Department of Energy
Washington, DC 20585

MAR 1 0 2009

CERTIFIED MAIL

Integrity National Corporation, Inc.
Attn: Ms. Helen D. Jones
1700 Rockville Pike, Suite 400
Rockville, MD 20852

Dear Ms. Jones:

This letter is in response to your request for information that you sent to the Department of Energy (DOE), number 2009-000094, made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. 552. You requested information regarding contract Number DE-AC01-05ME17331, Custodial Services at the DOE Forrestal Complex, Washington, DC.

1. Current Contract Period Service Contract Act, Price Adjustment modification and accompanying Section B (price schedule), Schedule of Deductions (if applicable) and Wage Determination that was used for the basis of the request for adjustment.

2. Previous Contract Period Service Contract Act, Price Adjustment modification and accompanying Section B (price schedule), Schedule of Deductions (if applicable) and Wage Determination that was used for the basis of the request for adjustment.

3. Seniority list of employees.

4. Copy last three monthly invoices from the incumbent contractor.

We have completed our search and review of the documents responsive to your request. There is no wage determination for the current contract. There is no seniority list of employees for either contract.

In regards to the remainder of your request, the information you requested is being provided to you with certain information withheld pursuant to Exemption 6 of the FOIA, 5 U.S.C. 552(b)(6).

Exemption 6 protects "personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." Under Exemption 6, portions deleted from the documents enclosed contain identities of the key personnel of the contractor. The individuals named in these documents have a significant privacy interest in the personal information about them contained therein in order to be free from unwanted solicitations or

Printed with soy ink on recycled paper

contact from those requesters who are provided such information and from those to whom such information may be transferred. This information is not information which is relative to the operations of the agency or the federal government, the core purpose for which the FOIA was enacted. Since no public interest relative to the core purpose of FOIA would be served by disclosure of these individuals' personal information, and since there is a viable privacy interest which would be threatened by such disclosure, Exemption 6 authorizes the withholding of this material. Under Exemption 6, portions deleted from the documents enclosed contain the contractor's tax identification number and the contractor's Dun and Bradstreet number. Exemption 6 authorizes the withholding of this information as it contains identification data.

Pursuant to 10 CFR 1004.7 (b)(2), I am responsible for the determination to withhold the information under Exemptions 4 and Exemption 6.

Pursuant to 10 CFR 1004.8, you may challenge the determination to withhold information from the responsive documents by submitting a written appeal to the Director, Office of Hearings and Appeals, L'Enfant Plaza Building, U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, DC 20585-1615.

The written appeal, including the envelope, must clearly indicate that a Freedom of Information Act appeal is being made. The appeal also must contain all the elements required by 10 CFR 1004.8. Judicial review will thereafter be available to you may challenge the determination to withhold information from the responsive documents by submitting a written appeal to the Director, Office of Hearings and Appeals, L'Enfant Plaza Building, U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, DC 20585-1615.

The costs incurred to process the request were $89.74. The Department will be requesting payment for this charge under a separate letter.

Sincerely,

Craig C. Ashline

Craig C. Ashline, Procurement Analyst
Corporate Services Division
Office of Headquarters Procurement Services

Enclosure

FOIA Number FOIA-2009-000094 for
L T Services, Inc.
DE-AC01-05ME17331

Information Withheld

Award A000

Page 1
Block 28., Contractor Name and Signature

Modification 007
Page 1
Block 8, Contact Name of Contractor
Block 14, Tax ID Number and DUNS Number
Blocks 15A. and 15B., Contractor Name and Signature

FOIA Number FOIA-2009-000094 for
Olympus Building Services, Inc.
DE-AC01-00AD66931

Information Withheld

Award A000

Page 1
Block 28., Contractor Name and Signature

Modification 007
Page 1
Block 8, Contact Name of Contractor
Block 14, Tax ID Number and DUNS Number
Blocks 15A. and 15B., Contractor Name and Signature

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NO. 01-05ME17331

2. CONTRACT NO. DE-AC01-05ME17331

3. AWARD/EFFECTIVE DATE April 16, 2005

4. ORDER NO.

5. SOLICITATION NO. DE-FB01-05ME66932

6. SOLICITATION ISSUE DATE November 10, 2004

7. FOR SOLICITATION INFORMATION CALL ▶ a. NAME Annette C. Brown

b. TELEPHONE NO. (No collect calls) (202) 287-1418

8. OFFER DUE DATE/LOCAL TIME November 30, 2004 @ 9:00a.m. Local Time

9. ISSUED BY CODE ME-641.2

US DEPARTMENT OF ENERGY
Office of HQ Procurement Services
Attn: Annette C. Brown
1000 Independence Avenue, SW

Washington, DC 20585

10. THIS ACQUISITION IS
☐ UNRESTRICTED
☒ SET ASIDE: 100 % FOR
☒ SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ 8(A)

NAICS: 561720
SIZE STANDARD: $14.0M

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. DISCOUNT TERMS

☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
☐ RFQ ☒ IFB ☐ RFP

15. DELIVER TO CODE

US Department of Energy
1000 Independence Ave, SW
Washington, DC 20585 Attn:

16. ADMINISTERED BY CODE

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE

L.T. SERVICES, INC.
2815 HARTLAND ROAD, SUITE 300
FALLS CHURCH, VA 22043
TELEPHONE NO. 703-698-8838

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE CR-54

US DEPARTMENT OF ENERGY
OAK RIDGE OPERATIONS OFFICE
OAK RIDGE FINANCIAL SERVICE CENTER
P.O. BOX 4937
OAK RIDGE, TN 37831

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Provide the U.S. Department of Energy with custodial services in accordance with the Statement of Work found in Clause B.11for the DOE Forrestal Complex and Child Development Center				
				Firm Fixed Price	$2,715,034.50
	Term: 04/16/05 – 04/15/06			Monthly	$226,252.88
	(Use Reverse and/or Attach Additional Sheets As Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA
See Page 2

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*
$2,715,034.50

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☒ ARE NOT ATTACHED.

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED.

28. ☐ CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. ☐ AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30c. DATE SIGNED MAR 11 2005

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)* Craig S. Frame

31b. NAME OF CONTRACTING OFFICER *(TYPE OR PRINT)* CRAIG S. FRAME

31c. DATE SIGNED MAR 11 2005

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 CONTINUATION OF BLOCKS 19 THROUGH 24 - ITEM NUMBER, SCHEDULE OF SUPPLIES/SERVICES, QUANTITY, UNIT, UNIT PRICE AND AMOUNT - BASE PERIOD

The Contractor shall furnish all personnel, equipment, material, supplies, and services (except as may be expressly set forth in this contract as furnished by the Government) and otherwise do all things necessary for, or incident to, the performance and providing the following items of work in strict accordance with Clause B.11 of this contract.

To perform custodial, snow removal, insect and rodent control, window washing, utility work and window blind cleaning services at the Forrestal building and the Child Development Center located adjacent to the Forrestal Building in accordance with the Statement of Work Clause B.11.

Period: April 16, 2005 – April 15, 2006	Firm Fixed Price Per Month
Item 1 Cleaning of the Forrestal Child Development Center in accordance with the Statement of Work	$1,378.40
Item 2 All remaining cleaning services in accordance with the Statement of Work.	$224,874.48
Total Monthly Price Items 1, & 2	$226,252.88
TOTAL FIRM FIXED PRICE:	$2,715,034.50(12 mos.)

B.2 CONTRACT VALUE

Monthly Firm Fixed Price:	**$226,252.88**
Total Firm Fixed Price:	**$2,715,034.50**

Approp Symbol	B&R No.	DOLLAR AMT	OBJ CLASS	ATTOT
89X4563.91	WF204518F	$2,715,034.50	252	CR-53-91

AFP	CFA
AAWF	14951047

The contractor will be working in areas where classified data is stored. This contract contains security clauses in section(clause C.4). In order for the contractor to gain access to the complex , a foreign ownership assessment will be conducted by the security office. The contractor's owners, and for example, CEO, President, Board of Directors must be U.S. citizens in order to be eligible for contract award and review by the security office for foreign ownership. Firms that do not meet the requirement noted above will be eliminated from the competition as non-responsive to the solicitation. See Clause E.1, paragraph v for further detail.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.11 Statement of Work for the Forrestal Complex and Child Development Center .

B.6 CONTINUATION OF BLOCKS 19 THROUGH 24 - ITEM NUMBER, SCHEDULE OF SUPPLIES/SERVICES, QUANTITY, UNIT, UNIT PRICE AND AMOUNT - OPTION PERIODS

(a) This contract shall be renewable, at the unilateral option of the Government by the Contracting Officer providing a modification exercising the option. The total duration of this contract including the exercise of all below stated options under this clause shall not exceed 60 months. If the Government exercises any option, the contract as renewed shall be deemed to include this option clause. Should the Government exercise any options hereunder, all contractual terms and conditions shall apply during the options(s) period. Further, the Contractor agrees that performance under said renewal(s) shall be accomplished within the following price(s):

(1) First Option Period

Option Term: April 16, 2006 through April 15, 2007

	Firm Fixed Price Per Month
Item 1 Cleaning of the Forrestal Child Development Center in accordance with the Statement of Work	$1,379.40
Item 2 All remaining cleaning services in accordance with the Statement of Work.	$224,873.48
Total Monthly Price Items 1 & 2:	$226,252.88*

OPTION PERIOD ONE (12 MONTHS) TOTAL FIRM FIXED PRICE: $2,715,034.50*

*Items 1 & 2.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.11 Statement of Work for the Forrestal Complex and Child Development Center.

(2) Second Option Period

Option Term: April 16, 2007 through April 15, 2008

	Firm Fixed Price Per Month
Item 1 Cleaning of the Forrestal Child Development Center in accordance with the Statement of Work	$1,379.40
Item 2 All remaining cleaning services in accordance with the Statement of Work.	$224,873.48
Total Monthly Price Items 1 & 2:	$226,252.88*

OPTION PERIOD TWO (12 MONTHS) TOTAL FIRM FIXED PRICE: $2,715,034.50*

*Items 1 & 2.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.11 Statement of Work for the Forrestal Complex and Child Development Center.

(3) Third Option Period

Option Term: April 16, 2008 through April 15, 2009

	Firm Fixed Price Per Month
Item 1 Cleaning of the Forrestal Child Development	

Center in accordance with the Statement of Work	$1,379.40
Item 2 All remaining cleaning services in accordance with the Statement of Work.	$224,873.48
Total Monthly Price Items 1 & 2:	$226,252.88
OPTION PERIOD THREE (12 MONTHS) TOTAL FIRM FIXED PRICE:	$2,715,034.50*

*Items 1 & 2.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.11 Statement of Work for the Forrestal Complex and Child Development Center.

(4) Fourth Option Period

Option Term: April 16, 2009 through April 16, 2010

	Firm Fixed Price Per Month
Item 1 Cleaning of the Forrestal Child Development Center in accordance with the Statement of Work	$1,379.40
Item 2 All remaining cleaning services in accordance with the Statement of Work.	$224,873.48
Total Monthly Price Items 1 & 2:	$226,252.88
OPTION PERIOD FOUR (12 MONTHS) TOTAL FIRM FIXED PRICE:	$2,715,034.50*

*Items 1 & 2.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.11 Statement of Work for the Forrestal Complex and Child Development

Center.

(b) The contractor shall furnish an additional performance bond in an amount equal to 40% of the option(s) price(s) for the term of the option(s), within five calendar days after notification of the Government's intent to exercise the option(s) period(s). The period of time for furnishing the performance bond may be extended, if fully justified in the opinion of the Contracting Officer, and if the request for the extension is received or confirmed in writing within the original 5 calendar day period. The performance bond shall be in accordance with clause C.6 Performance and Payment Bonds – Other Than Construction.

(c) The contractor shall furnish an additional payment bond in an amount equal to 20% of the option(s) price(s) for the term of the option(s), within five calendar days after notification of the Government's intent to exercise the option(s) period(s). The period of time for furnishing the payment bond may be extended, if fully justified in the opinion of the Contracting Officer, and if the request for the extension is received or confirmed in writing within the original 5 calendar day period. The payment bond shall be in accordance with clause C.6 Performance and Payment Bonds – Other Than Construction.

B.8 PRICE ADJUSTMENT OF CONTRACT PRICE (Years 2-5 Only)

The contract price(s) will only be adjusted after contract award due to an increase or decrease in Labor Rates and Fringe Benefits in accordance with U.S. Department of Labor Wage Determination(s) issued under this contract. Updated Wage Determinations will only be requested prior to the exercise of options one, two, three and four under the contract. The method for price adjustment is found in the clause entitled FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT-PRICE ADJUSTMENT.

B.9 52.222-47 SCA MINIMUM WAGES AND FRINGE BENEFITS APPLICABLE TO SUCCESSOR CONTRACT PURSUANT TO PREDECESSOR CONTRACTOR COLLECTIVE BARGAINING AGREEMENTS (CBA).

As prescribed in 22.1006(d) and 22.1012-3(d)(1), insert the following clause:

Service Contract Act (SCA) Minimum Wages and Fringe Benefits (May 1989)

An SCA wage determination applicable to this work has been requested from the U.S. Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offerors shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent Contractor Monarch Building Services and the Local 82, Service Employees International Union, AFL-CIO (union). If the economic terms of the collective bargaining agreement or the collective bargaining agreement itself is not attached to the solicitation, copies can be obtained from the Contracting Officer. Pursuant to Department of Labor Regulation, 29 CFR 4.1b and paragraph (g) of the clause at 52.222-41, Service Contract Act of 1965, as amended, the economic terms of that agreement will apply to the contract

resulting from this solicitation, notwithstanding the absence of a wage determination reflecting such terms, unless it is determined that the agreement was not the result of arm's length negotiations or that after a hearing pursuant to section 4(c) of the Act, the economic terms of the agreement are substantially at variance with the wages prevailing in the area

B.10 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT - PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (MAY 1989) (Years 2-5 Only)

(a) This clause applies to both contracts subject to area prevailing wage determinations and contracts subject to collective bargaining agreements.

(b) The Contractor warrants that the prices in this contract do not include any allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

(c) The wage determination, issued under the Service Contract Act of 1965, as amended, (41 U.S.C. 351, et seq.), by the Administrator, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract. If no such determination has been made applicable to this contract, then the Federal minimum wage as established by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. 206) current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract.

(d) The contract price or contract unit price labor rates will be adjusted to reflect the Contractors actual increase or decrease in applicable wages and fringe benefits to the extent that the increase is made to comply with or the decrease is voluntarily made by the Contractor as a result of:

(1) The Department of Labor wage determination applicable on the anniversary date of the multiple year contract, or at the beginning of the renewal option period. For example, the prior year wage determination required a minimum wage rate of $9.00 per hour. The Contractor chose to pay $9.10. The new wage determination increases the minimum rate to $9.50per hour. Even if the Contractor voluntarily increases the rate to $9.75 per hour, the allowable price adjustment is $.40 per hour;

(2) An increased or decreased wage determination otherwise applied to the contract by operation of law; or

(3) An amendment to the Fair Labor Standards Act of 1938 that is enacted after

award of this contract, affects the minimum wage, and becomes applicable to this contract under law.

