
Training/Conf. Rooms					W	M	AN			M			
Bk./Ready Rm 4th&7th					W	M	AN			M			
Storage Rm						M	AN						
Outside Entrance						M	AN						
Corridor 2nd&7th					W	M	AN						
Passenger Elevator						M	AN			M			
8th Floor Equip Rm						M	AN	W	W				
Janitor Room													
ATCT Cab													
TRACON Cab													
Electronic Equip.Rm													
Toilets													
Offices													
Corridor,1st floor													
TELCO Room													
Kitchens													