

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 of 1
2. AMENDMENT/MODIFICATION NO. 0025	1.EFFECTIVE DATE 02/01/2009	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)
6. ISSUED BY MAR-380 U.S. DOT / MARITIME ADMINISTRATION 1200 NEW JERSEY AVENUE, S.E. W/28/201 OFFICE OF ACQUISITION. MAR-380. WASHINGTON, DC 20590		7. ADMINISTERED BY (if other than Item 6) CODE:	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)  Corporate Source, Inc. 460 West 34 <sup>th</sup> Street. New York, NY 10001-2382		9A. AMENDMENT OF SOLICITATION NO.	
CODE		9B. DATED (SEE ITEM 11)	
FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. DTMA1C05015	
		10B. DATED (SEE ITEM 13) 03/02/2005	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers \_\_\_ is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
70091750MA 2009 1MRO000002 0000520100 25403 61006600 - \$69,168.76

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

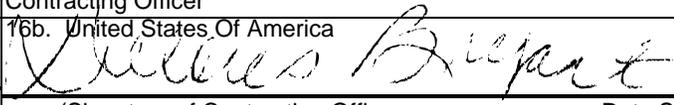
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification an authority) FAR 52.232-18 Availability of Funds

E. IMPORTANT: Contractor \_ is not X is required to sign this document and return 2 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

This modification is being issued to add additional funding in the amount of \$69,168.76 for the period February 1, 2009 thru February 28, 2009 for Janitorial services at the United States Merchant Marine Academy (USMMA).Kings Point, NY. This modification is also incorporating the revised dated 1/30/09 Statement of Work and the Revised dated 1/30/09 Task and Frequency Charts for FY'2009. Due to the government being in a continuing resolution, funding is only being provided for the period above with the remaining funding to be provided on modifications to follow.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Delores Bryant Contracting Officer
15b. CONTRACTOR/OFFEROR	16b. United States Of America 
(Signature of person authorized to sign)      Date Signed	(Signature of Contracting Officer)      Date Signed 2/03/2009

**PERFORMANCE BASED – STATEMENT OF WORK**  
**CUSTODIAL SERVICES**  
**UNITED STATES MERCHANT MARINE ACADEMY**  
**KINGS POINT, NEWYORK**  
**Revised January 30, 2009**

The Contractor shall provide all labor, equipment, tools, supervision, supplies and other items or services necessary to perform the work defined. This work shall be performed at the U.S. Merchant Marine Academy, (USMMA) Kings Point, New York.

The work to be accomplished is custodial and other related services as designated.

During the performance of the contract, the Contractor shall be continuously cognizant of the fact that the buildings and surrounding areas supported under this contract represent an institution whose image reflects upon the United States Government. It is therefore essential that these facilities are maintained in the highest order of cleanliness and neatness at all times. The Contractor's employees must be cautioned to insure that their appearance, attitude and the manner in which they perform their work does not in any way bring discredit upon the U.S. Merchant Marine Academy or the United States Government.

**Contract Management**

The Contractor shall designate, in writing, an On-site Project Manager who shall be responsible for the competent performance of work.

The On-site Project Manager shall have full authority to act for the Contractor on the installation at all times during the performance of the work.

**Government Furnished Property and Services**

**Premises and Utilities**

The government shall furnish without cost to the Contractor an office equipped with standard office furniture, designated storage spaces in buildings covered by this contract, a reasonable amount of utilities from existing sources and on-base telephone service. These premises and utilities are to be used only in connection with the performance of this contract. The contractor shall install its own telephone for off-base calls.

Combustible materials shall be stored as directed by the COTR. Rags, mops, or brushes, which contain a residue of any materials, which may become a source of spontaneous combustion shall be disposed of or stored outside the building in tightly covered metal containers provided by the Contractor. All custodial closets or storage rooms that are used by the Contractor shall be kept clean.

The Contractor shall maintain the premises it occupies to the same standards as similar areas occupied by the Government.

The Contractor will not make any alterations to the premises it occupies except with the written permission of the Contracting Officer.

The Contractor shall vacate such premises and restore the premises to the condition in which received, at his/her expense, fair wear and tear expected, by the time stated for contract completion.

**Contractor Furnished Items**

**Equipment**

The Contractor shall furnish all equipment necessary to properly perform the work defined in this contract.

The On-Site Project Manager will be required to carry his/her own Contractor furnished cellular phone in order to be contacted during workday on/off Academy grounds.

### Operating Condition

All equipment shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces and shall be used only for the purpose it was designed. Equipment is to be maintained in good, safe, operating condition at all times. The Government shall have the right to cause the Contractor to repair or remove from use equipment, which is determined to be unsafe, or which may cause damage to Government property.

### Substitution

Substitution of equipment as specified shall have prior written approval of the Contracting Officer.

## **Performance Requirements**

### Quality Control/Quality Assurance

The Contractor shall establish a complete Quality Control Program to assure the requirements of the contract are provided as specified. This Quality Control Program shall be set forth in writing and shall be presented to the Government for review. It shall include, but not be limited to the following:

Inspection system covering all the services to be performed under this contract. It must specify areas to be inspected on either a scheduled or unscheduled basis and the title of the individual(s) who will do the inspection.

A method for identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable.

A file for all inspections conducted by the Contractor and the corrective action taken must be maintained. This documentation will be available to the Government during the term of the contract.

### **Quality Requirements**

Services performed under this contract shall be subject to inspection and approval by the Contracting Officer or the COTR and Assistant COTR. For the protection of the buildings and their equipment, and the facilitation of the business to be conducted therein, first quality service will be required and, if not delivered, this contract may be terminated.

### **Performance Evaluation Meetings**

The On-Site Project Manager shall meet with the COTR at least weekly during the first three (3) months of the contract. Meetings will be as often as necessary thereafter as determined by the COTR. A mutual effort will be made to resolve all problems identified.

### **Cleaning Standards**

The methods and equipment used will be appropriate for the type of cleaning specified herein including the specifications below:

Baseboards, walls, furniture, equipment, etc., shall not be disfigured by tools, equipment or materials used.

Floors shall be cared for in such a manner that damage will not result. The Contractor is responsible that all approved equipment, material and supplies are used according to manufacturer's directions and/or as directed, in writing, by the Contracting Officer.

### **Clean Up**

Supplies, equipment, and machines shall be kept out of traffic lanes or other areas where they might be hazardous and shall be secured at the end of each work period in lockers or other areas provided for this purpose. Cloths, mops or brushes containing a residue of wax or other combustible material subject to spontaneous ignition shall be disposed of or stored outside the building in tight metal containers. Such containers shall be supplied by the Contractor. Dirt and debris resulting from work under this contract shall be disposed of each day or at the completion of work in each building of that day. Cleaning solutions (i.e., wash water) shall be disposed of in plumbing fixtures provided for this purpose. Raw or unused chemicals will be disposed of in a proper manner.

## Maintenance

Contractor's equipment and machinery shall be properly maintained at all times to prevent unnecessary noise and possible delays in the performance of specified tasks. Contractor shall perform all tasks at the designed frequency regardless of equipment and machinery breakdown.