(e) Any adjustment will be limited to increases or decreases in wages and fringe benefits as described in paragraph (c) of this clause, and the accompanying increases or decreases in social security and unemployment taxes and workers compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profit.

(f) The Contractor shall notify the Contracting Officer of any increase claimed under this clause within 30 days after receiving a new wage determination unless this notification period is extended in writing by the Contracting Officer. The Contractor shall promptly notify the Contracting Officer of any decrease under this clause, but nothing in the clause shall preclude the Government from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data, including payroll records, that the Contracting Officer may reasonably require. Upon agreement of the parties, the contract price or contract unit price labor rates shall be modified in writing. The Contractor shall continue performance pending agreement on or determination of any such adjustment and its effective date.

(g) The Contracting Officer or an authorized representative shall have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor until the expiration of 3 years after final payment under the contract.

B.11 STATEMENT OF WORK FOR THE FORRESTAL COMPLEX AND CHILD DEVELOPMENT CENTER

1. The Contractor shall provide management, supervision, manpower, equipment and supplies necessary to provide custodial and related services as described herein.

2. Contractor Effort Required:

A. Daily Productive Labor-Hour Minimum Requirements

1) The Government requires a mandatory minimum average per workday (Government Operating Day not including Saturday, Sunday or Holidays in Clause C.11) total of 340 labor-hours, (not including supervisory hours) and an additional 44 utility labor hours (not including supervisory hours). Deductions for failure to provide the mandatory average minimum total of 340 labor hours per workday, not including supervisory or utility labor hours, and additionally 44 utility hours per workday will result in a deduction per hour in accordance with the deduction table found in Clause B.12. The minimum hours will be measured based on each billing period and the number of Government Operational workdays (not including Saturday, Sunday or Holidays in Clause C.8). For example, a 30 day billing period

may contain 20 work days. The contractor must have provided a mandatory minimum of 6,800 labor hours (not including supervisory and utility hours) and an additional 880 utility hours (not including supervisory hours) to avoid a per hour deduction. The Contractor will, in this example, receive a deduction for every hour less than the mandatory minimum of 6,800 hours and 880 utility hours.

B. Daily Mandatory Labor-Hour Requirements:

Utility Labor-Hour Requirements: A mandatory minimum of 44 labor hours per day must be provided between the hours of 6 a.m. and 4:30 p.m., Monday through Friday, excluding Federal holidays (Clause C.8), for utility services as outlined in Exhibit 2 - Work and Quality Requirements, Item 23. Utility hours will not include supervisory hours.

C. Recording Presence:

Each contractor employee must sign in when reporting for duty and sign out when leaving at the end of each workday. GSA Form 139 - Record of Time Arrival and Departure from Building - Attachment A, designated for use by contractor personnel only, shall be used for this purpose. The sign in and sign out location will be designated by the DOE Contracting Officer's Representative (COR). A separate GSA form 139 shall be used for any mandatory hours required under this contract specified under the mandatory category to which it applies, i.e., utility labor hours.

3. Services Required

A. The contractor shall provide the service outlines, at the frequencies specified in Exhibit 3 - the Task and Frequency Chart and as described in Exhibit 2 - Cleaning Work and Quality Requirements. The Task and Frequency Chart is intended as a quick ready reference of the cleaning requirements. Whenever questions arise between the Task and Frequency Charge and the complete detailed descriptions of the cleaning work and quality requirements, the latter takes precedence.

B. The building areas to be serviced are described in Exhibit 1-Building Information. The figures contained in Exhibit are approximate and are estimates of the building statistical data. The contractor is responsible for verifying dimensions and quantities.

C. With the exception of snow removal, utility work, toilet room servicing, and work is to be ordered under the Special Job Requirements (Exhibit 2 -Item 25), general office area work be performed between the hours of 6:00 a.m. and 5:30 p.m. Executive work shall be performed between the hours of 5:30 a.m. and 8:00 a.m. and 6:00 p.m. to 12:00 p.m. within the normal 5 day week observed by the building occupants, Federal holidays excluded. Floor maintenance and the Child Development Center work will

be performed between the hours of 6:30 p.m. and 12:00 p.m. Toilet room cleaning and hard resilient floor maintenance shall be accomplished after the normal working hours of the building occupants. The removal, cleaning and reinstallation of the FOHO shower mats shall be performed once per month on a Saturday. Emergency conditions would be the only exception to the stated hours. Emergency conditions are to be valid 24 hours a day seven days a week.

4. Performance

The contractor will provide all necessary equipment, supplies and personnel to perform the requirements of the contract in accordance with the work standards found in section B.10 of this contract. Poor performance, lack of timeliness and poor quality by the contractor will be unacceptable to the DOE. Accordingly, to monitor contractor performance DOE has an extensive system of inspections of contractor performance which will be administered by the Contracting Officer's Representative. Failure to provide high quality service will be quickly dealt with in accordance with the deduction table found in clause B.12 of the contract.

The contractor is warned that the DOE use of a deduction for unacceptable work will not be a substitute for the contractor not providing adequate staffing to meet required work standards levels. Substantial deductions will be the measurement of overall contractor performance and prolonged poor performance may be dealt with under the Termination clause under the contract.

5. Supervision

A. General

The contractor shall arrange for satisfactory supervision of all contract work The contractor's supervisors shall be available at all times, when the contract work is in progress, to receive notices, reports, or requests from the Contracting Officer's Representative (COR).

B. Contractor's Project Manager

The contractor shall provide the name of the on site project manager and the names of any backup personnel for the project manager to the DOE COR at least five (5) working days prior to the effective date of the contract. The contractor project manager shall have the authority to act for the contractor on a day-to-day basis at the work site and to accept and sign for notices of deductions, inspection reports and all other correspondence on behalf of the contractor. No Government direction or supervision of contractor's employees shall be exercised.

C. Supervisory Employees

A detailed resume containing the information specified below must be submitted to the Contracting Officer for approval prior to the assignment of any supervisors to the contract. Both new and replacement supervisors must meet these qualifications:

(1) The full name of the proposed supervisor.

(2) Detailed description of the previous 5 years employment history of the proposed supervisor.

(3) The name(s) and address(es) of the companies for whom the proposed supervisor worked for the past 5 years, along with the name(s) and telephone number(s) of his or her immediate supervisor.

6. Supplies, Materials, Equipment and Utilities.

A. Furnished by the Government

(1) Electrical power at existing outlets for the contractor to operate such equipment as is necessary in the conduct of the statement of work.

(2) Hot and cold water as necessary. The contractor shall maintain wash basins/sinks clean at all times. Where possible, the contractor shall minimize the amount of water needed/used.

(3) Space within the building commensurate with the contractor's personnel complement and operational requirements including lockers, if available. Any existing equipment within custodial space such as clothes lockers, tables, benches, chairs, etc., placed within the building by the Government may be used by the contractor during the term of the contract provided authorization is received from the DOE COR. This space and equipment must be kept neat and clean and returned to the Government at the expiration of the contract in reasonably the same condition as at the time of entering into the contract.

(4) Space in the building for the storage of an inventory of supplies and equipment which will be used in the performance of work under the contract. The contractor shall maintain this space in neat and orderly condition. The Government will not be responsible in any way for damage or loss to the contractor's stored supplies, materials, replacement parts, or equipment.

(5) Janitor's closets, where available, at various points throughout the building, for storing equipment including mops, brooms, dust cloths, and other non-hazardous items and/or materials. These closets and the stored equipment shall be kept clean and in an orderly manner by the contractor.

(6) Space in the building and furniture and furnishings (to include telephone for restricted use) for a supervisor's office to be used for official business only in the performance of this contract. Telephones supplied by the Government are to be used for communication within the building and local area calling only. Government property will not be used in any manner for any personal advantage, business gain, or other personal endeavor by the contractor or the contractor's employees.

(7) Heating and air conditioning of the space to be provided during the normal working hours of the building occupants.

B. Furnished by the Contractor

(1) The contractor shall furnish all supplies, materials and equipment necessary for the performance of the work unless otherwise specified herein. These supplies and materials shall be a quality to conform with specified products and or Federal Specifications listed in Exhibit 4. As necessary, the Contractor shall replace broken or damaged soap and toilet tissue dispensers. The type of dispensers shall be similar to the existing dispensers and must use the same products. Upon the request of the DOE COR, the contractor shall submit a list giving the name of the manufacturer (except where manufacturer is DOE designated), the brand name and intended use of each of the materials that is proposed to be used in the performance of the work. A Material Safety Data Sheet shall be kept on site, readily available for each chemical used on site. No material which the DOE COR determines unsuitable for the purpose, harmful to the surfaces to which it is intended to be applied, harmful to occupants in the building, or harmful to the environment shall be utilized.

(2) Any material which the DOE COR suspects of not meeting Federal Specifications shall be tested by a recognized testing laboratory at the contractor's expense. A copy of the laboratory report giving the results of the test and a sample of each product, if requested. shall be submitted to the DOE COR within (10) work days. These products shall meet the requirements established by applicable Federal specifications or be considered unacceptable by the DOE for use.

(3) All necessary cleaning equipment including power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, wet pickups and all necessary motor trucks, etc., needed in the performance of the work shall be furnished by the contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the DOE COR. Equipment must be maintained, stored, and used in a safe manner. Defective equipment shall be repaired or replaced within 48 hours.

(4) The contractor is required to remove all snow and ice from the areas specified and in accordance with the description in Exhibit 2 item 26. The contractor shall furnish the DOE COR with the designated contractor employee(s) name(s) and telephone number(s) to be contacted seven days a week, twenty four hours (24) a day to coordinate snow removal as necessary. Snow removal shall be implemented to ensure that the building premises will be acceptable for building access or occupancy by 6:00 a.m. of the day snow and/or ice removal is required. In the event that snow continues to fall throughout the day, snow removal will be continuous to ensure that during the day building egress and ingress will be maintained in a safe non-hazardous condition in accordance with Exhibit 6, or as specified by the DOE COR. During days that snow, freezing rain, sleet, ice conditions or a combination thereof is forecasted by the weather bureau, the contractor will take the initiative to have adequate personnel on standby status to meet the contract requirements to have the building ready to safely access by 6:00 the morning of the inclement weather conditions. These conditions of the readiness are expected to be met Monday thru Friday of each normal work day. The contractor, at their expense, shall furnish the equipment listed below to facilitate the snow removal program. The equipment is mandatory and is to be located and housed at the Forrestal building beginning November 15 to April 15 of each contract year as applicable.

Quantity	Equipment
24	Snow Shovels
24	Flat Point Shovels
24	Ice Scrapers (flat point)
15	Automatic Hand Held Salt/Sand Spreaders
1	4-Wheel Drive Vehicle with hyrdraulic operated snow blade
4	Two Stage snow blower – Model 932101 Ariens (High Capacity Walk Behind)
1	Gravely snow blower – Model 40694 (High Capacity Walk Behind)

2 Tons	Sand
300 lbs.	Ice Melter Safe Step or Premier (No Substitutes)

All equipment shall be maintained, operated, and stored in a safe manner defective equipment shall be repaired or replaced within 48 hours, at the Contractor's expense. All equipment must be approved by the DOE COR.

(5) The contractor shall require all employees, including supervisors to wear distinctive uniform clothing for ready identification; and assure that every employee is in uniform not later than ten (10) working days from the date an employee first enters duty. Employees shall wear uniforms consisting of shirts and trousers, for men, and skirts or slacks and blouses, , as appropriate, for women. The uniform shall have the contractor's and employees first name, easily identifiable, affixed thereon in a permanent or semi-permanent manner such as badge or monogram. Any color or color combination, as appropriate, may be used for uniforms except gray. Employees shall be required to dress neatly, commensurate with the tasks being performed. Uniforms shall be furnished at the expense of the contractor.

(6) The contractor shall provide and ensure that employees wear high-reflective vests or similar highly reflective garment when working in the garage, on a street, on a sidewalk, on a driveway, etc. This includes, but is not limited to, sweeping, trash pick-up, snow removal, etc.

(7) The contractor shall provide and ensure the proper storage and use of personal protective equipment in the performance of their employee's tasks. This includes protective eyewear and hand wear.

(8) The contractor shall arrange to have one month of cleaning supplies on hand at all times to include soap, toilet and hand tissue, wax, stripper, etc. These items will be inspected weekly by the COTR to ensure availability.

(9) The contractor shall provide deodorizers in all restrooms. The room deodorizers shall be the type specified in Exhibit # 4, no substitutions are allowed.

(10) The contractor shall arrange with the telephone company for the installation at his expense of private outside business phones for use in making calls outside the building.

7. <u>Qualifications for other Contractor Personnel</u>

A. The personnel employed by the contractor shall be capable employees, trained and qualified in custodial type work. The building shall be fully staffed beginning the first day of work under the contract and initially not less than 60 percent of the staff shall be trained and experienced cleaning personnel who will exhibit the capability of operating with a minimum of supervision. The remainder of the staff shall be fully trained and qualified within 30 calendar days after the effective date. All personnel will receive close and continuing first-line supervision by the contractor.

B. The contractor shall provide two supervisors for the day shift and two separate supervisors for the evening shift. One of the supervisors can be the On-site Manager. There must be a minimum of (4) separate individuals serving as supervisory employees.

C. At least one supervisor on each shift and three employees shall maintain a Q clearance for purposes of escorting, supervising and performing work, including pest control and window washing, inside secured areas. The paperwork for the Q clearance shall be submitted within 90 days after the effective date or after a Q cleared individual has left or been denied the clearance.

8. Scheduling Work and Reporting Requirements

A. Five work days prior to the contract effective date, and annually thereafter, if options are exercised by the Government, the contractor shall submit to the DOE COR an annual schedule of all daily and periodic cleaning. The daily cleaning schedule shall include specific areas, day of week and time of day work will be provided. Daily cleaning is defined as services performed every 10 days or more frequently. The periodic cleaning schedule shall include specific areas and dates. Periodic cleaning is defined as work required for performance monthly or less frequently.

B. The contractor shall submit to the DOE COR a daily work report of the jobs performed for comparison with the scheduled requirements. The GSA Form 64, Periodic Building Cleaning Work Assignment and Report - Attachment D, or an equivalent substitute approved by the DOE COR shall be used for this purpose. GSA Form 64's will be furnished by the Government. The report shall include all periodic work performed. Such reports will specify the location where the work has been completed, for example; that rooms have been stripped and re-finished; that rooms have been damp mopped and spray buffed; that high cleaning has been performed in rooms etc. A section shall also be included in this report to cover the work proposed to be done the following work day. The DOE COR will examine the contractor's work and work report daily.

C. In case snow and ice removal is required or an emergency condition exists, (such as flooding within a section of the building), the contractor shall divert his force, or such part thereof as deemed necessary by the DOE COR, from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the contractor to return to their normal duties. If the Government is excused, the contractor's workers are expected to work.

9. Quality Control Program.

The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within 5 work days prior to the effective date of the contract, the contractor shall submit a copy of the program to the DOE COR. The program shall include, but not be limited to the following:

A. An inspection system covering all the services stated in the Cleaning Requirements section of this contract. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections, and the name(s) of the individual(s) who will perform the inspection(s).

B. The checklist shall include every area of the operation serviced by the contractor as well as every task required to be performed.

C. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the Government inspectors point out the deficiencies.

D. A file of all inspections conducted by the contractor and the corrective action taken. This documentation shall be made available to the Government during the entire term of the contract and until such time as the contract is closed out.

10. Government and/or Contract Inspectors

The DOE COR shall provide the contractor with all deficiencies found by Government Inspectors. Deductions shall be taken for all daily cleaning deficiencies. The contractor shall be given (3) working days to correct all deficiencies other than daily cleaning items before deductions are taken.

11. Payment of Postage and Fees Related to the Contract

All postage and fees related to submitting information, including forms, reports, etc., to the Contracting Officer or the DOE COR shall be paid by the contractor.

12. INSPECTION PROCESS

Periodic Cleaning

The contractor agrees to the following inspection process under the contract. The DOE will use GSA form #64 for periodic cleaning under the contract. The frequency of the cleaning is detailed in the statement of work. Periodic cleaning is normally once every two weeks, monthly, quarterly, twice each year and once a year. The contractor will provide the GSA form 64s to the COR within seven calendar days after award of the contract and within the first seven calendar days of the beginning of each option period. The contractor will also provide GSA form 64s to the COR by 8:30 a.m. the next business day to the COR after the completion of each "periodic cleaning".

The DOE COR will note acceptable performance on the GSA form 64. The DOE COR will also note unacceptable performance on the GSA form 64 and return the form to the contractor for correction. The contractor has three work days to correct unacceptable work, note the correction of the work on the GSA form 64 and return the form to the COR by 8:30 a.m. on the next business day after the work is completed. Work that remains unacceptable will be computed on the deduction table and a deduction taken on the current or the next invoice provided by the contractor.

Daily Cleaning

The DOE will inspect daily cleaning by the contractor using GSA form # 1181-A (Daily inspection). Inspected work that is acceptable will be noted as such on the GSA form #1181-A. Daily inspected work that is unacceptable will also be noted on GSA form#1181-A and a deduction will be computed from the deduction table. The contractor is not given the opportunity to correct unacceptable daily work requirements. Deductions will be taken against an outstanding or the next invoice from the contractor.

Deduction Form

The DOE will use GSA- NCR form # 1378 to document the deductions taken for unacceptable work.

The contractor agrees that monetary deductions taken for unacceptable work are not subject to the Disputes Clause FAR 52.233-1.

B.12 DEDUCTIONS

The DOE will advise the contractor by letter of any deductions the Government intends to take in accordance with the Deduction Price Table.

The Contractor may, within five (5) working days of receipt of the notification deductions, present to the Contracting Officer, specific reasons why any or all of the proposed deductions are not warranted. The contractor must provide specific facts for each deduction which justify reconsideration of the proposed amount to be deducted. If the contractor fails to specifically respond in full compliance with the requirements of this clause within five work days of receipt of this letter, then the deductions will become final. It is agreed that the deductions are not subject to the disputes clause of this contract.

1. Application of Criteria for Deductions

A. *Toilet Cleaning*. In instances where toilet rooms are not satisfactorily cleaned or policed and serviced in accordance with Exhibit 2, deductions shall be made for the entire room at the rate indicated in the Deduction Price Table, multiplied by the number of fixtures in the toilet room (toilets, urinals, washbasins and shower stalls).

B. *Room Cleaning*. In instances where room cleaning has not been satisfactorily performed as determined by the DOE COR, a deduction for the entire room area shall be made at the rate indicated in the Deduction Price Table (Note: In large open areas, the building support column or other obvious dividers will be considered in determining the composition of an individual office when deductions are being made.)

C. *Work Required Daily, Every Two Weeks, or More Frequently*. If the Contractor fails to perform the requirements of the statement of work a deduction(s) shall be made covering the cost of the service omitted or not satisfactorily performed from the contractor's invoice(s). Costs to be deducted under this paragraph will be determined by using item unit costs shown in the Deduction Price Table.

D. *All Other Work (Miscellaneous)*. Except for Safety and Health violations which shall be deducted on a per item per day basis, all other omitted or unsatisfactory work not specifically listed in paragraph C above will be deducted at the hourly rate indicated in the Deduction Price Table or at the cost incurred by the Government in acquiring the services by other means.

2. Area Reductions

When blocks of space totaling 5,000 square feet or more are expected to remain unoccupied for 30 calendar days or longer, deductions will be made from the contractor's monthly invoice. The DOE COR will notify the contractor project manager in writing not less than 3 working days prior to the effective date the areas are to be deleted, or returned to the normal cleaning schedule. The 5,000 square feet may be made up of small blocks of space. Subsequent blocks of space under 5,000 square feet may be added after the initial 5,000 square feet threshold is met.

deductions for Space Reductions Shall Be Computed as Follows:

1) The total number of square feet occupied shall be divided by 2,500 to reflect the approximate number of hours in which the cleaning effort will be reduced. (2,500 represents the approximate number of square feet an employee can accomplish in a one hour period.)

2) The total number of daily hours as determine in paragraph one above multiplied by the minimum hourly wage rate for janitors as established by the Collective Bargaining Agreement dated September 30, 2004 and in effect for the period February 1, 2005 to January 31, 2006, will be utilized to determine the deduction rate per day.

3) The Deduction rate per day as established under Paragraph (2) shall be multiplied by the number of days the space was not occupied. This will determine the total dollar deduction to be taken.

4) In the event an entire floor, wing, or any other area not specifically addressed above becomes unoccupied, the Contracting Officer will negotiate a modification to the contract to reflect a decrease in price.

3. Reserved

4. Withholding Payment for Non-Submission of Work Schedules.

If the Contractor fails to submit the scheduled work and reporting requirements (Clause B.11, Item 8) and an acceptable quality control program (Clause B.11, Item 9), all payments will be withheld until the schedules and quality control program is received and approved by the DOE COR.

DEDUCTION PRICE TABLE
COST PER 1,000 SQUARE FEET

1. ROOM CLEANING	BASE PERIOD	1ST OPTION	2ND OPTION	3RD OPTION	4TH OPTION
General Office - bare floor	$21.00	$21.00	$22.00	$23.00	$24.00
General Office - carpeted	$21.00	$21.00	$22.00	$23.00	$24.00
Library Space	$11.00	$11.00	$12.00	$12.00	$13.00
Conference Rooms	$21.00	$21.00	$22.00	$23.00	$23.00
Classrooms	$25.00	$26.00	$26.00	$27.00	$28.00
Health units, clinical areas & clinical labs	$25.00	$25.00	$26.10	$27.00	$28.00
Active file areas	$11.00	$11.00	$12.00	$12.00	$13.00
Storage - active	$3.00	$3.00	$4.00	$4.00	$4.00
Executive Space	$27.00	$28.00	$28.00	$29.00	$30.00
Postal Workrooms	$18.00	$18.00	$19.00	$20.00	$20.00
Machine sweeping	$10.00	$10.00	$11.00	$11.00	$11.00
Policing	$ 1.00	$ 1.00	$ 1.00	$ 2.00	$ 2.00
2. FLOOR MAINTENANCE					
Spray buff lobbies	$25.00	$25.00	$26.00	$27.00	$28.00
Spray buff corridors	$25.00	$25.00	$26.00	$27.00	$28.00
Spray buff rooms	$50.00	$51.00	$53.00	$55.00	$56.00
Spray buff ADP rooms	$50.00	$51.00	$53.00	$55.00	$56.00
Spray buff health units	$50.00	$51.00	$53.00	$45.00	$56.00
Strip and re-finish corridors and lobbies	$156.00	$161.00	$166.00	$171.00	$176.00
Strip and re-finish rooms	$163.00	$168.00	$173.00	$178.00	$183.00
3. LOBBY AND CORRIDORS					
Lobby and entrance cleaning	$2.00	$2.00	$2.00	$2.00	$2.00
Corridor sweeping and damp mopping	$2.00	$2.00	$2.00	$2.00	$2.00
Corridor vacuuming	$9.00	$9.00	$9.00	$9.00	$10.00
Corridor carpet - shampoo	$104.00	$107.00	$110.00	$114.00	$117.00
4. MISCELLANEOUS					
High cleaning (including -V blind dusting)	$15.00	$15.00	$16.00	$16.00	$17.00
Garage scrubbing	$16.00	$17.00	$17.00	$18.00	$18.00

Garage policing	$1.00	$1.00	$1.00	$1.00	$2.00
Garage manual sweeping	$9.00	$9.00	$9.00	$9.00	$10.00
Garage machine sweeping	$10.00	$10.00	$11.00	$11.00	$11.00
Loading dock scrubbing	$16.19	$17.00	$17.00	$18.00	$18.00
Carpet spot cleaning	$1.00	$1.00	$1.00	$1.00	$1.00
Manual sweeping	$9.00	$9.00	$9.00	$9.00	$10.00
5. TOILETS (COST PER FIXTURE)					
Cleaning or servicing	$4.00	$4.00	$4.00	$4.00	$4.00
6. ELEVATORS (COST PER FIXTURE)					
Cleaning	$13.00	$13.00	$14.00	$14.00	$14.00
7. STAIRWAYS & ESCALATORS (COST/ FLIGHT)					
Sweep & dust stairways	$5.00	$5.00	$5.00	$5.00	$6.00
Mop stairways	$16.00	$17.00	$17.00	$18.00	$18.00
Clean escalators	$16.00	$17.00	$17.00	$18.00	$18.00
8. WINDOW BLINDS (COST/BLINDS)					
Washing	$21.00	$21.00	$22.00	$23.00	$23.00

9. Deductions for Other Work (Miscellaneous) and for not providing Mandatory Average Minimum Number of 340 Hours (not including Saturday, Sunday or Holidays - See Clause C.8) and for not providing the Mandatory Average Minimum of 44 Utility Hours per work day - This deduction also applies to any other omitted or unsatisfactory work not specifically listed above, or which does not clearly fall into one of the above categories will be deducted at the hourly rate indicated below or at the cost incurred by the Government in aquiring the service by other means.

Per Labor Hour	$24.00	$24.00	$25.00	$26.00	$27.00

10. Deductions for Snow Removal, Insect and Rodent Control and

Window Cleaning - In instances where the contractor fails to provide the services as stated in the statement of work, the Government shall acquire the service by other means and all costs associated with contracting for these services will be charged to the contractor.

11. Deductions for Health and Safety Infractions - In instances where the contractor is cited on the inspection report for a Health and/or Safety Violation infraction the contractor will be given a deduction of $100.00 per infraction.

12. Deduction for Property Damaged. If property is damaged by the contractor's personnel, the cost to replace the property shall be charged to the contractor.

EXHIBIT 1
BUILDING INFORMATION 1/1/2005

Building James A. Forrestal

A. Building Data

Location	1000 Independence Ave, S.W., Washington D.C.
Height of Building	116 Feet
Depth of Moats	15 Feet
Number of Stories	10
Population	3450
Official Working Hours	6:30 A.M. to 6:30 P.M.

B. Building Statistics	1,746,651 SF
Gross	1,145,680 SF
Occupiable Area	1,437,151 SF
Net Cleaning Area *1	65,445 SF
Gross Area of Main Corridor *2	-
Gross Area of Main Corridor Carpeted	137,430 SF
Gross Area of Secondary Corridor	16,052 SF
Gross Area of Secondary Corridor Carpeted	20,000 SF
Gross Area of lobbies & entrances *3	749
Toilet Fixtures	3,296 SF
Exterior Windows	62,680 SF
Plate Glass *4	2,672
Vertical Blinds *5	
Executive Space/Priority Space	9,100 SF
Bare Floor	100,648 SF
Carpeted	
General Office, File Rooms.libraries, conference rooms, restrooms& etc.	105,000 SF
Bare Floor	752,012 SF
Carpeted	1,200 SF
Vending Area	
Stairways (Flights)	
Passenger Elevators	
Freight Elevators *6	
Escalators	
Garages	31,403 SF
Ramps, Loading Dock Garage & Platform	196,311 SF
Main Garage	
C. 6B & 4F Snack Bars	2,550 SF
Bare Floor	
D. Child Development Center	8,004 SF
Gross	7,788 SF
Occupiable	1,350 SF
Bare Floor	6,438 SF
Carpeted	17
Toilet Fixtures	61
Windows	28
Venitian Blinds	
E. Outside Grounds	581,815 SF
Outside Area to be policed *7	42,138 SF
Turf Area	24,420 SF
Parking Lot (South-Outside)	

Footnotes:

*1 That part of the building that is to be cleaned by the contractor. This includes: corridors, entrances, lobbies, office space, restrooms, daycare center, snack bars, storage space, garage, ramps within the building.

1,444,939 square feet

*2 Main corridors are normally defined as those corridors located on the first or ground floors of a building or those that serve as primary entrances or exit areas. High volume traffic areas, i.e., corridors adjacent to large cafeterias are identified as main corridors. The following are designated as main corridors:

*2 Main corridors are normally defined as those corridors located on the first or ground floors of a building or those that serve as primary entrances or exit areas. High volume traffic areas, i.e., corridors adjacent to large cafeterias are identified as main corridors. The following are designated as main corridors:

(a). North Building - Ground Floor, 4th Floor and 7th Floor
(b) South Building - First Floor; 4th Floor ground and basement floors
(c) West Building - First and ground floor

*3 Main entrances are defined as entrances where traffic volume is highest; where the majority of the building occupants or the general public pass through these areas either to transact business within the building or arrive at their normal work stations. The following are designated as main entrances:

(a) West Building - First and second floor
(b) North Building - First and basement floors
(c) South Building - First floor

*4 Includes the Cafeteria, Kitchen, and Ground Floor Snack Bar.

*5 Includes Ground Floor Snack Bar

*6 Includes 2 between Cafeteria and Kitchen

*7 Includes the 9th Street Earth Day Park on the East Side of the Forrestal Building which is 360 feet by 50 feet (18,000 square feet) as well as 8000 square feet around the Child Development Center.