### Emergency Unscheduled Cleaning (during normal working hours)

The Contractor may be required during the performance of this contract to perform emergency cleaning or work in connection with cleaning up after water or steam pipe failures, roof leaks, vandalism, fire or any other unusual cause which is not covered under other basic or specific task requirements.

The Contractor may be required to place his/her employees in areas where special functions (such as Graduation or special events have occurred or will occur).

Any time worked in the areas listed under emergency and unscheduled cleaning shall be considered as lost time as far as other assigned duties are concerned and the Contractor will not be responsible for completing regularly scheduled tasks during this period as mutually agreed in each instance. This rearrangement of duties will not permit the Contractor to charge the Academy with any additional cost in time, labor, equipment, overhead and/or profit.

### Unscheduled Cleaning (after normal working hours)

The Contractor will be required, at no additional cost to the Government, to take immediate action to clean up blood, vomit, or other soiled surfaces caused by accidents or mishaps, in accordance with Contractor Safety Rules provided by the USMMA (see attached).

If the Contractor is called upon to work on any special tasks during other than normal working hours, the Contractor will be permitted to submit a claim for equitable adjustment under the "Changes Clause" of the contract to the Academy for additional labor costs.

The Contractor shall warrant that the On-Site Project Manager shall have adequate knowledge of the cleaning equipment, tools, chemicals and techniques and shall be able to recognize situations or circumstances under which cleaning techniques defined in the Technical Specifications may be hazardous to the facilities or to USMMA personnel. The On-Site Project Manager shall immediately notify the Contracting Officer's Technical Representative (COTR) of such situations or circumstances.

- (1) The Contractor shall designate, in writing, an On-Site Project Manager within the Contractor's organization that shall be responsible for the overall management and coordination of this contract. This individual shall act as a central point of contact with the Government for all contractual matters.
  
- (2) The Contractor shall also designate, in writing, an individual who can act with the same authority as the On-Site Project Manager in instances of his/her absence.

The On-Site Project Manager and his/her designee, shall speak, write and communicate in the English language.

The Contractor shall provide an adequate number of supervisors to insure the performance of work during all times that the Contractor's personnel are working on the installation. The On-Site Project Manager shall respond within one (1) hour, during workday and after workday, after notification to discuss immediate problem areas. The On-Site Project Manager will be provided with a Contractor furnished cellular phone. He/she will respond immediately to any calls received through this medium. Replacement of lost or repair of damaged cellular phone shall be the responsibility of the Contractor.

The Contractor shall warrant that all the Contractor's supervisory personnel have adequate knowledge of cleaning equipment, tools, chemicals, techniques and related activities and shall be able to recognize any situations or circumstances under which cleaning techniques defined in the Technical Specifications may be hazardous to the facilities or to USMMA personnel. Supervisory personnel shall immediately notify the On-Site Project Manager of any such situations or circumstances.

The Contractor shall provide the Contracting Officer with a written list of his/her supervisors to include the type of work or tasks and areas supervised and maintain the currency of that list during the entire period of performance under this contract.

### **Contractor's Employees**

The Contractor shall warrant that all Contractor employees have adequate knowledge of chemicals, tools, equipment and techniques to competently perform this work.

The Contractor's employees shall conduct themselves in a proper, efficient and competent manner at all times while performing work under this contract, and the Contractor agrees that it is solely responsible therefore. The Contracting Officer may direct the Contractor to remove from the Academy any employee or employees if such action is deemed by the Contracting Officer to be in the best interest of the Government.

The Academy reserves the right to remove from Academy grounds any of the Contractor's employees if the Academy feels this employee poses a threat to Academy personnel and/or property.

### **Identification of Contractor's Employees**

The Contractor, before initiating the performance of work, shall provide the COTR with a list of all employees who shall perform the work under this contract. The list shall include the full name and badge serial number of each employee. The Contractor shall notify the COTR, in writing, of any additions, deletions or changes in that list within one (1) day of such changes.

Each employee of the Contractor shall conspicuously display on their person an identification badge which shall include the full name of the employee, the legal name under which the Contractor is doing business, a badge serial number and expiration date. Identification badges shall be furnished by the Contractor. Badges shall be collected from terminated employees prior to clearance of such employees from the installation.

The Contractor's employees shall not disturb papers on desks, open desk drawers or cabinets or use telephone or office equipment provided for official Government use and the Contractor agrees it is solely responsible therefore. Only in cases of an emergency situation may such employee use Academy telephones.

The Contractor's employees shall comply with the instructions pertaining to conduct and other regulations called to the Contractor's attention by the COTR and Contractor agrees it is solely responsible therefore.

### **Employee's Dress**

Uniforms are to be furnished by the Contractor. Employees shall be dressed in a manner that provides a uniform appearance. Clothes shall be freshly laundered, color coordinated, well-fitting and changed daily by each employee. They shall not contain commercial advertising except that hats or nametags may contain the Contractor's name. The type and color of clothes shall be approved by the Contracting Officer prior to contract start date. Shoes shall cover the foot to meet sanitation and safety requirements. Open toe shoes, sandals or sneakers shall not be worn.

(1) **Male Personnel**: Long trousers with conventional belts, short or long sleeve shirts.

(2) **Female Personnel**: Short or long sleeve dresses or pant suits.

The Contractor shall ensure that employees are properly attired/protected from weather conditions during snow removal operations (cold, etc.)

Wearing of military uniforms (including USMMA midshipmen uniforms) or any part thereof is strictly prohibited under this contract.

### **Circumstances to be reported**

The Contractor shall notify the COTR of all maintenance requirements noted by the custodians in the performance of their work. This includes, but is not limited to, the following: loose or missing bolts or screws, loose or damaged items such as coat hooks, draperies, signs, clogged or slow running drains.

Any circumstances, which do or could pose an unsafe condition or health hazard, shall be reported immediately to the COTR, noting the urgency of the situation. This includes, but is not limited to, the following: broken floor coverings.

The Contractor is also responsible for notifying the COTR of any situations, which may delay or impede his/her work immediately upon the discovery by the Contractor of such situations.

### **Key Control**

The Contractor shall establish and implement adequate methods of insuring that all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The COTR shall have access to all keys. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall designate, in writing, a single individual to act as the Key Control Supervisor. At the beginning of each work shift, the Key Control Supervisor will issue keys to the individuals who are to perform the work in the various locked areas. After these individuals have completed their work shift, all keys will be returned to the Key Control Supervisor. The Key Control Supervisor shall maintain a sign-in/sign-out list for the removal and return of keys.

All keys will be furnished by the Government and all lost keys will be replaced by the Government, not by the Contractor; however, all related direct and indirect costs will be charged to the Contractor for each key lost by the Contractor. When necessary, these costs shall be deducted from the Contractor's monthly-invoices. Furthermore, if keys are lost or duplicated by the Contractor, and in the opinion of the Government it is necessary to replace or re-core locks for reasons of security, the direct cost of such replacement or re-coring will be charged to the Contractor. The Contractor shall report the occurrence of any lost key immediately to the COTR. It is the responsibility of the Contractor to prohibit the use of keys issued by the Government by any persons other than the Contractor's employees to permit entrance of persons other than Contractor's employees engaged in the performance of assigned work in those areas.

### **Lost and Found**

It is the responsibility of the Contractor to instruct his/her employees that all articles of possible personal or monetary value found at the USMMA by the Contractor's employees must be turned-in to the appropriate Lost and Found area as directed by the COTR.