EXHIBIT 2

CLEANING WORK REQUIREMENTS INDEX

Item Number	Area
1	Toilet Rooms
2	Room Cleaning, Executive Space, and Health Units
3	Entrances, Main Lobbies and Corridors
4	Entrances, Secondary Lobbies and Corridors
5	Stairways
6	Loading Areas
7	Passenger Elevators
8	Freight Elevators
9	Escalators
10	Ash Receptacles
11	Drinking Fountains
12	Guard Booth
13	Exterior Cleaning
14	Public Telephone Areas
15	Storage Areas
16	Entrance/Elevator Carpet
17	Window Blinds
18	High Cleaning
19	Hard Floor Maintenance
20	Floor Mats
21	Garage Areas
22	Utility Services
23	Miscellaneous Requirements
24	Special Job Requirements
25	Window and Glass Cleaning
26	Snow Removal
27	Insect and Rodent Control
28	Snack Bars
29	Daycare Center

EXHIBIT 3

CLEANING WORK AND QUALITY REQUIREMENTS

1. Toilet Rooms: (Includes private toilet rooms, shower stalls, and locker rooms)

A. Daily:

(1) SWEEPING AND MOPPING: Sweep and mop utilizing a cleaner - disinfectant. The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an appearance of overall cleanliness. All surfaces shall be dry and corners clean. Pilaster bases shall be free of chemical residues.

(2) FIXTURE CLEANING: Clean all fixtures including metal/chrome surfaces, water- closets, urinals, washbasins, shower stalls including curtains and doors, mirrors, waste receptacles, shelving, lockers, dispensers and wash wall tile surfaces, utilizing a cleaner-disinfectant. Raise water closet seats. Fixtures and surfaces (washbasins, urinals, toilets, shower stalls , etc.) Shall be clean and bright; there shall be no spots, stains, rust, green mold, encrustation or excess moisture.

(3) SERVICING: Empty waste receptacles. Service/supplies paper towel, soap, toilet tissue, feminine products, and seat cover dispensers. Empty, clean and disinfect sanitary napkins receptacles; replace soiled bags with new ones. Collect soiled bags in separate containers for disposal. All supplies shall be provided (soap, paper towel, sanitary napkins, toilet tissue and seat covers). Waste receptacles shall be emptied and sanitary napkin receptacles emptied, cleaned, disinfected with new bags inserted. All dust residue including dust generated by paper towels and toilet tissue shall be removed.

(4) SPOT CLEANING AND THOROUGH DUSTING: Spot clean other surfaces and dust horizontal surfaces. Smudges, marks or spots shall have been removed without causing unsightly discoloration. There shall be no dust streaks. Corner, crevices, moldings and ledges shall contain no oils, spots or smudges on dusted surfaces caused by dusting tools. When inspected with a flashlight, there shall be few traces of dust on any surfaces.

(5) POLICING: During the day, empty waste receptacles and service dispensers; police rooms and clean washbasins as traffic demands. Toilet rooms shall be free of all paper trash, empty bottles and other discarded material. All dispensers shall be filled as traffic demands.

(6) Check air deodorizers and refill as needed.

C. Every Eight Days:

DAMP-WIPING: Damp wipe the full surface area of all stall partitions, doors, window frames, sills and wastepaper receptacles utilizing a multi-purpose, disinfectant-deodorizer cleaner. All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the surfaces.

D. Monthly:

FLOOR MATS/SHOWER STALL AREA: Floor mats shall be cleaned monthly with high pressure water utilizing hot water to remove all soap scum and free mats of any foreign matter.

G. End of Contract Period: The contractor shall service all toilet rooms to maximum capacity during the afternoon of the last day of the contract period. Dispenser stock of paper supplies and hand soap remaining at the termination of the last official work day shall not be removed.

2. Room Cleaning: (Includes all office areas, classrooms, file rooms, libraries, conference rooms, raised floor areas, health units, executive space and the corridor space adjacent to these areas.)

A. Daily:

(1) SOLID WASTE COLLECTION: All solid waste generated in the building shall be collected and removed to government furnished compactor dumpster designated for trash by the Contracting Officer's Technical Representative. Empty wastebaskets and remove trash during normal working hours. All trash is to be collected and removed by 3:30 p.m. daily. If the collection and removal cannot be accomplished by the designated time, the DOE COR should be notified. (Note: Carts and containers used for the collection and/or storage of waste material shall be non-combustible or flame resistant construction.)

(2) IN EXECUTIVE SPACE, AND HEALTH UNITS/CLINICAL AREAS:

(a) THOROUGH DUSTING: All horizontal, vertical and under surfaces (kneewalls, chair rungs, table legs, etc.) of all furniture within approximately 70" of the floor shall be thoroughly dusted with a treated. There shall be no dust streaks, oils, spots or smudges on dusted surfaces caused by dusting tools.

(b) VACUUMING: The full carpeted area shall be vacuumed. Carpet surfaces shall be free of obvious dirt, dust and other debris.

(c) DAMP WIPING (GLASS DESK TOPS): Glass tops shall be cleaned with an untreated cloth. Glass desk tops shall be free of dirt, streaks and spots.

(d) DAMP WIPING (MISCELLANIOUS): Glass in doors, partitions, pictures and bookcases shall be damp wiped. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime, and shall not be cloudy.

(e) SWEEPING, DAMP MOPPING AND SPRAY BUFFING: Hard and resilient floors shall be swept, damp mopped, spray buffed and swept after buffing. Floor surfaces shall be free of obvious dirt or debris. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from equipment. The finished area shall have uniform luster.

(f) PORCELAIN WARE CLEANING AND DAMP WIPING (MIRRORS): Clean washbasins and mirrors, damp wipe and dry as necessary and supply paper towels where dispensers are provided. Washbasins shall be clean and bright; there shall be no dust, spots, stains, rust, mold, encrustation or excess moisture. Mirrors shall be clean and free of dirt, dust, streak and spots.

B. Four Days a Week

(1) Priority Offices, file rooms, libraries, conference rooms, and other similar space, but excluding executive space, health units/clinical areas or other special areas which are done on a more frequent and/or more thorough basis.

(a) DUSTING: Horizontal surfaces of desks shall be dusted with a treated dustcloth. Available horizontal surfaces shall be free of obvious dust, dirt and other debris.

(b) DAMP WIPING (GLASS DESK TOPS): Glass tops shall be cleaned with an untreated cloth. Glass desk tops shall be free of dirt, streaks and spots.

(c) SPOT CLEANING AND SPOT VACUUMING: The floor area shall be spot cleaned, swept or vacuumed to remove obvious surface direct from traffic areas and from under furniture. Exposed floor surfaces are to be

swept in accordance with the above requirement. Floor surfaces shall be free of obvious dirt or debris, unsightly carpet spots shall be removed as necessary. Carpet surfaces shall be free of obvious dirt, dust and other debris.

C. Weekly:

(1) General office, file rooms, libraries, conference rooms, pritiority offices and other similar space,.

(a) **THOROUGH DUSTING AND DAMP WIPING: In office space, libraries, conference rooms, etc., except storage space, all other wall surface within approximately 70" of the floor. All glass in doors, partitions, pictures, and both sides of bookcases shall be damp wiped. There shall be no dust streaks. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime, and shall not be cloudy.**

(b) THOROUGH SWEEPING AND VACUUMING: Thoroughly sweep or vacuum the full floor area. Bare floor areas shall be swept with a treated mop. Floors shall be cleaned and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors. Carpets, including corners, shall be clean and free from dust balls, dirt, and other debris. Nap on carpets shall lie in one direction upon completion of the vacuuming task.

(c) SWEEPING, DAMP MOPPING AND SPRAY BUFFING: In between the normal semi-annual stripping and applying of floor finish, hard and resilient flooring in all office areas, file rooms, libraries, and conference rooms shall be swept, damp mopped, and spray buffed. Floor surfaces shall be free of obvious dirt, streaks, and spots. Damp mop and spray buff all resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished areas should have a uniform luster.

(d) CARPET SPOTTING: Spot carpet to remove all stains. Excessive buildup or crusted material shall have been removed along with spots, smears, and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaning areas shall blend with adjacent carpet areas.

E Semi-Annually:

(1) STRIPPING: Resilient and hard flooring in all office space, file rooms, libraries, conference rooms. In the areas with rugs, the rugs shall be turned back to permit the finishing operation to be performed underneath the rug for at least one foot from the edge. All old finish, or wax shall be removed prior to the application of new wax or finish. There shall be no evidence of gum, rust, burns or scuff marks. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

(2) CLEANING EMERGENCY EXIT DOORS: Wash or damp wipe door knobs, push bars, kickplates, railings, and other metal surfaces. Metal surfaces shall have a polished and lustrous appearance.

F. Services to be performed, as required, to maintain quality standards:

(1) CLEANING WASTEBASKETS: Wash or damp wipe the inside and outside of waste baskets as necessary to keep them in an acceptable condition. Waste baskets shall be free of dust, debris and residue.

3. Main Entrances, Main Lobbies, and Main Corridors:

A. Daily

(1) THOROUGH SWEEPING AND VACUUMING: Sweep bare floors and vacuum carpeted floor area. Clean and polish metal door knobs, push bars, kick plates, railings and other metal surfaces. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors. Carpets shall be clean and free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of the vacuuming task.

(2) METAL AND WOOD POLISHING: Clean and polish wood handrails, doors and other wood surfaces. Metal surfaces shall be free of smears, stains and finger marks. They shall be clean and bright and polished to a uniform lustre. Wood surfaces shall be cleaned and free of smudges and residue.

(3) SPOT CLEANING AND THOROUGH DUSTING: Clean spots and marks off walls, displays and cabinetry, dust all surfaces within approximately 70" from the floor. Smudges, marks or spots shall be removed without causing unsightly discoloration. There shall be no streaks. Corners, services, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

(4) DAMP MOPPING AND SPRAY BUFFING: Sweep, Damp mop and spray buff all hard and resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls baseboards and other surfaces shall be free of splashings and markings from rubber heel marks as well as equipment tire marks. The finished area should have a uniform luster.

(5) GLASS CLEANING: Clean both sides of door glass surrounding entrance doors. All glass shall be clean and free of dirt, grime, dust, streaks, watermarks and spots and shall not be cloudy.

B. Monthly

(1) CLEANING THRESHOLDS: Clean and polish metal door thresholds. Thresholds shall be clean and free of oil, grease, dirt and grime.

(2) STRIPPING AND FINISHING: Strip and apply four coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidence of gum, rust, burns, or scuff marks. Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

4. Secondary Entrances, Secondary Lobbies and Secondary Corridors:

A. Daily

THOROUGH SWEEPING AND VACUUMING: Sweep and spot mop bare floors and vacuum carpet floor area. Floors shall be clear and free of trash and foreign matter. No dirt shall be left in corners, behind radiators or behind doors. Carpets shall be clean and free from dust balls, dirt and other debris.

B. Weekly

(1) SWEEPING, DAMP MOPPING AND SPRAY BUFFING: Sweep, damp mop and spray buff all hard resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area shall have a uniform luster.

(2) POLISHING: Polish kick plates, push plates, push bars, handrails, door knobs and other metal surface. Metal Surfaces shall have a polished and lustrous

appearance.

C. Monthly

GLASS CLEANING: Clean both sides of entrance door glass and glass surrounding entrance doors. All glass shall be clean and free of dirt, grime, streaks, dust, watermarks and spots and shall not be cloudy.

D. Quarterly

(1) CLEANING THRESHOLDS: Clean and polish metal door thresholds. Thresholds shall be clean and free of oil, grease, dirt and grime.

(2) STRIPPING AND FINISHING: Strip and apply four coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidence of gum, rust, burns or scuff marks. Water solution shall not be used on wood flooring. Walls, baseboard and other surfaces shall be free of finish residue marks from the equipment. Floors shall be free of streaks, mop strand marks and skipped areas.

5. Stairways:

A. Daily

(1) SWEEPING & DAMP MOPPING : Sweep and damp mop stair landings and steps. Landing and treads shall be free of dirt, dust and other foreign matter.

(2) DUSTING: Dust railing, ledges, grilles, fire apparatus, doors, radiators and light surfaces. Railing, ledges, grilles,fire apparatus, doors and radiators shall be dust free.

B. Every Two Weeks

(1) BRIGHT METAL POLISHING: Polish bright metal and woodwork. Bright metal surfaces shall have a polished and lustrous appearance. Surfaces shall be free of dirt, dust, streaks, and spots.

(2) SPOT CLEANING: Spot clean walls to a height of approximately 70 inches. Smudges, marks, or spots shall be removed without causing unsightly discoloration.

Quarterly

(1) SCRUBBING: Scrub steps, risers and landings. Steps, risers and landings shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

6. Loading Areas: (Includes platforms and docks)

A. Daily

SWEEPING: Sweep. Loading areas shall be clean and free of trash, debris and foreign matter. No dirt shall be left in corners, crevices or where sweepings were picked up.

B. Every Two Months

SCRUBBING: Scrub. Area shall be clean and free of dirt, string, gum, grease, tar, oil spots, etc, and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean. Includes the removal of dirt, gum, grease, tar, oil spots, etc.

C. Semiannually

SEALING: Scrub, Strip and Seal walking surfaces. Sealant must adhere to floor. All floor areas must be evenly coated. Spots and stains shall be eliminated.

7. Passenger-Elevators:

A. Daily

(1) CLEANING INTERIOR AND EXTERIOR ELEVATOR SURFACES: Clean all surfaces in the interior of the car, including floor track. Clean exterior surfaces of all floors and frames. All vertical and horizontal surfaces shall be clean and free of dirt and dust. Surfaces shall be clean and free of finger marks and smudges. Floor tracks shall be clean and free of cigarette butts, matches, dirt and grime.

(2) BRIGHTMETAL POLISHING: Polish bright metal surfaces. Bright metal surfaces shall have a polished and lustrous appearance.

(3) VACUUMING: Vacuum carpets. Elevator carpets shall be free of dust balls, dirt and other debris.

8. Freight Elevators:

A. Daily

SWEEPING & WET MOPPING (FREIGHT ELEVATORS): Sweep and Wet Mop floors. Floors shall be clean and free of trash and foreign matter. No dirt shall be left on corners, crevices, door tracks or where sweepings were picked up.

B. Monthly

SCRUB: Scrub floor all dirt, debris and residue shall be removed and present an overall appearance of cleanliness.

C. Semi-Annually

STRIPPING AND FINISHING: Strip and apply two coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidences of gum, rust, or scuff marks. Doors, walls and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

9. Escalators:

Daily

CLEANING (ESCALATORS): Clean exposed surfaces of escalator areas, risers, and landings. Polish bright metal surfaces. Landings and treads shall be free of dust streaks, gum and other foreign substances.

10. Ash Receptacles:

Daily

CLEANING ASH RECEPTACLES: Empty and clean ash receptacles in all entrances and smoking areas. Cigarette butts, matches and other discarded material shall be removed from the receptacle and the receptacle wiped so that it is free of dust, ashes, odors, tar streaks and nicotine stains.

11. Drinking Fountains:

Daily

CLEANING DRINKING FOUNTAINS: Clean drinking fountains The porcelain or stainless steel surface shall be clean and bright, and they shall be free of dust, spots, strains, and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustations. There shall be no mineral or calcium build-up on bubblers. Metal surfaces shall have a polished and lustrous appearance.

12. Guard Booths:

Daily

SOLID WASTE COLLECTION: Empty wastebaskets, dust horizontal surfaces of furniture, vacuum carpet and sweep floors. All solid waste shall be collected and removed to storage areas designed for trash by the Contracting Officer's Technical Representative. Available horizontal surfaces shall be free of obvious dirt, dust and other debris. Floor surfaces shall be free of obvious dirt, dust and other debris.

13. Exterior Cleaning:

A. Daily

(1) SWEEPING (ENTRANCES, LANDING, STEPS, PATIOS AND ADJACENT SIDEWALKS): Sweep entrances, landings, steps and sidewalks adjacent to entrances in the morning before the occupants' official starting time as shown in Exhibit 1. Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked up.

(2) POLICING (GROUNDS AND SIDEWALKS): Police all sidewalks, parking areas, driveways, lawns, patios, etc. Areas shall be free of all paper, trash, empty bottles and other discarded materials.

B. Three Times a Week

(1) WASHING: (May through October) Wash down with water hose, outside entrances in the morning before occupants' official starting time as shown in Exhibit 1.

(2) SWEEPING (OUTSIDE AREAS): Sweep sidewalks, patios, parking areas and driveways, including moats, arcades and courts, weather permitting. Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked

up.

14. Telephone Areas (Public):

Bi-Weekly

CLEANING (TELEPHONE BOOTHS): Clean both sides of telephone areas. Polish metal surfaces. Wipe phone handset with disinfectant. All vertical and horizontal surfaces shall be clean and free of dirt, dust, streaks and spots. Metal surfaces shall have a lustrous appearance.

15. Storage Space:

Monthly

THOROUGH SWEEPING: Sweep the full floor area. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

16. Elevator Carpet:

Quarterly

SHAMPOOING (ELEVATOR CARPET): Clean, spot and shampoo entrance and elevator carpet as required to maintain quality standards but not less than four times a year. Carpet shall be clean and free of dirt, grime, stains, and excessive buildup and crusted material.

17. Window Blinds:

A. Upon Request

DUSTING (WINDOW BLINDS): Dust Window blinds. Both sides of Window blind slats shall be free of dust as requested by the DOE COR.

18. High Cleaning:

Annually

HIGH CLEANING: Clean surfaces and objects in the building approximately 70 inches or more from the floor. This includes but is not limited to the wall and

ceiling areas, ventilating and air conditioning outlets, transoms, clocks, ceiling moldings, tops of partitions, overhead pipes, wall fans, pictures plaques, wall or ceiling diffusers, file cases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transoms, clock glass, picture frames and glass, smudged areas surrounding air grilles, glass partitions, diffusers, etc. Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

19. Hard Floor Maintenance:

Annually

STRIPPING, SEALING AND FINISHING: Within the first 30 days of the effective date of the contract and any option period, strip, seal and apply four coats of floor finish to all hard floors such as brick, terrazzo, marble, ceramic tile, etc., in public areas, including primary and secondary corridors, loading dock, and garage. Terrazzo, marble, resilient tile and ceramic tile. All remaining resilient office space floor tile shall be completed within the first 90 days. Floors shall be sealed with a high solids, slip resistant, penetrating sealer. All remaining hard floors (office space) shall be completed within 90 days as above. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidence of gum, rust, burns or scuff marks. Sealant must adhere to the floor. All floor areas must be coated. Spots and stains will be eliminated. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

20. Floor Mats:

Services to be Performed as Required to Maintain Quality Standards

CLEANING (FLOOR MATS): During inclement weather, lay out floor mats provided by DOE in entrance way and lobbies. Clean, remove and store mats when no longer required. Stored mats shall be clean and free of dirt, grime, stains and excessive buildup and crusted material.

21. Garage Areas, Loading Dock Parking Areas, and South Parking Lot: (Note: Employees shall wear high visibility vests when working in the vehicle traffic areas)

A. Daily

POLICE: Police the parking area. Parking areas shall be free of all paper, trash, empty bottles and other discarded material.

B. Monthly

THOROUGH SWEEPING: Thorough sweeping. Parking areas and ramps shall be clean and free of trash and foreign matter. No dirt shall be left where sweepings were gathered.

C. Every Two Months

SCRUBBING (INTERNAL PARKING AREAS): Scrub floors. The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, oil spots, etc. and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

D. Annually

STRIPPING (INTERNAL PARKING AREAS): Strip and seal. Stripping will include the removal of dirt, gum, grease, tar, oil spots, etc., Sealant must adhere to floor. Spots and stains shall be eliminated.

22. Utility Services:

A. Daily

UTILITY SERVICES: 44 Labor hours per day to perform utility type work. The work requirements for utility work shall be furnished to the location specified by the Contracting Officer's Technical Representative. The work shall include but is not limited to the following activities:

(1) Servicing. Police and service main lobbies and high traffic areas for public use 3 times per day. Main lobbies and high traffic areas shall be free of all paper, trash, empty bottles and other discarded material. There shall be no evidence of wads of gum, spots of tar, wet areas of any foreign substances. Drinking fountains, telephone booths, and glass surfaces shall be tidy.

(2) Recycling Collection. Collect from central locations within office suites, paper to be recycled. Recycling pickup of aluminum cans, glass, plastic and newspapers from elevator lobbies, entrances, and other locations. Separate plastic and glass into separate containers. Separate recyclable materials into the following five grades:

1. Computer Paper	4. Mixed Paper	7. Telephone Books
2. White Paper	5. Books/Magazines	8. Newspaper
3. Glass	6. Plastic	9. Aluminum

(3) Policing. Pick up trash, empty trash receptacles along sidewalks, patios, main

entrances, Child Development Center exterior areas, and Earth Day Park.

B. As Needed

(1) Servicing complaints and performing special cleaning required by vacating of space by building occupants; alterations and maintenance to the building; special conferences; cleanup work made necessary by toilet floods and similar occurrences; cleaning condensate pans.

(2) Clean Mechanical Rooms (as requested, not more frequently than semi-annually). Sweep and mop floor areas of Mechanical Rooms. Empty trash receptacles.

(3) Special Trash Removals. Pull and empty large trash containers from corridors, as needed.

(4) Spot Cleaning. Spot clean walls and/or floors as needed.

(5) Sanitize Rooms. Clean hard surfaces with 10% bleach solution. Use HEPA vacuum carpet and fabric-covered surfaces.

(6) Other duties as assigned having to do with the operation of the Forrestal Building.

23. Miscellaneous Requirements:

A. Lights shall be used only in areas where and at the time when work is actually being performed. Lights are to be off when work is completed in unoccupied areas.

B. Mechanical equipment controls for heating, ventilation, and air-conditioning systems will not be adjusted by the workers.

C. Water faucets or valves shall be turned off after the required usage has been accomplished.

D. Windows shall be closed and lights and fans turned off when not in use.

E. Organize and train employees to participate in building fire and civil defense drills. Designate a primary and alternate meeting location. Ensure that everyone is accounted.

F. Report fires, hazardous conditions and items in need of repair to the DOE COR.

G. Lock rooms in security area after cleaning and return keys to designated office.

H. Turn in lost and found articles to the DOE COR.

I. Assign sufficient daytime staffing to be responsive to complaints related to cleaning.

J. Conserve water and electricity wherever possible.

K. Use environmentally-friendly products wherever possible.

24. Special Jobs/Requirements/Priority Areas:

Due to other than normal conditions, (types of occupancy, traffic, construction, priority areas, unusual design features, etc.) the following requirements are designated as special jobs and become a part of this contract.

A. Daily

(1) SOLID WASTE COLLECTION: Empty trash receptacles. All solid waste generated in the building, shall be collected and removed to storage areas designated for trash by the Contracting Officer's Representative.

(2) THOROUGH SWEEPING: Sweep floors and pick up trash. Floors shall be clean and free of trash and other foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

(3) THOROUGH DUSTING: Dust office furniture. There shall be no dust streaks. Corners, crevices, moldings, and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusted tools.

(4) PORCELIN WARE: Clean washbasins. Washbasins shall be clean and bright. There shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.

B. Weekly

DAMP MOPPING AND SPRAY BUFFING: Damp mop and spray buff all hard and resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from the equipment. The finished areas shall have a uniform luster.

C. Semi-Annually

STRIPPING AND FINISHING: Strip and apply four coats of floor finish to hard and resilient floors. All old finish or wax shall be removed prior to the application

of new finish or wax. There shall be no evidence of gum, rust, burns, or scuff marks. Walls baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster. ***Note: All Other Cleaning in the Priority Areas Shall Be Accomplished as Defined for Office Space.***

25. Windows and Glass:

A. Quarterly

WINDOW WASHING: Wash both sides of all exterior and interior plate glass in all lobby areas to include entrances and vestibules. Washed glass shall be clean and free of dirt, grime, streaks and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surroundings of interior glass shall be wiped free of drippings and other water marks.

B. Semi-Annually

Wash both sides of all exterior and interior building windows, including transoms in corridors and office areas; spandrel glass, over and in exterior and vestibule doors; all plate glass around entrances and vestibules; all cafeteria windows; and all Child Development Center windows. Washed glass shall be clean and free of dirt, grime, streaks and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surroundings of interior glass shall be wiped free of drippings and other water marks.

26. Snow Removal:

Remove snow and ice from all entrances, steps and landings, sidewalks, vehicular courts, emergency exit areas, parking areas and approaches before the building occupants report for work as well as the 9th street Earth Day Park sidewalks and sidewalks for the Forrestal Building and Child Development Center. When the COR has determined hazardous conditions no longer prevail, the contractor will remove all excess calcium chloride from sidewalks, steps, ramps, entrances, etc. Plaza deck paving areas that are exposed to the elements and are designated by the COR as normal foot traffic areas shall be cleared to a minimum width of five feet. The specified areas shall be free of snow and ice accumulations and all hazardous conditions due to the weather shall be eliminated. No snow is to be dumped on or near trees, shrubbery, ground cover, grass areas or flower beds.

27. Insect and Rodent Control:

A. Furnish services necessary to exterminate rodents and insects using only those pesticides which comply with the provision of the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 etc, seq.) as amended by the Federal Environmental Pesticide Control

Act of 1972, Public Law 92-516 (86 Stat. 973), and the regulations issued thereunder. Programs for the control of rodents and insects shall be continually in effect. There shall be no obvious signs of any of these infestations.

Insect control is defined as those measures which are necessary to suppress crawling and flying insect populations including arachnids within the building and adjoining terrain of the Federal facility covered by this contract through the use of properly registered, labeled, and used pesticide products and approved devices.

Rodent control is defined as those measures necessary to suppress populations of rats, mice, and/or any other mammalian species which becomes a pest within the building and all adjoining terrain of the Federal premises covered by this contract.

The rodent control measures required of the contractor include repelling, trapping, and poisoning programs directed at providing environmentally safe spaces for Federal agency personnel.

B. Exceptions. The following pest control functions are not included in this contract:

(1) Bat Control
(2) Bird Control
(3) Snake Control
(4) Pest Control in Concessions Space
(5) Fumigation

C. Frequencies:

(1) First Month of Contract: A thorough inspection of the premises shall be conducted to locate any infestation and intensive treatment made to eliminate any existing problems during the first month of the contract. The work requirements shall be performed in a timely manner at the frequencies indicated.

(2) Weekly: Inspections and treatment shall be accomplished as needed, but at least weekly for the duration of the contract.

(3) As Required to Maintain Quality Standards: Additional inspections and treatment shall be made. Response to complaints shall be made within 24 hours.

D. Safety Precautions:

In order to safeguard life and property, the contractor will adhere to the following:

(1) Prior to use, a list of all pesticides to be used along with a Material Safety Data Sheet for each chemical shall be submitted to the Contracting Officer's Representative.

(2) All work under this contract shall be performed in a safe and hazard free manner, as indicated in the work requirements.

(3) All chemicals shall be used and disposed of properly.

28. Snack Bars: 6B & 4F

A. Bi-Monthly

(1) STRIPPING: Strip and Wax. Will include the removal of dirt, gum, grease, tar, oil, spots, tar. There shall be no evidence of gum, rust, or scuff marks.

29. Child Development Center:

Cleaning of these facilities will be performed after the operating hours unless daytime cleaning is specified as a special requirement and as determined by the Contracting Officer's Representative (COR).

A. Daily

(1) POLICING: Twice a day; Police the facility, and empty trash receptacles. Rooms shall be free of all empty bottles and discarded material. There shall not be wet areas or foreign substances on floors. Drinking fountains and glass surfaces shall present a clean appearance.

(2) SOLID TRASH COLLECTION: Empty wastebaskets and remove trash to designated disposal area. Wash cans used for collection of food remnants, inside and out and/or provide plastic liners as deemed necessary by the COR. All solid wastes generated shall be collected and removed to the designated area.

NOTE: Feces and soiled diapers will be sealed in plastic bags by the Daycare Operator. Custodial contractor shall remove the sealed bags to the trash collection point or designated area twice a day.

(3) RESTROOMS & SINK AREAS: Clean washbasins and mirrors.

(4) SUPPLIES: Provide paper towels in all dispensers. All supply dispensers shall be fully stocked. Trash liners shall be replaced when torn or show signs of liquid or food remnants.

(5) INTERIOR GLASS CLEANING: Damp wipe both sides of all plate glass doors or observation glass. Glass shall be clean and free of dirt, dust, streaks, and water

marks.

(6) DOOR SURFACES: All door surfaces will be cleaned daily to insure dirt is removed. Door knobs, hardware, etc. will also be cleaned with appropriate cleaner disinfectant. No smudges, grease, dirt, dust, soil substances, etc, shall remain on the surfaces.

(7) CARPET: Vacuum all carpeted areas. Spot clean the carpet areas to remove spillage or soil. Dust with treated dust cloth all surfaces and furniture. No dust, paper scraps, etc. will remain on the floor. Vacuuming will be 100 percent daily coverage. Daily spot cleaning will insure the removal of soil substances, spillages, grease, etc. deodorizers may be required to alleviate odors. Spots cleaned will blend in with overall carpet. There shall be no evidence of fuzzing caused by harsh rubbing or brushing.

(8) THOROUGH DUSTING: Thoroughly clean horizontal surfaces including tables, counters and desk tops, dust vertical surfaces and under surfaces or furniture. All surfaces shall be free of dirt and dust.