### **Energy Conservation**

The Contractor shall be directly responsible for instructing his/her employees in appropriate utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which shall include but shall not necessarily be limited to:

- (1) Lights shall be used only in areas where and at the time when the work is actually being performed.
- (2) The workers will not adjust mechanical or electrical equipment controls; however, the Contractor may be directed by the COTR to start/stop or open/close certain electrical or mechanical equipment.
- (3) Water faucets or valves will be turned off after the required usage has been accomplished.

### **Security of Buildings**

During the night shift, upon completion of daily work in each building, except for the USMMA Chapel, Contractor personnel will insure that all lights are off and all windows are closed and locked prior to leaving the area unless otherwise requested by building occupants.

The Contractor and employees must comply with security requirements at all times while on the grounds of the USMMA.

The Contractor will report all circumstances of a suspicious or unusual nature in buildings included in this contract to the USMMA Department of Public Safety (Extension #5309).

The Contractor will have access to, use and control of areas under this contract only during the times and days that work is outlined in these Specifications, unless otherwise approved by the Contracting Officer.

### **Reports of Non-Compliance**

The Contractor shall initiate immediate corrective action on all unsatisfactory work or non-performed work as directed by the COTR.

### **Work Schedule**

The Contractor shall perform custodial services under the terms of this contract in buildings in accordance with the schedules listed on the Task and Frequency Charts. The Government reserves the right to establish specific hours for performance of specific tasks in accordance with the Technical Specifications. All day shift work under this contract shall be performed between the hours of 8:00 AM and 3:30 PM. All night shift work will be performed between the hours of 1:00PM and 8:30 PM. No work will be performed on Federal Government holidays, except as specifically requested by the Academy during special occasions.

During vacation periods the tasks and frequencies can be adjusted, as mutually agreed between the Contractor and the COTR.

### **Safety**

The Contractor shall be responsible for instructing his/her employees in safety measures considered appropriate by him/her. In addition, the Contractor shall not permit the placing or use of mops, brooms or equipment in traffic lanes or other locations in such manner as to create safety hazards and shall provide appropriate warning signs for slippery floors caused by washing and cleaning operations.

The Contractor shall comply with all applicable safety standards promulgated by the Department of Labor under the Occupational Safety and Health Act of 1970. Such standards are incorporated herein by reference.

After each working day, all of the Contractor's equipment and materials shall be stored in areas designated by the Academy. MSDS sheets associated with supplies used are to be posted in Contractor on-site premises – (which describes the safe use of all supplies as outlined below). Due to possible safety hazard, such equipment and materials will not be permitted outside of these designated areas.

The Contractor shall take such additional precautions as the Contracting Officer may require preventing accidents and damage to U.S. Government property, facilities and equipment or injuries to personnel. Taking the existing USMMA buildings and facilities as a given, both the Government and the Contractor agree that such buildings and facilities are acceptable to the parties thereto in their existing state for the purpose described in this contract.

### **CONTRACTOR FURNISHED SUPPLIES SHALL BE AS FOLLOWS:**

#### **EXPENDABLE SUPPLIES**

Absorbent, Oil  
Belt, Back Support  
Belt, Vacuum  
Brush, Wire 12"  
Bottles, Spray (Trigger) , 32 oz.  
Broom Handle (Metal Tip)  
Brooms, Corn  
Brooms, Toy  
Brushes, Bowl  
Brushes, Scrub  
Calcium Chloride, Dehydrate  
Cards, Time  
Cleaner, Baseboard  
Cleaner, Glass  
Cleaner, Multi-surface  
Cleaner, Neutral  
Cleaner, Floor (Non Acid)  
Cleaner, Stainless Steel  
Cloth, Dust (Treated))

Cloth, Dust (White Terry)  
Compound, Sweeping  
Defoamer, 4 gal  
Degreaser, 5 gal  
Disinfectant, Pine  
Disinfectant, Spray  
Disinfectant Wipes  
Door Stop, Rubber 5"  
Dusters, Feather  
Finish, Floor  
Gasoline  
Gear, Rain  
Gloves, Brown Jersey  
Gloves, Leather Palm  
Gloves, Rubber Latex  
Gloves, Winter  
Liners, Plastic (24x24)  
Liners, Plastic (24x31)  
Liners, Plastic (40x48)  
Mask, Face  
Mop Head, Dust Mop (Pre-Treated 18")  
Mop Head, Dust Mop (Pre-Treated 48")  
Mops, Cotton (32 oz)  
Mops, Finish  
Oil  
Pads, Floor  
Pads, Knee  
Paper, Toilet (2 ply)  
Parkas, Winter  
Polish, Furniture  
Powder, Ajax (21-24 oz)  
Remover, Gum  
Sealer, 5 gal  
Scraper, 3"  
Shoes, Over  
Soap, Liquid (antibacterial for soap dispensers)  
Sponges, Large  
Stripper, 5 gal  
Tape, Caution 3"x1000 Yd  
Tape, Duct 2"  
Towels, C-Fold  
Uniforms

**NOTE:** The exact quantities of each item that the contractor is required to provide, is listed on their supply/equipment list dated August 20, 2007.

**CONTRACTOR FURNISHED EQUIPMENT SHALL BE AS FOLLOWS:**

The Contractor's equipment shall be of the size and type suitable for accomplishing the various phases of work from existing sources of government furnished electric power and shall have high electrical efficiency ratings and shall have low noise level of operation. The government will furnish all electricity and water necessary for the accomplishment of work at no additional cost to the Contractor. Equipment considered by the Contracting Officer to be improper, unsafe or inadequate for the purpose shall be removed from the job and replaced with satisfactory equipment.

**MAJOR EQUIPMENT**

AutoScrubber, Bat  
Battery, With Charger  
Burnisher, 19"  
Burnisher, Battery  
Carpet Machine, Host w/Attachments

Cleaner, Bathroom  
Floor Machine, Single Disc  
Pressure Washer, 2000 psi  
Scrubber, Ride On  
Truck, Utility (Gasoline Powered)  
Vacuum, Wet/Dry w/attach  
Vacuum, Wide

#### MINOR EQUIPMENT

Answering Machine  
Blower, Floor Drying  
Broom, Push 24"  
Broom, Push 24" H/D  
Broom, Push 36" H/D Garage  
Brush, Corner  
Brush, Deck  
Bucket, Plastic w/Wringer, 26 Qt.  
Bucket, Plastic w/Wringer, 44 Qt.  
Can, Gas( 5 Gal)  
Cart, Bathroom  
Cart, Trash Tilt Truck 1 CU YD  
Container, Brute 44 Gal w/dolly  
Communication Devices  
Copier  
Cord, Extension, H/D 50 Ft.  
Cord, Extension, L/D 50 Ft.  
Drill, Cordless, ½", 18 Volt  
Eyewash System  
Fax Machine  
First Aid Kit  
Floor Machine, 13" w/Attach  
Floor Machine, LSP 19"  
Hammer, Rip (20 oz.)  
Handle, Dust Mop/Frame 18"  
Handle ,Dust Mop/Frame 48"  
Handle, Mop H/D  
HSP -Fir Machine w/Block 19"  
Jack, Pallet, 5000 LB  
Ladder, 4 Ft. Fiberglass  
Ladder, 6 Ft Fiberglass  
Mallet, Rubber, 16 oz.  
Niss Vac w/ Attachments  
Pan, Dust  
Phone  
Pliers Set, 7 Pc.  
Pressure Washer  
Scraper, Brute 4"  
Screwdriver Set, 20 Pc.  
Shovel, Snow  
Sign, Wet Floor  
Squeegee, Neoprene 24' x2"  
Squeegee, Neoprene 36" x 4"  
Splashguard, Floor Machine  
Spreader, Salt  
Time Clock  
Tool Chest, 8 Drawer  
Tool Chest, 8 Drawer Roll Away  
Tools, Extractor  
Tool, Mult w/Case

Tool Set  
Truck, Flat  
Truck, Hand H/D  
Vacuum, Upright  
Vaccuum, Wet/Dry 15 Gl  
Window Cleaning Kit  
Wrench Set, 5 Pc.

NOTE: The above list of major and minor equipment is representative only. The Contractor shall be responsible for supplying items of such a nature and in such quantity as may be necessary to fully perform the work specified under this contract. Contractor must also repair all equipment as necessary on a timely basis and provide all appropriate supplies to operate same.

The exact quantities of each item that the contractor is required to provide, is listed on their supply/equipment list dated January 5, 2009.

### CLEANING STANDARDS

Spray Buff: All areas accessible to the floor machine shall be spray-buffed. Chairs, trash receptacles, etc., shall be tilted or moved where necessary to spray buff underneath. The floor shall be swept after being spray-buffed. After spray buffing the entire floor shall have a uniform glossy appearance. A fresh coat of refinishing will be applied as necessary in heavy traffic areas. It should be free of scuff marks, heel marks, and other stains and shall have a uniform coating of floor finish. All spray buff solution shall be removed from the baseboards, furniture, and trash receptacles.

Strip and Wax: ( To be contracted and billed seperately if necessary)

In areas where stripping and re-waxing operations are performed, all movable furniture and equipment shall be moved and replaced to provide for stripping and re-waxing of floor areas thus occupied. Waxed floors shall have a thin even coating. Floor should be clean and bright in corners and under furniture, as well as in other areas. Wax shall be buffed to a uniform sheen, leaving no heavy brush marks.

Dust Mop: Special oil treated dust mops shall be used in cleaning floor areas. All accessible areas shall be dust mopped. Chairs, trash receptacles and easily movable items shall be moved to dust mop underneath and then reset to their original locations.

Vacuum Carpets: After being vacuumed, the carpeted floors shall be free of all visible litter and soil.

Sweep: After the floor has been swept, the entire floor surface, including corners and abutments, shall be free of litter, dust, spilled and foreign debris. Chairs, trash, receptacles and easily movable items, such as partitions, shall be tilted or moved to sweep underneath.

Wet Mop/Wet with Disinfectant: All accessible areas shall be mopped. Chairs, trash receptacles, and easily movable items shall be moved to mop underneath and returned to original locations. After being mopped, the floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film, debris or standing water. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.

Restrooms and Showers:

- a. Paper towels, liquid soap, and toilet tissue dispensers, are to be refilled or replaced as required so that outages do not occur.
- b. After de-scaling toilet bowls and urinals the entire surface shall be free from streaks, stains, scale, scum, urine deposits and rust stains.
- c. Completely damp clean and disinfect all surfaces of toilet bowls, urinals, lavatories, showers, dispensers, partitions, stalls, stall doors and wall areas adjacent to wall-mounted lavatories, urinals and toilets.
- d. All mirrors, shelving, dispensers, chromium fixtures and piping shall be damp-wiped and polished dry.
- e. Special attention shall be given to floors around the urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

**Spot Clean:** Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, training aids, public displays, classroom aids, plaques, exhibits, pictures, wall decorations and fixtures. Germicidal detergent shall be used in restrooms, locker rooms, break areas and drinking fountains. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removed soil. All this work shall be performed as often as possible in order to maintain a fresh and clean appearance.

**Chalkboard Cleaning:** All chalkboards to include both sides, on reversible and slide-out panels in academic areas. Dry erasing is not acceptable. Boards that have special requirements shall be addressed by the academic department involved to the Contractor. The cleaned chalkboard shall have a non-streaky appearance and will have no unwashed areas, except for those areas directed to be excluded from washing (i.e., chalkboards containing classroom instructions and marked "DO NOT ERASE"). Classroom chalkboard washing will be closely coordinated with the academic departments and the schedule will be subject to change within a 24-hour notice to the Contractor. Chalkholders will also be kept clean.

**CAUTION:** Be advised that some of the chalkboards in the academic areas are of glass composition and break if exposed to excessive surface pressure or high temperature hot water. The Contractor shall use caution in the washing of the glass chalkboards to prevent breakage. The Contractor will be responsible for the cost of replacement of chalkboards damaged during the cleaning or reversing process.

**Low Dust:** After low-dusting all dust, lint, litter and dry soil shall be removed from the horizontal surfaces of desks, chairs, file cabinets, and other types of office furniture and equipment, and from horizontal ledges, window sills, all venetian blinds and shades, handrails, accessible portions of heaters, air conditioners, ventilators, convectors, fans, radiators, to a line 6-1/2 feet above floor level.

**Sealer:** Sealer shall be used to protect the floor finish and/or wax from being damaged. Floor surfaces shall be thoroughly free of soil, stains, film and debris before applying sealer. Should there be more than eight (8) hours delay before applying sealer after the floor has been cleaned or between coats, the areas must again be cleaned to remove surface dirt and scuff marks before applying sealer.

**Steam Clean:** A steam pressure cleaner shall be used in steam cleaning ceramic tiles and/or concrete surfaces as specified in the task and frequency charts. All marks and discolorations shall be removed from walls and floors.

**Wash and Wax:** In some areas where there is light traffic, the Contractor shall be allowed to strip the floor surface very lightly by washing it down.

**Floor Finish:** Floor finish wax shall be used on concrete surfaces, but only after all soils, stains film and debris have been removed from the surface. No splash marks or streaks on walls, baseboards, etc., will be permitted.

**Walk-Off Mat Cleaning:** Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed hosed-down outdoors to remove soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.

**Clean Drinking Fountains:** Disinfect with germicidal detergent all porcelain and polished metal surfaces. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots and smudges.

**Water Coolers:** Disinfect with germicidal detergent all exterior surfaces inclusive of the drain tray.

**Trash Removal:** All waste baskets, cigarette butt receptacles, pencil sharpeners and other trash containers within the area shall be emptied and returned to their initial locations. Boxes, cans and papers placed near a trash receptacle shall be removed. The Contractor's employees will check with the local office personnel to insure that the contents are to be removed. Any obviously torn plastic trash receptacle liners in such receptacles shall be replaced. Ashes and debris shall be removed from cigarette butt receptacles and placed in a non-flammable container. Trash shall be disposed of in plastic bags secured with bag ties. The Contractor shall pick up any trash that may fall onto the facility or grounds in the area around the trash collection point during the removal of such collected trash. If the trash storage area is in an enclosed area, the Contractor shall be responsible for relocating trash to designated pick up areas as directed by the COTR. The USMMA will collect trash from designated areas and dispose of it.