(9) DIAPER CHANGING AREA: Diaper changing areas will be washed with a mild detergent and disinfectant daily. All surfaces shall be germ free and odor free. No smudges, soil substances or streaks shall be present.

(10) DAMP MOPPING AND SPRAY BUFFING: Sweep & damp mop utilizing a cleaner/disinfectant and spray buff all hard and resilient floors. Floors shall be free or streaks, mop strand marks and skipped areas. There shall be no evidence of dirt buildup in corners or crevices. Walls baseboards and other surfaces shall be free of splashings and markings from equipment. The finished area should have a uniform luster.

(11) KITCHEN:

(a) HORIZONTAL SURFACES: Clean horizontal surfaces with a cleaner-disinfectant including countertops, stove tops and table tops.

(b) WASHBASINS: Clean all wash basins and associated fixtures.

(c) FLOOR: Damp mop floor following manufacturers instructions.

B. <u>Monthly</u>

Complete and total wall cleaning is required on a monthly basis including baseboards. No smudges, grease, dirt, dust, soil substances, etc, shall remain on the surfaces. Only

high quality cleaners will be used to accomplish this task.

C. Quarterly

(1) HIGH CLEANING: Clean all surfaces and objects in the center which are 70 inches above the floor level. This includes all wall and ceiling area and anything affixed to or included in these surfaces. Window Blinds shall be dusted and spot cleaned. Drapes will be vacuumed in place. Surfaces shall be clean and free of dust, soil substances, dirt and smudges, etc.

(2) STRIPPING AND FINISHING: Strip and apply four coats of floor finish to resilient floors. Upon completion, the floor shall be free of all sealers, finishes, dirt, grime, gum, soil substances, or other foreign matter and have no powdery residue. There shall be no buildup in corners or crevices. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

NOTE: Except as indicated above, cleaning of the daycare center shall be the same as executive cleaning. All additional cleaning not specified above shall be provided as defined in Exhibit 2A.

EXHIBIT 4

SPECIFIED REQUIRED PRODUCTS

Products

1. Ice Melt product for varying temperatures (Premiere/Safe Step) Fast and Hot Ice melting. (No Substitutions)
2. Cleaner polish – stainless steel (Oil Base)
3. Cleaning compound, septic tank an drains (Enzyme-bacteria type)
4. Cleaning compound, porcelain and ceramic tile (Daycon AFBC)Acid Free
5. Cleaning compound, toilet bowl
6. Cloths, cotton (White)
7. Cloths, treated yellow dust cloths
8. Detergent, general purpose, liquid (heavy duty)
9. Detergent, general purpose (Spray-on/Wipe off)
10. Disinfectant Detergent, germicidal and fungicidal concentrate (lodophor type)
11. Dust mops, treated (small/large)
12. Finish, floor, water-emulsion (for use on light colored floors)
13. Glass Cleaner, liquid
14. Paper, toilet tissue (COTTONELLE) SCOTT SELECT
15. Polish, furniture (Scotts' Liquid Gold wood cleaner & preservative) & (Johnsons Liquid Pledge Blue Seal)
16. Polish, metal
17. Scouring power
18. Remover, floor stripper
19. Sealer, surface, floor water-emulison
20. Soap, hand (Silky Pink Lotion Hand Soap)
21. Towels, paper (Roll) Windsoft white roll towel #WIN1290
22. General purpose, solvent type
23. Seat covers – toilet ½ fold
24. Finish, floor (Freedom FFN Floor Finish) for use on Terrazzo Floors
25. Napkins, sanitary (machine use)
26. Eye goggles
27. Grip knit work gloves
28. Playtex plastic gloves (yellow)
29. Latex plastic gloves/disposable (small, medium, large)
30. Treated dust mask
31. Super Shine All – (Hillyard Clean Assist #140)
32. Burnishing Gel #27 (Super High Gloss) Daycon
33. Sani Sac Wax Liners
34. Duchess Scouring Pads (Green)
35. Spray Bottles w/Triggers

36. Telescopic Dusters
37. Ultra Champagne Burnishing Premiere Pads
38. 2600 Plastic Lobby Dust Pan w/Handle
39. Signature UHS Floor Finish
40. Carpet Cleaner/Deodorizer
41. Spot Up Heavy Duty Spot Cleaner
42. Bleach, gallons
43. Black Stripping pads (19 ")
44. Red Buffing Pads (19")
45. White Polishing Pad (19")
46. White Carpet Bonnets (19")
47. Pointed Scrub Brush
48. Plastic Trash Liners, Small & Large
49. Steel Wool Large Roll (4" Heavy)
50. Dust Mop Handles w/attachments
51. Deodorizers, (Restroom) Type TimeMist® Programmable Metered Non Aerosol (No Substitutions)

EXHIBIT 5

SPECIFIED EQUIPMENT LIST

Quantity	
(2)	Scrubbing Machine – Walk behind, power driven, battery operated, standard size (Convertamic 32BD)
(3)	Polishing Machine – Upright, standard size (Advance Whirlmatic)
(4)	Buffing Machine – High speed, 2000 RPM (Advance Buffer)
(3)	Buffer Machine – Propane 27 inch (Honda Buffer)
(2)	Leaf Blower – Gas Operated (Homelite leaf Blower)
(1)	Billy Goat – Walk behind vacuum sweeper, gas operated (Parker)
(3)	Wet Vacuums – Wet pickup 55 gallon drum with attachments
(4)	Wet Vacuums – Wet pickup 15 gallon drum with attachments
(30)	Vacuum Machine – HEPA industrial type, upright with disposable bag
(2)	Vacuum Machine – Back pack type
(2)	Carpet Shampooer
(3)	Battery Charger (Advance Machine Co)
(10)	Window Squeegee
(10)	Floor Squeegee
(50)	Signs – Toilet (Closed) self standing
(75)	Signs – Wet Floor self standing
	(Brooms - Push Brooms (20), Toy Brooms (40), Standard Brooms (20)
(50)	Cleaning Carts – Maid Carts

(60) Mops – Handles, Heads sizes (16, 24, 32) regular/wax Large Loopend cotton mop

(60) Mop Buckets – with wringers

Trash Bins for collecting trash: (20) round barrels, (10) bin/haulers – H53 ½ X W51 X L74 – (8) Utility Trucks small – H28 ¾ X W26 X L38 3/8

(1) Ride on buffer – (Advance Whirlamatic 2700)

(6) Fans/ Floor (Blower Therminator)

(2) Hand Trucks

(2) Power Washer Machine – Gas operated

(2) Sweeping Machine – Power driven, battery operated standard size (Ride on Tennant Sweeper 5640)

(1) Ride on Sweeper/Scrubber Clarke American Lincoln 934 Series Scrubber (Garage Use Only) Own or Rent

B.13 INSURANCE COVERAGE

In accordance with FAR 52.228-5, INSURANCE-WORK ON A GOVERNMENT INSTALLATION (SEP 1989), the contractor is required to carry the following insurance:

GENERAL LIABILITY

Third Person Bodily $2,000,000.00 combined single Injury/Property Damage limit, each occurrence.

WORKERS COMPENSATION

-Bodily Injury By Accident $100,000 each accident.
-Bodily Injury by Disease $500,000 policy limits.
-Bodily Injury by Disease $100,000 each employee.

B.14 TERM OF CONTRACT

The term of the contract (base period) is from April 16, 2005 through April 15, 2006.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF 3

2. AMENDMENT/MODIFICATION NO.: 007

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.:

5. PROJECT NO. (If applicable):

6. ISSUED BY CODE 00112

OFFICE OF HQ PS HQ
US DEPARTMENT OF ENERGY
OFFICE OF HEADQUARTERS PROCUREMENT
MA-64
1000 INDEPENDENCE AVE SW
WASHINGTON DC 20585

7. ADMINISTERED BY (If other than Item 6) CODE 00112

OFFICE OF HQ PS HQ
US DEPARTMENT OF ENERGY
OFFICE OF HEADQUARTERS PROCUREMENT
MA-64
1000 INDEPENDENCE AVE SW
WASHINGTON DC 20585

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

L T SERVICES INC
ATTN [redacted]
2815 HARTLAND ROAD SUITE 300
FALLS CHURCH VA 220433548

CODE 153238076 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (See ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO.
DE-AC01-05ME17331

10B. DATED (SEE ITEM 11)
03/11/2005

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)

See Schedule

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

CHECK ONE	
X	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. See Clause G.3 52.212-4(c)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

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

Tax ID Number: [redacted]
DUNS Number: [redacted]
The purpose of this modification is to revise the value of contract options three (already incorporated into the value of the contract) and four based on the new Union Bargaining Agreement dated July 29, 2008.

Continued ...

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)
Craig S. Frame

15C. DATE SIGNED 9/19/08

16B. UNITED STATES OF AMERICA
Craig S. Frame
(Signature of Contracting Officer)

16C. DATE SIGNED SEP 22 2008

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED DE-AC01-05[illegible]17331/007	PAGE 2	OF 3

NAME OF OFFEROR OR CONTRACTOR
L T SERVICES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	1. Union Bargaining Agreement dated July 29, 2008 is hereby incorporated into the contract for the period April 16, 2008 to April 15, 2010.				
	2. LT Services will provide their payment and performance bonds for Option Period Three not later than October 20, 2008.				
	3. The effective date for implementation of the new Union Bargaining Agreement is April 16, 2008. Contractor may bill for the difference in monthly payment for the period April 16, 2008 to the present day on the next full invoice period. Subj to Retent: N FOB: Destination Period of Performance: 03/11/2005 to 04/15/2010				
	Add Item 00002 as follows:				
00002	Additional funds for wage increase. Obligated Amount: $151,092.00				151,092.00
	Add Item 00003 as follows:				
00003	Additional funds for carpet cleaning. Obligated Amount: $8,908.00				8,908.00

4. B.2 NOT TO EXCEED CONTRACT VALUE
Cleaning of the Forrestal Child Development Center under item 1 and all remaining cleaning services found under item 2 of the contract.

	PRESENT CONTRACT	MODIFICATION 007	REVISED CONTRACT
Monthly Firm Fixed Price for items 1&2 (4/16/08 – 4/15/09)	-------	$253,628.58*	-------
Total Firm Fixed Price for items 1&2	$11,156,499.49	$151,092.00**	$11,307,591.49
Total Not to Exceed for item 3 (additional carpet cleaning) 24ct sq. ft.	$98,343.43	$8,908.00	$107,251.43
Item 4 (refinish existing Terrazzo floor)	$40,012.00	-0-	$40,012.00
Total Not to Exceed value of contract	$11,294,854.92	$160,000.00	$11,454,854.92

*This is the new monthly invoices amount for items 1 & 2 for the period 4/16/08 to 4/15/09 – Option Three.

**This is the overall net increase between old option three and revised option three based on the Union Bargaining Agreement. Old option three not to exceed price $2,892,451. New option three not to exceed price $3,043,543. Net increase $151,092.

The revised price includes a continuation of a reduction of 50,000 sq. ft. due to ceiling construction. Reduction based on 11 hours per day @ $25.65 per hour. Total reduction for the year $171,101.

5. Clause B.6 CONTINUATION OF BLOCKS 19 THROUGH 24 – ITEM NUMBER, SCHEDULE OF SUPPLIES/SERVICES, QUANTITY, UNIT, UNIT PRICE AND AMOUNT – OPTION PERIODS is revised by deleting Option Period 4 and substituting the revised Option Period 4 below:

Fourth Option Period
Option Period Term: April 16, 2009 through April 15, 2010

	Firm Fixed Price	Monthly
Item One & Two	$3,171,170.00	$264,264.16

6. In consideration of the change order due to new Union Bargaining Agreement under clause "Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) agreed to herein as complete equitable adjustment in the amount of $3,043,543 for Option Period Three inclusive of a reduction of space due to long term construction, the contractor hereby releases the Government from any and all liability under the contract for further equitable adjustments attributable to such facts or circumstances giving rise to the subject change order.

7. Clause C.10 "Contracting Officer's Representative (COR) Address" is revised as follows:
U.S. Department of Energy
ATTN: Clint Cleveland
~~Office Symbol: MA-431~~
1000 Independence Ave. SW
Washington, DC 20585
Telephone Number: 202-586-6944

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NO. 01-00AD66931.000A			PAGE 1 OF 75
2. CONTRACT NO. DE-AC01-00AD66931	3. AWARD/EFFECTIVE DATE February 1, 2000	4. ORDER NO.	5. SOLICITATION NO. DE-FB01-99AD66931	SOLICITATION ISSUE DATE September 29, 1999
. FOR SOLICITATION	NAME Ron W. Barnes		b. TELEPHONE NO. 202-426-0097	8. OFFER DUE DATE/LOCAL TIME October 29, 1999 @ 10:00a.m.

9. ISSUED BY CODE MA-541
U.S. Department of Energy
1000 Independence Ave., S.W.
Washington, DC 20585

10. THIS ACQUISITION IS
Set-Aside for Small Business

11. DELIVERY FOR FOB ESTINATION UNLESS BLOCK IS MARKED
EE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER

. RATING

SIC: 7349 - $12.0 Million

14. METHOD OF SOLICITATION IFB

15. DELIVER TO CODE

16. ADMINISTERED BY CODE

17a. CONTRACTOR/OFFEROR CODE FACILITY CODE
Olympus Building Services, Inc.
5 Taylor Avenue
Doylestown, PA 18901
215-345-6004

18a. PAYMENT WILL BE MADE BY CODE CR-541.2
U.S. Department of Energy
P.O. Box 500
Germantown, MD 20874

CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19.	20.	21.	22.	23.	24.
	Provide the U.S. Department of Energy with custodial services in accordance with the Statement of Work found in Clause B.10 for the DOE Forrestal Complex, DOE Cafeteria and Child Development Center. Price does not include DOE Option for Cafeteria (Attach Additional Sheets as Necessary)				

ACCOUNTING AND APPROPRIATION DATA APPROP. 89X0563.91 B&R No. WF204518F O.C. 25.2 ALLOT: CR-03-91
AFP: AAWF CFA: 10511122 DOLLARS: $1,906,620
CFA: 10564847 DOLLARS: $195,169.92

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
$2,101,789.92

27a.

CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
Craig S. Frame

TE SIGNED
JAN 28 2000

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
Craig S. Frame

31c. DATE SIGNED
JAN 28 2000

2a. QUANTITY IN COLUMN 21 HAS BEEN
RECEIVED INSPECTED CONTRACT, EXCEPT AS NOTED

33. SHIP NUMBER
L FINAL

UCHER NUMBER

AMOUNT VERIFIED CORRECT FOR

36. PAYMENT
PLETE PARTIAL FINAL

ECK NUMBER

32b. SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE

DATE

38. S/R ACCOUNT NO.

39. S/R VOUCHER NO.

40. PAID BY

42a. RECEIVED BY (Print)

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (Location)

42c. DATE REC'D (YYMMDD)

42d. TOTAL CONTAINERS

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 - B.4 RESERVED

B.5 CONTINUATION OF BLOCKS 19 THROUGH 24 - ITEM NUMBER, SCHEDULE OF SUPPLIES/SERVICES, QUANTITY, UNIT, UNIT PRICE AND AMOUNT - BASE PERIOD

The Contractor shall furnish all personnel, equipment, material, supplies, and services (except as may be expressly set forth in this contract as furnished by the Government) and otherwise do all things necessary for, or incident to, the performance and providing the following items of work in strict accordance with Clause B.10 of this contract.