**Glass Cleaning:** The work includes the cleaning of all exposed glass surfaces which are not an integral part of the exterior walls of the building, such as glass partitions, interior glass doors, display or book cases, desk tops, directory boards, glass draft shields of windows and mirrors using a free-rinsing detergent to present a neat, clean appearance. Lucite and plastic other than windows, including partitions, relites, doors, mirrors, cases, desktops and plastic at building entrances shall be cleaned. Adjacent trim shall be wiped clean with a damp cloth where soiled by spillage or by smears in the glass cleaning operation.

Outside Entranceways and Staircases: When the contractor's employees are in their assigned buildings on their scheduled days and times, they are required to ensure that the entranceways of those buildings are adequately cleared of leaves, snow and ice. In the case of snow and ice entranceways shall be salted with calcium chloride. Glass exterior doors shall be cleaned as required.

Classroom, Laboratory and Lecture Hall Desks: Marks shall be removed from desks on a twice-per-month basis. The Contractor shall realign all desks and chairs after completing the tasks for each classroom and laboratory.

Removal of Trash: Trash shall be emptied daily in all areas covered by this contract regardless of the frequency for any other tasks, unless otherwise noted. Contractor will abide by recycling laws in effect during the contract.

The Government will supply the Contractor with light, power, heat, and hot and cold water.

## **PERFORMANCE DEDUCTION SCHEDULE**

Listed below are the deductions which the Contracting Officer may, at his/her discretion, utilize when violations to the contract occur. The Contracting Officer will determine whether these deductions shall be assessed following the monthly conference with the Contractor's on-site Project Manager and the COTR/Assistant COTR. The Contracting Officer or designated representative will determine whether he or she is satisfied with the Contractor's response and/or progress in correcting the alleged violation(s). The violations will be classified either critical or non critical in nature, and will be assessed as stated below:

### **CRITICAL VIOLATION**

EACH critical violation will be assessed a deduction of \$500.00, regardless of when the violation was corrected.

### **NON CRITICAL VIOLATION**

An accumulation of FIVE (5) non-critical violations in a month will result in the assessment of a \$500.00 deduction regardless of when the violations were corrected.

### **SCHEDULE A – CRITICAL VIOLATIONS**

1. Contractor improperly stored supplies and/or equipment.
2. Contractor did not insure that all contractor employees have adequate knowledge of chemicals, tools, equipment, and techniques to properly perform all the work outlined in the contract.
3. Contractor did not adhere to the established Safety guidelines as set forth in Contractor Safety Rules provided as an attachment to the contract.
4. Contractor did not provide adequate supplies and/or equipment to properly perform the work per the Task and Frequency Chart.
5. Contractor did not keep entranceways and/or stairwells clear of ice, snow and debris for the Academy buildings outlined in the contract.
6. Contractor did not take the necessary precautions to cordon off areas in the Academy buildings being mopped, and/or waxed.
7. Contractor provided supplies or equipment that was improper, unsafe or inadequate to perform the work outlined in the Task and Frequency Charts of the contract.
8. Contractor did not insure that all keys issued by the government were lost or misplaced, thus causing a breach in security on the grounds of the USMMA.
9. In areas where food is being served or prepared, cleaning solutions were found in the immediate area, compromising the health and safety of Academy personnel.

### **SCHEDULE B – NON-CRITICAL VIOLATIONS**

1. Spot cleaning was not accomplished in accordance with Task and Frequency Charts per the contract.
2. Floors were not mopped/swept in accordance with Task and Frequency Charts per the contract.
3. Carpeting was not vacuumed in accordance with Task and Frequency Charts per the contract.
4. Restroom was not cleaned in accordance with Task and Frequency Charts per the contract.
5. Trash was not emptied in accordance with Task and Frequency Charts per the contract.

**(OPERATING WORK SCHEDULE):**

Hours of operation the contractor shall perform cleaning services:

**Days of the week** - Monday through Friday (8:00 AM to 3:30 PM)  
(with special provisions for specific requirements, as needed)

**Night Shift** - Monday through Friday (1:00PM-8:30PM)  
(2 people)

**Holidays** - Academy officially closed - no work scheduled

Cleaning services performed for special events (extra duty). Hours will vary.

Football season (weekend)  
Acceptance Day (weekend)  
Homecoming Weekend  
Graduation Weekend

Any special event requested by officials requiring custodial service.

Extended hours of custodial services may be required due to emergency situations such as flooding, extreme foul weather conditions, other unforeseen problems.

Weekly, quarterly, semi-annual and annual custodial tasks may be performed Monday through Friday during hours regularly cited or on weekends at an overtime rate with prior approval of the COTR.

**GOVERNMENT HOLIDAYS**

New Year's Day  
Veterans's Day  
Martin Luther King Birthday  
Thanksgiving Day  
President's Day  
Independence Day  
Christmas Day  
Labor Day  
Memorial Day  
Columbus Day

**CUSTODIAL SERVICE AREAS FOR ACADEMY BUILDINGS**

(1/30/09)

Barry Hall
Bland Library
Bowditch Hall
Brooks Field House
Chapel
Cleveland Hall
Delano Hall
Eldridge Pool & Showers
Facilities Management Building
Fitch Building
Fulton Hall
Furuseth Hall
Gibbs Hall
Jones Hall

Land Hall
Melville Hall
Murphy Hall (Building Under Construction)
Museum
O'Hara Hall
Palmer Hall
Patten Building
Prosser Boathouse (Building Off – Line due to fire)
Rogers Hall
Samuels Hall
Tomb Field
White Building
Wiley Hall
Yocum Sailing Center

## **Task and Frequency**

Custodial Services  
United States Merchant Marine Academy  
Kings Point, NY

Revised 1/30/09

# **BARRY HALL**

## **Square Footage**

13,526 sq. ft.

## **Areas To Be Serviced**

Restroom  
Hallways  
Entranceways  
Staircases

## **Frequency of Service**

Dust mop	1x/week
Wet Mop	1x/week
Hallway Bathroom	1x/week
Entranceways	1x/week
Staircases - Wet mop	As needed
Trash removal	1x/week
Spot clean	As needed

Office Space for Army (Room B04)	Trash removal	-	2x/week
	Vacuum	-	1x/week
	Dust	-	As needed

**NOTE:** Barracks areas are the responsibility of the Midshipmen to clean. Contractor is only required to provide services to areas as noted above.

# **BLAND LIBRARY**

## **Square Footage**

28,030 sq. ft.

## **Areas To Be Serviced**

Library stacks/periodicals  
Librarian's Offices  
Study rooms/Classrooms/Reading rooms  
Lounges  
Reception areas  
Restrooms  
Staircases  
Corridors  
Large meeting rooms  
Government Publications Meeting Room  
Crabtree Conference Room  
Card Catalog Room  
Exhibits/displays  
Service elevator  
Entry Hall w/large glass doors  
Storage areas  
Archives

## **Frequency of Service**

Trash removal	3x/week (Common areas only - not office space)
Restrooms	3x/week
Dust Mop	1x/week
Wet mop	1x/week
Vacuum carpet/mats	1x/week
Low dust	1x/month
Sweep	1x/week
Spot clean	3x/week

# **BOWDITCH HALL**

## **Square Footage**

49,605 sq. ft.

## **Areas To Be Serviced**

Ackerman Auditorium (large stage)  
Music Room  
Labs  
Rifle Range (office space only)  
Office Spaces  
Computer Rooms  
Classrooms  
Restrooms  
Lounge Area

## **Frequency of Service**

Restrooms	Daily
Trash removal	Daily
Vacuum (carpet, mats)	1x/week
Dust mop	1x/week
Wet mop	1x/week
Sweep	1x/week
Glass	1x/week
Chalkboards	Daily
Chalk holders	Daily
Classrooms, laboratories, and lecture hall desks	Dusted 1x/ month
Drinking fountains/water coolers	Daily
Spot clean	1x/week

# **BROOKS FIELD HOUSE**

## **Square Footage**

3,485 sq. ft.

## **Areas To Be Serviced**

Restrooms  
Showers  
Locker rooms  
First Aid Room  
Sauna

## **Frequency of Service**

Trash removal	2x/week
Sweep	2x/week
Wet mop	1x/week
Restrooms	2x/week
Showers	2x/week
Locker rooms	2x/week
First Aid Room	2x/week
Sauna	2x/week
Spot clean	2x/week

**Note:** Cleaning Season is March Through November

Throughout the year, all custodial services as required, for special events and/or other requests by COTR.

June and July: Services provided only when facility is in use.

# **CHAPEL**

## **Square Footage**

13,370 sq. ft.

## **Areas To Be Serviced**

Main Chapel  
Small Chapel Rooms  
Reception Lounge  
Staircases  
Office spaces  
Bridal Room  
Restrooms

## **Frequency of Service**

Restrooms	1x/week
Trash removal	1x/week
Spot clean	1x/week

### **Main Chapel**

Dust mop	1x/week
Wet mop	1x/week
Low dust (pews)	1x/week
Wash (pews)	1x/month

### **Small Chapel Rooms & Reception Lounge**

Vacuum	1x/week
Low Dust	1x/week
Wet Mop	1x/week

### **Staircases**

Sweep, dust, wet mop	1x/week
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### **Office spaces**

Vacuum, mop	1x/week
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### **Bridal Room**

Vacuum	1x/week
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# **CLEVELAND HALL**

## **Square Footage**

20,097 sq. ft.

## **Areas To Be Serviced**

Barracks  
"O" deck hallways  
Staircase (outside entrance)  
Game Room  
Vending Machines Area  
GMATS hallways

## **Frequency of Service**

**Barracks** – Entire length of hallways floors within building

### **"O" deck Hallways**

Dust mop	1x/week
Wet mop	1x/week
Trash removal	3x/week
Spot clean	1x/week

### **Staircase (outside entrance)**

Sweep	2x/month
Doors – glass cleaned	2x/month

### **Game Room**

Vacuum	1x/week
Trash removal	3x/week
Dust mop	1x/week
Wash glasswork	2x/month

### **Vending Machine Area**

Wet mop	1x/week
Wipe down	1x/week
Sweep under and around machines	1x /week

**NOTE:** Barracks areas are the responsibility of the Midshipmen to clean. Contractor is only required to provide services to areas as noted above.

# **DELANO HALL**

## **Square Footage**

8,170 sq. ft.

## **Areas To Be Serviced**

### **Commissary**

Carpeted office  
Hallways  
Staircase  
Entranceway (front and back)  
Outdoor steps (leading to Barney Square)

### **Canteen (Seafarer Restaurant)**

Vinyl floors  
Glass partitions  
Windows/portholes  
Outdoor steps  
Rear entrance to Seafarer  
Restrooms

### **Topside Dining Room**

Entranceway  
Tile floors  
Staircase  
Restrooms

### **Boiler Plant**

Office space  
Restrooms

## **Frequency of Service**

### **Commissary (Food Service Officer space)**

Vacuum	1x/week
Trash removal	1x/week

### **Commissary Common Space**

Hallways	Sweep 1x/week/Wet Mop 1x/week
Staircases	Sweep 1x/week/Wet Mop 1x/week
Entranceways	Sweep 1x/week/Wet Mop 1x/week
Outdoor steps	Sweep 1x/week

### **"O" deck**

Dust mop	Daily
Wet mop	1x/week
Trash removal	Daily
Restrooms	Daily
Vacuum (mats and carpet)	1x/week
Spot clean	1x/week

### **Canteen (Seafarer Restaurant)**

Trash removal	Daily
Dust Mop	Daily
Wet Mop	Daily
Low dust	2x/week

Outdoor steps	2x/week
Glass, glass partitions	1x a month
Windows (portholes)	1x a month
Glass entry doors	2x/week
Spot clean	1x/week

**Topside Dining Room**

Restrooms	Daily
Staircase	1x/week
Entranceway	1x/week

**Boiler Plant**

Restroom	1x/week
Office space	Wet mop 1x/week
Trash removal	1x/week

# **ELDRIDGE POOL SHOWERS (Adjacent to Outdoor Pool)**

## **Areas To Be Serviced**

Restrooms  
Showers  
Lockers

## **Frequency of Service**

Trash removal	3x/week
Scrub	3x/week
Sweep	3x/week
Wet mop	3x/week
Dust	3x/week
Polish	3x/week
Spot clean	3x/week

**Note:** Pool Season is Memorial Day through Labor Day

(Also open for special events - upon request or as required)

Thorough cleaning before and after the pool season is required

# **FACILITIES MANAGEMENT BUILDING**

## **Square Footage**

5,546 sq. ft.

## **Areas To Be Serviced**

### **Main Building**

Office spaces  
Main office area  
Conference Room  
Entranceway  
Blueprint Room  
Restrooms  
Locker Rooms  
Corridor (rear of building)  
Lunchroom/Kitchen

### **Motor Pool (Garage)**

Restroom  
Office Space

## **Frequency of Service**

### **Main Building**

Trash removal	2x/week
Restrooms	2x/week
Lunchroom/Kitchen area	2x/week
Vacuum	1x/week
Sweep	2x/week
Dust Mop	1x/week
Wet Mop	1x/week
Glass	1x/month

### **Motor Pool (Garage)**

Trash Removal	2x/week
Restroom	2x/week
Office Space (Sweep & Mop)	1x/week

# **FITCH BUILDING**

## **Square Footage**

9,810 sq. ft

## **Areas To Be Serviced**

### **Babson Center**

Storage areas  
Office spaces  
Conference rooms  
Reception areas  
Restrooms  
Entranceways  
Open hallways  
Staircases  
Copier area

### **GSK**

Office space  
Restroom

## **Frequency of Service**

### **Babson Center**

Dust mop	2x/week
Wet mop	1x/week
Restrooms	3x/week
Vacuum	1x/week
Trash removal	3x/week
Glass	1x/week
Spot clean	1x/week

### **GSK (Central Storeroom)**

Restroom	3x/week
Trash removal	3x/week
Sweep (office space)	1x/week

# **FULTON HALL** (Please note: Fulton and Gibbs are connecting buildings)

## **Square Footage**

40,335 sq. ft.