To perform custodial, snow removal, insect and rodent control, window washing, utility work and window blind cleaning services at the Forrestal building and the Child Development Center located adjacent to the Forrestal Building in accordance with the Statement of Work Clause B.10.

		Fixed Price Per Month
Item 1	DOE Unilateral Option for Cleaning of Forrestal Cafeteria	$ 1,835.67
Item 2	DOE Unilateral Option for Cleaning of the Forrestal Child Development Center	$ 1,940.92
Item 3	All remaining cleaning services in accordance with the Statement of Work.	$173,208.24

Total Monthly Price Items 2 & 3: $ 175,149.16

TOTAL FIRM FIXED PRICE: $ 2,101,789.92 (12 Months)*

*Does not include Item 1 Option for Forrestal Cafeteria.

The contractor will be working in areas where classified data is stored. This contract contains security clauses in section(clause C.4). In order for the contractor to gain access to the complex , a foreign ownership assessment will be conducted by the security office. The contractor's owners, and for example, CEO, President, Board of Directors must be U.S. citizens in order to be eligible for contract award and review by the security office for foreign ownership. Firms that do not meet the requirement noted above will be eliminated from the competition as non-responsive to the solicitation. See Clause E.1 for further detail.

The contractor must provide the required mandatory minimum

quantity of hours in accordance with clause E.1 and B.10 Statement of Work for the Forrestal Complex and Child Development Ceneter regardless of whether item 1 or 2 above are exercised.

B.6 CONTINUATION OF BLOCKS 19 THROUGH 24 - ITEM NUMBER, SCHEDULE OF SUPPLIES/SERVICES, QUANTITY, UNIT, UNIT PRICE AND AMOUNT - OPTION PERIODS

(a) This contract shall be renewable, at the unilateral option of the Government by the Contracting Officer providing a modification exercising the option. The total duration of this contract including the exercise of all below stated options under this clause shall not exceed 60 months. If the Government exercises any option, the contract as renewed shall be deemed to include this option clause. Should the Government exercise any options hereunder, all contractual terms and conditions shall apply during the options(s) period. Further, the Contractor agrees that performance under said renewal(s) shall be accomplished within the following price(s):

(1) First Option Period

Option Term: February 1, 2001 through January 31, 2002

		Fixed Price Per Month
Item 1	DOE Unilateral Option for Cleaning of Forrestal Cafeteria	$ 1,835.67
Item 2	DOE Unilateral Option for Cleaning of the Forrestal Child Development Center	$ 1,940.92
Item 3	All remaining cleaning services in accordance with the Statement of Work.	$173,208.24
	Total Monthly Price Items 1, 2 & 3:	$ 176,984.83

OPTION PERIOD ONE TOTAL FIRM FIXED PRICE: $ 2,123,817.96 *

*Items 1, 2 & 3.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.10 Statement of Work for the Forrestal Complex and Child Development Center regardless of whether item 1 or 2 above are exercised.

(2) Second Option Period

Option Term: February 1, 2002 through January 31, 2003

		Fixed Price Per Month
Item 1	DOE Unilateral Option for Cleaning of Forrestal Cafeteria	$ 1,835.67
Item 2	DOE Unilateral Option for Cleaning of the Forrestal Child Development Center	$ 1,940.92
Item 3	All remaining cleaning services in accordance with the Statement of Work.	$173,208.24

Total Monthly Price Items 1, 2 & 3: $ 176,984.83

OPTION PERIOD TWO TOTAL FIRM FIXED PRICE: $ 2,123,817.96 *

*Items 1, 2 & 3.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.10 Statement of Work for the Forrestal Complex and Child Development Center regardless of whether item 1 or 2 above are exercised.

(3) Third Option Period

Option Term: February 1, 2003 through January 31, 2004

		Fixed Price Per Month
Item 1	DOE Unilateral Option for Cleaning of Forrestal Cafeteria	$ 1,835.67
Item 2	DOE Unilateral Option for Cleaning of the Forrestal Child Development Center	$ 1,940.92
Item 3	All remaining cleaning services in accordance with the Statement of Work.	$173,208.24

Total Monthly Price Items 1, 2 & 3: $ 176,984.83

OPTION PERIOD THREE TOTAL FIRM FIXED PRICE: $ 2,123,817.96 *

*Items 1, 2 & 3.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.10 Statement of Work for the Forrestal Complex and Child Development Center regardless of whether item 1 or 2 above are exercised.

(4) Fourth Option Period

Option Term: February 1, 2004 through January 31, 2005

		Fixed Price Per Month
Item 1	DOE Unilateral Option for Cleaning of Forrestal Cafeteria	$ 1,835.67
Item 2	DOE Unilateral Option for Cleaning of the Forrestal Child Development Center	$ 1,940.92
Item 3	All remaining cleaning services in accordance with the Statement of Work.	$173,208.24

Total Monthly Price Items 1, 2 & 3: $ 176,984.83

OPTION PERIOD FOUR TOTAL FIRM FIXED PRICE: $ 2,123,817.96 *

*Items 1, 2 & 3.

The contractor must provide the required mandatory minimum quantity of hours in accordance with clause E.1 and B.10 Statement of Work for the Forrestal Complex and Child Development Center regardless of whether item 1 or 2 above are exercised.

(b) The contractor shall furnish an additional performance bond in an amount equal to 20% of the option(s) price(s) for the term of the option(s), within five calendar days after notification of the Government's intent to exercise the option(s) period(s). The period of time for furnishing the performance bond may be extended, if fully justified in the opinion of the Contracting Officer, and if the request for the extension is received or confirmed in writing within the original 5 calendar day period. The performance bond shall be in accordance with clause C.6 Performance and Payment Bonds - Other Than Construction.

(c) The contractor shall furnish an additional payment bond in an amount equal to 40% of the option(s) price(s) for the term of the option(s), within five calendar days after notification of the Government's intent to exercise the option(s) period(s). The period of time for furnishing the payment bond may be extended, if fully justified in the opinion of the Contracting Officer, and if the request for the extension is received or confirmed in writing within the original 5 calendar day period. The payment bond shall be in accordance with clause C.6 Performance and Payment Bonds - Other Than Construction.

B.8 PRICE ADJUSTMENT OF CONTRACT PRICE (Years 2-5 Only)

The contract price(s) will only be adjusted after contract award due to increases or decreases in Labor Rates and Fringe Benefits in accordance with U.S. Department of Labor Wage Determination(s) issued under this contract. Updated Wage Determinations will only be requested prior to the exercise of options one, two, three and four under the contract. The method for price adjustment is found in the clause entitled FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT-PRICE ADJUSTMENT.

B.9 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT - PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (MAY 1989) (Years 2-5 Only)

(a) This clause applies to both contracts subject to area prevailing wage determinations and contracts subject to collective bargaining agreements.

(b) The Contractor warrants that the prices in this contract do not include any allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

(c) The wage determination, issued under the Service Contract Act of 1965, as amended, (41 U.S.C. 351, et seq.), by the Administrator, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract. If no such determination has been made applicable to this contract, then the Federal minimum wage as established by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. 206) current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract.

(d) The contract price or contract unit price labor rates will be adjusted to reflect the Contractors actual increase or decrease in applicable wages and fringe benefits to the extent that the increase is made to comply with or the decrease is voluntarily made by the Contractor as a result of:

(1) The Department of Labor wage determination applicable on the anniversary date of the multiple year contract, or at the beginning of the renewal option period. For example, the prior year wage determination required a minimum wage rate of $9.00 per hour. The

Contractor chose to pay $9.10. The new wage determination increases the minimum rate to $9.50per hour. Even if the Contractor voluntarily increases the rate to $9.75 per hour, the allowable price adjustment is $.40 per hour;

(2) An increased or decreased wage determination otherwise applied to the contract by operation of law; or

(3) An amendment to the Fair Labor Standards Act of 1938 that is enacted after award of this contract, affects the minimum wage, and becomes applicable to this contract under law.

(e) Any adjustment will be limited to increases or decreases in wages and fringe benefits as described in paragraph (c) of this clause, and the accompanying increases or decreases in social security and unemployment taxes and workers compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profit.

(f) The Contractor shall notify the Contracting Officer of any increase claimed under this clause within 30 days after receiving a new wage determination unless this notification period is extended in writing by the Contracting Officer. The Contractor shall promptly notify the Contracting Officer of any decrease under this clause, but nothing in the clause shall preclude the Government from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data, including payroll records, that the Contracting Officer may reasonably require. Upon agreement of the parties, the contract price or contract unit price labor rates shall be modified in writing. The Contractor shall continue performance pending agreement on or determination of any such adjustment and its effective date.

(g) The Contracting Officer or an authorized representative shall have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor until the expiration of 3 years after final payment under the contract.

B.10 STATEMENT OF WORK FOR THE FORRESTAL COMPLEX AND CHILD DEVELOPMENT CENTER

1. The Contractor shall provide management, supervision, manpower, equipment and supplies necessary to provide custodial and related services as described herein.

2. Contractor Effort Required:

A. Daily Productive Labor-Hour Minimum Requirements

1) The Government requires a mandatory minimum per workday (Government Operating Day not including Saturday, Sunday or Holidays in Clause C.11) total of 340 labor-hours, (not including supervisory hours) and an additional 44 utility labor hours (not including supervisory hours). Deductions for failure to provide the mandatory minimum total of 340 labor hours per workday, not including supervisory or utility labor hours, and additionally 44 utility hours per workday will result in a deduction per hour in accordance with the deduction table found in Clause B.11. The minimum hours will be measured based on each billing period and the number of Government Operational workdays (not including Saturday, Sunday or Holidays in Clause C.11). For example, a 30 day billing period may contain 20 work days. The contractor must have provided a mandatory minimum of 6,800 labor hours (not including supervisory and utility hours) and an additional 880 utility hours (not including supervisory hours) to avoid a per hour deduction. The Contractor will, in this example, receive a deduction for every hour less than the mandatory minimum of 6,800 hours and 880 utility hours.

2) The productive Labor-hours specified in 2A(1) above, do not include productive labor-hours for the areas in item C.

B. Daily Mandatory Labor-Hour Requirements:

Utility Labor-Hour Requirements: A mandatory minimum of 44 labor hours per day must be provided between the hours of 6 a.m. and 9 p.m., Monday through Friday, excluding Federal holidays (See Clause C.11), for utility services as outlined in Exhibit 2 - Work and Quality Requirements, Item 23. Utility hours will not include supervisory hours.

C. Recording Presence:

Each contractor employee must sign in when reporting for duty and sign out when leaving at the end of each workday. GSA Form 139 - Record of Time Arrival and Departure from Building - Attachment C, designated for use by contractor personnel only, shall be used for this purpose. The sign in and sign out location will be designated by the DOE Contracting Officer's Representative (COR). A separate GSA form 139 shall be used for any mandatory hours required under this

contract specified under the mandatory category to which it applies, i.e., utility labor hours.

3. Services Required

A. The contractor shall provide the service outlines, at the frequencies specified in Exhibit 3 - the Task and Frequency Chart and as described in Exhibit 2 - Cleaning Work and Quality Requirements. The Task and Frequency Chart is intended as a quick ready reference of the cleaning requirements. Whenever questions arise between the Task and Frequency Charge and the complete detailed descriptions of the cleaning work and quality requirements, the latter takes precedence.

B. The building areas to be serviced are described in Exhibit 1-Building Information. The figures contained in Exhibit are approximate and are estimates of the building statistical data. The contractor is responsible for verifying dimensions and quantities.

C. With the exception of snow removal, utility work, toilet room servicing, and work is to be ordered under the Special Job Requirements (Exhibit 2 -Item 25), general office area work be performed between the hours of 6:00 a.m. and 5:00 p.m. Executive work shall be performed between the hours of 6:00 a.m. and 8:00 a.m. and 6:00 p.m. to 9:00 p.m. within the normal 5 day week observed by the building occupants, Federal holidays excluded. Floor maintenance and the Child Development Center work will be performed between the hours of 6:00 p.m. and 9:00 p.m. No work shall be performed on weekends when the Government has no force on duty available for the inspection of the contractor's work unless prior written approval of the DOE COR is obtained. Toilet room cleaning and hard resilient floor maintenance and cafeteria floor maintenance shall be accomplished after the normal working hours of the building occupants. Emergency conditions would be the only exception to the stated hours. Emergency conditions are to be valid 24 hours a day seven days a week.

4. Performance

The contractor will provide all necessary equipment, supplies and personnel to perform the requirements of the contract in accordance with the work standards found in section B.10 of this contract. Poor performance, lack of timeliness and poor quality by the contractor will be unacceptable to the DOE. Accordingly, to monitor contractor performance DOE has an extensive system of inspections of contractor performance which will be administered by the Contracting Officer's Representative. Failure to provide

high quality service will be quickly dealt with in accordance with the deduction table found in clause B.11 of the contract.

The contractor is warned that the DOE use of a deduction for unacceptable work will not be a substitute for the contractor not providing adequate staffing to meet required work standards levels. Substantial deductions will be the measurement of overall contractor performance and prolonged poor performance may be dealt with under the Termination clause under the contract.

5. Supervision

A. General

The contractor shall arrange for satisfactory supervision of all contract work The contractor's supervisors shall be available at all times, when the contract work is in progress, to receive notices, reports, or requests from the Contracting Officer's Representative (COR).

B. Contractor's Project Manager

The contractor shall provide the name of the on site project manager and the names of any backup personnel for the project manager to the DOE COR at least five (5) working days prior to the effective date of the contract. The contractor project manager shall have the authority to act for the contractor on a day-to-day basis at the work site and to accept and sign for notices of deductions, inspection reports and all other correspondence on behalf of the contractor. No Government direction or supervision of contractor's employees shall be exercised.

C. Supervisory Employees

A detailed resume containing the information specified below must be submitted to the Contracting Officer for approval prior to the assignment of any supervisors to the contract. Both new and replacement supervisors must meet these qualifications:

(1) The full name of the proposed supervisor.
(2) Detailed description of the previous 5 years employment history of the proposed supervisor.

(3) The name(s) and address(es) of the companies for whom the proposed supervisor worked for the past 5 years, along with the name(s) and telephone

number(s) of his or her immediate supervisor.