## **Areas To Be Serviced**

Office spaces  
Classrooms  
Laboratories  
Conference Room  
Lounge  
Reception area  
Storage Spaces  
Work areas (copiers)  
Corridors  
Entranceways  
Restrooms

## **Frequency of Service**

Restrooms	Daily
Sweep	2x/week
Dust Mop	2x/week
Trash removal	Daily
Vacuum	1x/week
Wet mop	1x/week
Chalkboards	Daily
Chalk holders	Daily
Drinking fountains/water coolers	2x/week
Glass	1x/week
Classrooms, laboratories, and lecture hall desks	Dusted 1x/month Marks removed 1x/month
Spot clean	1x/month

# **FURUSETH HALL**

## **Square Footage**

40,335 sq. ft.

## **Areas To Be Serviced**

Office spaces  
Conference rooms  
Safety Training Room  
Classrooms  
Restrooms  
Entranceways  
Staircases  
Hallways

## **USMMA Police Department**

Office spaces  
Reception area  
Locker rooms ("0" deck)  
Restroom  
Security booth (located at the Main Gate)

## **Frequency of Service**

Restrooms	3x/week
Sweep	1x/week
Dust mop	1x/week
Trash Removal	3x/week
Vacuum	1x/week
Wet mop	1x/week
Chalkboards	Daily
Chalk holders	Daily
Drinking fountains/water coolers	3x/week
Glass	1x/week
Classroom	Dusted 1x/week
Lecture hall desks	Marks removed 2x/month
Safety Training Room	1x/week

## **GIBBS HALL** (Please note: Fulton and Gibbs are connecting buildings)

### **Square Footage**

37,760 sq. ft.

### **Characteristics**

Auditorium  
Laboratories  
Classrooms  
Office spaces  
Storage areas  
Lounge  
Conference Room  
Entranceways  
Hallways  
Staircases  
Restrooms

### **Frequency of Service**

Restrooms	Daily
Sweep	2x/week
Dust Mop	2x/week
Trash removal	Daily
Vacuum	1x/week
Wet mop	1x/week
Chalkboards	Daily
Chalk holders	Daily
Drinking fountains/water coolers	2x/week
Glass	1x/week
Classroom, laboratories, and lecture hall desks	Dusted 1x/month Marks removed 2x/month

# **JONES HALL**

## **Square Footage**

13,526 sq. ft.

## **Areas To Be Serviced**

Post Office/Mailroom  
Hallways  
Entranceways  
Staircases

## **Frequency of Service**

### **Mailroom Hallway area**

Wet mop	2x a week
Vacuum	1x a week
Dust mop	2x/week

### **Mailroom/Post Office**

Trash Removal	2x/week
Dust Mop	1x/week
Sweep	1x/week
Wet Mop	1x/week

### **Hallway area**

Dust mop	2x/week
Wet Mop	2x/week
Entranceways	2x/week
Staircases - Wet mop	As needed
Trash removal	2x/week

**NOTE:** Barracks areas are the responsibility of the Midshipmen to clean. Contractor is only required to provide services to areas as noted above.

# **LAND HALL**

## **Square Footage**

11,805 sq.ft.

## **Areas To Be Serviced**

### **Living Room/Library/Porch Area**

Outdoor porch area  
Living Room  
Library  
Fireplace  
Entranceways  
Hallway with display cases  
Staircase

### **Midshipmen Activity Center**

Large meeting room  
Wood grain floor  
Kitchen  
Bar  
Restrooms  
Executive Office spaces  
Midshipmen Club/Meeting Rooms  
Lounge

## **Frequency of Service**

Dust mop	1x/week
Wet mop	1x/week
Vacuum	1x/week
Trash removal	3x/week
Entranceways	1x/week
Spot clean	As needed
Restrooms	3x/week
Glass	1x/week

# **MELVILLE HALL**

**Square Footage**

4,750 sq. ft

**Areas To Be Serviced**

Sitting room  
Dining room  
Restrooms

**Frequency of Service**

**(Limited services for which contractor is responsible in this building)**

**Sitting Room**

Vacuum	2x/week or as needed
Dust	2x/week or as needed

**Dining Room**

Dust	1x/week
Vacuum	1x/week
Wipe down tables/chairs	1x/week
Wash globes (fixtures)	Bi-monthly
Wipe down tables/chairs	1x/week
Restrooms	2x/week
Dust light fixtures	1x/month

**Note:** Following an “official function,” contractor is responsible for wiping down chairs and tables in dining room only and vacuum carpet as requested by COTR

**MURPHY HALL (Building currently under construction)**

**Square Footage**

9,510 sq. ft.

# **MUSEUM**

## **Square Footage**

6,430 sq. ft.

## **Areas To Be Serviced**

Office Spaces (Main and 2<sup>nd</sup> Floor)

Restrooms

Display areas

Entranceway

Hallways

Large wood floor area on 2<sup>nd</sup> Floor

Staircase

## **Frequency of Service**

Trash removal	1x/week
Restrooms	1x/week
Vacuum carpet/mats	1x/week
Sweep	1x/week
Dust mop	1x/week
Wet mop	1x/week
Glass/display cases	1x/week
Drinking fountain/water cooler	1x/week
Glass	1x/week

# **O'HARA HALL**

## **Square Footage**

74,190 sq. ft.

## **Areas To Be Serviced**

Bleachers  
Pool and pool deck area  
Gymnasium  
Wrestling room  
Weight room  
Training room  
Aerobics room  
Exercise room (w/exercise machines)  
Office spaces  
Executive office space  
Meeting rooms  
Conference room  
Equipment rooms  
Locker rooms  
Restrooms/showers - 16  
Storage areas  
Lobbies  
Hallways/ramps  
Classrooms  
Laundry room  
Racquetball courts  
Display areas/Trophy cases  
Elevator  
Staircases  
Entranceways

## **Frequency of Service**

Sanitize pool/bleacher area	2x/week
Trash removal	Daily
Sweep	2x/week
Wet mop	2x/week
Gym floor	2x/week with special solution
Dust mop	3x/week
Restrooms/showers	Daily
Locker rooms	2x/week
Vacuum carpets/mats	1x/week
Chalkboards	Daily
Chalk holders	Daily
Glass	As needed
Drinking fountains/water coolers	2x/week

Please note: Special materials required to be supplied by Contractor to clean special areas.  
(Weight Room, Pool Area & Gym Floor – see Contractor Furnished Supplies)

## O'HARA HALL

### Specific cleaning needs by area

#### Pool and Pool deck area

Sanitize and mop deck with bleach solution 2x/week

#### Gym

Dust mop – 3x/week

Wet mop with special solution – 2x/week

#### Wrestling Room

Sanitize/Mop mat 4x/week

#### Weight Room(Downstairs)

Sanitize/Mop floor – 1x/week with special solution

Dust mop – 2x/week

#### Locker Rooms

Dust mop – 2x/week

Wet mop - 2x/week

Rest Rooms – 5x/week

Showers – 2x/week

#### Office and Lobby areas

Vacuum –1x/week

Trash removal – Daily

#### Cardio Room

Dust mop – 2x/week

Wet mop floor – 2x/week

Mirrors cleaned – 1x/week

#### Racquetball Courts

Dust mop – 1x/week

Wet mop – 1x/week

#### Athletic Training Room

Vacuum – 1x/week

Sinks 2x/week

Trash Removal – Daily

Clean Tables – 2x/week

#### Kings Point Hall of Fame

Dust mop – 1x/week

Wet mop – 1x/week

Vacuum – 1x/week

Clean glass – 1x/month

#### Classrooms

Dust/mop – 1x/week

Wet mop – 1x/week

Laundry Room - Sweep/Mop 1x/week

Equipment Room - Sweep/Mop 1x/week

## **PALMER HALL** (Newly Renovated 11/27/07)

**Square Footage**

13,665 sq. ft.

**Areas To Be Serviced**

Conference rooms (2)  
Office spaces (8)  
Restrooms w/showers (2)  
Waiting Room (1)  
Barracks  
Hallways

**Frequency of Service**

**Office Spaces & Conference Rooms**

Trash removal	3x/week
Restrooms	3x/week
Dust mop	2x/week
Wet mop	1x/week
Vacuum	1x a week
Drinking fountains/water coolers	3x/week
Glass	1x/week

**NOTE:** Barracks areas are the responsibility of the midshipmen to clean. Contractor is only required to provide services to the Academic Learning Center as noted above.

# **PATTEN BUILDING**

## **Square Footage**

18,470 sq. ft.

## **Areas To Be Serviced**

### **Dental Clinic – 1<sup>st</sup> Deck**

Operating rooms  
Receptionist space  
Director's office  
Laboratories  
Examining rooms  
Lounge  
Restrooms/Showers  
Waiting Room  
Elevator  
Staircase

### **Medical Department – 1<sup>st</sup> Deck**

Administrative Offices  
Examining Rooms (Large and Small)  
Waiting Room  
X-ray Dark Room  
Pharmacy  
Lounge  
Restrooms  
Entranceway

### **Counseling Offices & 2<sup>nd</sup> Deck**

Office spaces  
Meeting room  
Restrooms  
Showers  
Lounge

### **Holdover Berthing Spaces – 2<sup>nd</sup> Deck**

At the present time, this space is under the jurisdiction of Melville Hall. When it is used as a berthing space for Academy guests, Melville Hall will be responsible for clean up of this area. When it is used as the Midshipmen holdover space, the custodial contractor will be responsible for the clean up. If this situation changes, this contract will be amended to reflect those changes.

### **3<sup>rd</sup> Deck**

Hallway  
Union meeting room  
Union Office  
Restrooms  
Showers

## **Frequency of Service**

Vacuum	1x/week
Trash removal	5x/week
3x/week	

Restrooms/Showers

Sweep	3x/week
Dust mop	3x/week
Wet mop	3x/week
Drinking fountains/water coolers	3x/week
Glass, stainless steel	1x/week

**PROSSER BOATHOUSE** (Building off-line due to fire)

**Square Footage**

5,125 sq. ft.

# **ROGERS HALL**

## **Square Footage**

13,252 sq. ft.

## **Areas To Be Serviced**

“O” Deck hallways  
Barracks  
Entranceways

## **Frequency of Service**

### **"O" Deck**

Dust mop	1x/week
Wet mop	1x/week or as needed
Trash removal	1x/week
Spot clean	As needed
Sweep daily (outside entranceway leading to hallway)	1x/week

**NOTE:** Barracks areas are the responsibility of the Midshipmen to clean. Contractor is only required to provide services to areas as noted above.

# **SAMUELS HALL**

## **Square Footage**

33,961 sq. ft.

## **Areas To Be Serviced**

### **Academic Section**

Office spaces  
Classrooms ("O" Deck & 2<sup>nd</sup> Deck)  
Hallways  
S-227 (Auditorium)  
Entranceways  
Staircases  
Restrooms  
Kitchen area/Lounge  
Copier room

### **Dept. of Information Technology**

#### **1<sup>st</sup> Floor**

Lobby  
Long Hallway and Lounge Area  
Kitchen  
Cyber Cafe  
Office spaces  
Simulators  
Restrooms  
Elevator

#### **2<sup>nd</sup> Floor**

Long Hallway  
Office Spaces  
Mechanical Equipment Rooms (Navigation Rooms)  
Classrooms  
Restroom  
Simulators

## **Frequency of Service**

Dust mop	2x/week
Vacuum Carpet/mats	1x/week
Sweep	1x/week
Wet mop	1x/week
Trash removal	3x/week
Restrooms	3x/week
Chalkboards	3x/week
Chalk holders	3x/week
Drinking fountains/water coolers	3x/week

Classrooms, laboratories,  
and lecture hall desks                      Marks removed 2x/month

# **TOMB FIELD**

## **Square Footage**

5,880 sq. ft.

## **Areas To Be Serviced**

Locker rooms w/showers

Restrooms

Concession stand

Bleachers

Press boxes

## **Frequency of Service**

(Season-March thru November)

Locker Rooms	3x/week
Sweep	3x/week
Restrooms	3x/week
Vacuum (carpet)	1x/week
Wet mop	3x/week
Trash removal	3x/week
Concession Stand	1x per season

Bleachers, press boxes, grounds (during football season) only cleaned before and after home games.

Throughout year, all custodial services, as required, for special events and/or additional requests by the COTR.

Closed June and July (service only when facility is in use).

# **WHITE BUILDING**

## **Square Footage**

6,847 sq. ft.

## **Areas To Be Serviced**

Office spaces  
Conference rooms  
Common office area w/copier  
File room  
Restrooms  
Kitchenettes  
Reception area  
Break room  
Workroom

## **Frequency of Service**

Trash removal	3x/week
Restrooms	3x/week
Dust mop	1x/week
Wet mop	1x/week
Vacuum	1x/week
Drinking fountains/water coolers	3x/week
Glass	1x/week

# **WILEY HALL**

## **Square Footage**

25,110 sq. ft.

## **Areas To Be Serviced**

Academic Learning Center  
Executive offices  
Office spaces  
Reception areas  
Lounge areas  
Kitchen areas  
Large entry hall/Quarterdeck  
Board Room w/Fireplace  
Large sitting room  
Conference rooms  
Restrooms  
Storage areas  
Hallways  
Staircases - Ornate iron railings & marble  
Glass & iron entry doors, front and back  
Outdoor wrap around porch  
Outdoor steps  
Outdoor portico  
Display areas

## **Frequency of Service**

Portico	Sweep 2x/week
Trash removal	3x/week
Vacuum	1x/week or as needed
Dust mop	2x/week
Sweep	2x/week
Glass	2x/week
Restrooms	3x/week
Wet mop	1x/week
Drinking fountains/water coolers	3x/week
Spot clean	As needed

# **YOCUM SAILING CENTER**

## **Square Footage**

9,365 sq. ft.

## **Areas To Be Serviced**

1st Floor  
Office  
Lunchroom  
Men's & Women's locker rooms  
Kitchenette

2nd Floor  
Director's Office  
Secretary & Reception area  
Conference Room  
Coaches Offices  
Chart Room  
Library  
Display Cases  
All-American Room w/kitchenette  
Training Room  
Restrooms  
Open deck  
Staircases  
Hallway

## **Frequency of Service**

Restrooms and showers	3x/week
Trash removal	3x/week
Low dust	1x/week
Sweep	2x/week
Dust mop	2x/week
Vacuum (carpets)	1x week or as needed
Wet mop	1x/week
Glass	1x/week

**NOTE:** All services shown denote an average work week. Some weeks may require more or less per COTR's Direction.