6. Supplies, Materials, Equipment and Utilities.

A. Furnished by the Government

(1) Electrical power at existing outlets for the contractor to operate such equipment as is necessary in the conduct of the statement of work.

(2) Hot and cold water as necessary. The contractor shall maintain wash basins/sinks clean at all times. Where possible, the contractor shall minimize the amount of water needed/used.

(3) Space within the building commensurate with the contractor's personnel complement and operational requirements including lockers, if available. Any existing equipment within custodial space such as clothes lockers, tables, benches, chairs, etc., placed within the building by the Government may be used by the contractor during the term of the contract provided authorization is received from the DOE COR. This space and equipment must be kept neat and clean and returned to the Government at the expiration of the contract in reasonably the same condition as at the time of entering into the contract.

(4) Space in the building for the storage of an inventory of supplies and equipment which will be used in the performance of work under the contract. The contractor shall maintain this space in neat and orderly condition. The Government will not be responsible in any way for damage or loss to the contractor's stored supplies, materials, replacement parts, or equipment.

(5) Janitor's closets, where available, at various points throughout the building, for storing equipment including mops, brooms, dust cloths, and other non-hazardous items and/or materials. These closets and the stored equipment shall be kept clean and in an orderly manner by the contractor.

(6) Space in the building and furniture and furnishings (to include telephone for restricted use) for a supervisor's office to be used for official business only in the performance of this contract. Telephones supplied by the Government are to be used for communication within the

building and local area calling only. Government property will not be used in any manner for any personal advantage, business gain, or other personal endeavor by the contractor or the contractor's employees.

(7) Heating and air conditioning of the space to be cleaned during the normal working hours of the building occupants.

B. Furnished by the Contractor

(1) The contractor shall furnish all supplies, materials and equipment necessary for the performance of the work unless otherwise specified herein. These supplies and materials shall be a quality to conform with specified products and or Federal Specifications listed in Exhibit 4. As necessary, the Contractor shall replace broken or damaged soap and toilet tissue dispensers. The type of dispensers shall be similar to the existing dispensers and must use the same products. Upon the request of the DOE COR, the contractor shall submit a list giving the name of the manufacturer (except where manufacturer is DOE designated), the brand name and intended use of each of the materials that is proposed to be used in the performance of the work. A Material Safety Data Sheet shall be kept on site, readily available for each chemical used on site. No material which the DOE COR determines unsuitable for the purpose, harmful to the surfaces to which it is intended to be applied, harmful to occupants in the building, or harmful to the environment shall be utilized.

(2) Any material which the DOE COR suspects of not meeting Federal Specifications shall be tested by a recognized testing laboratory at the contractor's expense. A copy of the laboratory report giving the results of the test and a sample of each product, if requested. shall be submitted to the DOE COR within (10) work days. These products shall meet the requirements established by applicable Federal specifications or be considered unacceptable by the DOE for use.

(3) All necessary cleaning equipment including power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, wet pickups and all necessary motor trucks, etc., needed in the performance of the work shall be furnished by the contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the DOE COR. Equipment must be maintained, stored, and used in a safe manner. Defective equipment shall be repaired or replaced within 48 hours.

(4) The contractor is required to remove all snow and ice from the areas specified and in accordance with the description in Exhibit 2 item 26. The contractor shall furnish the DOE COR with the designated contractor employee(s) name(s) and telephone number(s) to be contacted seven days a week, twenty four hours (24) a day to coordinate snow removal as necessary. Snow removal shall be implemented to ensure that the building premises will be acceptable for building access or occupancy by 6:00 a.m. of the day snow and/or ice removal is required. In the event that snow continues to fall throughout the day, snow removal will be continuous to ensure that during the day building egress and ingress will be maintained in a safe non-hazardous condition in accordance with Exhibit 6, or as specified by the DOE COR. During days that snow, freezing rain, sleet, ice conditions or a combination thereof is forecasted by the weather bureau, the contractor will take the initiative to have adequate personnel on standby status to meet the contract requirements to have the building ready to safely access by 6:00 the morning of the inclement weather conditions. These conditions of the readiness are expected to be met Monday thru Friday of each normal work day. The contractor, at their expense, shall furnish the equipment listed below to facilitate the snow removal program. The equipment is mandatory and is to be located and housed at the Forrestal building beginning November 15 to April 15 of each contract year as applicable.

Quantity	Equipment
24	Snow Shovels
6	Automatic Hand Held Salt/Sand Spreaders
1	Gas Operated Leaf Blower

1	4-Wheel Drive Vehicle with hyrdraulic operated snow blade
1	High capacity walk behind or medium size riding tractor with snow blade
1	Two Stage Snow Blower
1	Gravely snow blower, Model 12-5
2 Tons	Sand
300 lbs.	Ice Melt Products for varying temperatures

All equipment shall be maintained, operated, and stored in a safe manner defective equipment shall be repaired or replaced within 48 hours, at the Contractor's expense. All equipment must be approved by the DOE COR.

(5) The contractor shall require all employees, including supervisors to wear distinctive uniform clothing for ready identification; and assure that every employee is in uniform not later than ten (10) working days from the date an employee first enters duty. Employees shall wear uniforms consisting of shirts and trousers, coveralls or smocks for men, and dresses, skirts and blouses, slacks or smocks, as appropriate, for women. The uniform shall have the contractor's name, easily identifiable, affixed thereon in a permanent or semi-permanent manner such as badge or monogram. Any color or color combination, as appropriate, may be used for uniforms except gray. Employees shall be required to dress neatly, commensurate with the tasks being performed. Uniforms shall be furnished at the expense of the contractor.

(6) The contractor shall provide and ensure that employees wear high-reflective vests or similar highly reflective garment when working in the garage, on a street, on a sidewalk, on a driveway, etc. This includes, but is not limited to, sweeping, trash pick-up, snow removal, etc.

(7) The contractor shall provide and ensure the proper storage and use of personal protective equipment in the performance of their employee's tasks. This includes protective eyewear and handwear.

(8) The contractor shall arrange to have one month of cleaning supplies on hand at all times to include soap, toilet and hand tissue, wax, stripper, etc. These items will be inspected weekly by the COTR

to ensure availability.

(9) The contractor shall provide restroom deodorizers where necessary. The room deodorizers shall be in approved containers and shall not be hazardous to the public restroom patrons.

(10) The contractor shall arrange with the telephone company for the installation at his expense of private outside business phones for use in making calls outside the building.

7. Qualifications for other Contractor Personnel

A. The personnel employed by the contractor shall be capable employees, trained and qualified in custodial type work. The building shall be fully staffed beginning the first day of work under the contract and initially not less than 50 percent of the staff shall be trained and experienced cleaning personnel who will exhibit the capability of operating with a minimum of supervision. The remainder of the staff shall be fully trained and qualified within 30 calendar days after the effective date. All personnel will receive close and continuing first-line supervision by the contractor.

B. The contractor shall provide two supervisors for the day shift and two supervisors for the evening shift. One of the supervisors can be the On-site Manager.

C. At least one supervisor on each shift and three employees shall maintain a Q clearance for purposes of escorting, supervising and performing work, including pest control and window washing, inside secured areas. The paperwork for the Q clearance shall be submitted within 90 days after the effective date or after a Q cleared individual has left or been denied the clearance.

8. Scheduling Work and Reporting Requirements

A. Five work days prior to the contract effective date, and annually thereafter, if options are exercised by the Government, the contractor shall submit to the DOE COR an annual schedule of all daily and periodic cleaning. The daily cleaning schedule shall include specific areas, day of week and time of day work will be provided. Daily cleaning is defined as services performed every 10 days or more frequently. The

periodic cleaning schedule shall include specific areas and dates. Periodic cleaning is defined as work required for performance monthly or less frequently.

B. The contractor shall submit to the DOE COR a daily work report of the jobs performed for comparison with the scheduled requirements. The GSA Form 64, Periodic Building Cleaning Work Assignment and Report - Attachment D, or an equivalent substitute approved by the DOE COR shall be used for this purpose. GSA Form 64's will be furnished by the Government. The report shall include all periodic work performed. Such reports will specify the location where the work has been completed, for example; that rooms have been stripped and re-finished; that rooms have been damp mopped and spray buffed; that high cleaning has been performed in rooms etc. A section shall also be included in this report to cover the work proposed to be done the following work day. The DOE COR will examine the contractor's work and work report daily.

C. In case snow and ice removal is required or an emergency condition exists, (such as flooding within a section of the building), the contractor shall divert his force, or such part thereof as deemed necessary by the DOE COR, from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the contractor to return to their normal duties. If the Government is excused, the contractor's workers are expected to work.

9. Quality Control Program.

The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Within 5 work days prior to the effective date of the contract, the contractor shall submit a copy of the program to the DOE COR. The program shall include, but not be limited to the following:

A. An inspection system covering all the services stated in the Cleaning Requirements section of this contract. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections, and the name(s) of the individual(s) who will perform the inspection(s).

B. The checklist shall include every area of the operation serviced by the contractor as well as every task required to be performed.

C. A system for identifying and correcting deficiencies in

the quality of services before the level of performance becomes unacceptable and/or the Government inspectors point out the deficiencies.

D. A file of all inspections conducted by the contractor and the corrective action taken. This documentation shall be made available to the Government during the entire term of the contract and until such time as the contract is closed out.

10. Government Inspectors

The DOE COR shall provide the contractor with all deficiencies found by Government Inspectors. Deductions shall be taken for all daily cleaning deficiencies. The contractor shall be given (3) working days to correct all deficiencies other than daily cleaning items before deductions are taken.

11. Payment of Postage and Fees Related to the Contract

All postage and fees related to submitting information, including forms, reports, etc., to the Contracting Officer or the DOE COR shall be paid by the contractor.

12. INSPECTION PROCESS

Periodic Cleaning

The contractor agrees to the following inspection process under the contract. The DOE will use GSA form #64 for periodic cleaning under the contract. The frequency of the cleaning is detailed in the statement of work. Periodic cleaning is normally once every two weeks, monthly, quarterly, twice each year and once a year. The contractor will provide the GSA form 64s to the COR within seven calendar days after award of the contract and within the first seven calendar days of the beginning of each option period. The contractor will also provide GSA form 64s to the COR by 8:30 a.m. the next business day to the COR after the completion of each "periodic cleaning".

The DOE COR will note acceptable performance on the GSA form 64. The DOE COR will also note unacceptable performance on the GSA form 64 and return the form to the contractor for correction. The contractor has five work days to correct unacceptable work, note the correction of the work on the GSA form 64 and return the form to the COR by 8:30 a.m. on the next business day after the work is completed. Work that remains unacceptable will be computed on the deduction table and a deduction taken on the current or the next invoice provided by the contractor.

Daily Cleaning

The DOE will inspect daily cleaning by the contractor using GSA form # 1181-A (Daily inspection). Inspected work that is acceptable will be noted as such on the GSA form #1181-A. Daily inspected work that is unacceptable will also be noted on GSA form#1181-A and a deduction will be computed from the deduction table. The contractor is not given the opportunity to correct unacceptable daily work requirements. Deductions will be taken against an outstanding or the next invoice from the contractor.

Deduction Form

The DOE will use GSA- NCR form # 1378 to document the deductions taken for unacceptable work.

The contractor agrees that deductions taken for unacceptable work is not subject to the Disputes Clause FAR 52.233-1.

B.11 DEDUCTIONS

The DOE will advise the contractor by letter of any deductions the Government intends to take in accordance with the Deduction Price Table.

The Contractor may, within five (5) working days of receipt of the notification deductions, present to the Contracting Officer, specific reasons why any or all of the proposed deductions are not warranted. The contractor must provide specific facts for each deduction which justify reconsideration of the proposed amount to be deducted. If the contractor fails to specifically respond in full compliance with the requirements of this clause within five work days of receipt of this letter, then the deductions will become final. It is agreed that the deductions are not subject to the disputes clause of this contract after the five work days period has elapsed.

1. Application of Criteria for Deductions

A. *Toilet Cleaning.* In instances where toilet rooms are not satisfactorily cleaned or policed and serviced in accordance with Exhibit 2, deductions shall be made for the entire room at the rate indicated in the Deduction Price Table, multiplied by the number of fixtures in the toilet room (toilets, urinals, washbasins and shower stalls).

B. *Room Cleaning.* In instances where room cleaning has not been satisfactorily performed as determined by the DOE COR, a deduction for the entire room area shall be made at the rate indicated in the Deduction Price Table (Note: In large open areas, the building support column or other obvious

dividers will be considered in determining the composition of an individual office when deductions are being made.)

C. *Work Required Daily, Every Two Weeks, or More Frequently.* If the Contractor fails to perform the requirements of the statement of work a deduction(s) shall be made covering the cost of the service omitted or not satisfactorily performed from the contractor's invoice(s). Costs to be deducted under this paragraph will be determined by using item unit costs shown in the Deduction Price Table.

D. *All Other Work (Miscellaneous).* Except for Safety and Health violations which shall be deducted on a per item per day basis, all other omitted or unsatisfactory work not specifically listed in paragraph C above will be deducted at the hourly rate indicated in the Deduction Price Table or at the cost incurred by the Government in acquiring the services by other means.

2. Area Reductions

When blocks of space totaling 5,000 square feet or more are expected to remain unoccupied for 30 calendar days or longer, deductions will be made from the contractor's monthly invoice. The DOE COR will notify the contractor project manager in writing not less than 3 working days prior to the effective date the areas are to be deleted, or returned to the normal cleaning schedule. The 5,000 square feet may be made up of small blocks of space. Subsequent blocks of space under 5,000 square feet may be added after the initial 5,000 square feet threshold is met.

Deductions for Space Reductions Shall Be Computed as Follows:

1) The total number of square feet occupied shall be divided by 2,500 to reflect the approximate number of hours in which the cleaning effort will be reduced. (2,500 represents the approximate number of square feet an employee can accomplish in a one hour period.)

2) The total number of daily hours as determine in paragraph one above multiplied by the minimum hourly wage rate for janitors as established by the U.S. Department of Labor, Wage and Hour Division, will be utilized to determine the deduction rate per day.

3) The Deduction rate per day as established under Paragraph (2) shall be multiplied by the number of days the space was not occupied. This will determine the total dollar deduction to be taken.

4) In the event an entire floor, wing, or any other area not specifically addressed above becomes unoccupied, the Contracting Officer will negotiate a modification to the contract to reflect a decrease in price.

3. Reserved

4. Withholding Payment for Non-Submission of Work Schedules.

If the Contractor fails to submit the scheduled work and reporting requirements (Clause B.10, Item 8) and an acceptable quality control program (Clause B.10, Item 9), all payments will be withheld until the schedules and quality control program is received and approved by the DOE COR.

DEDUCTION PRICE TABLE
COST PER 1,000 SQUARE FEET

1. ROOM CLEANING	BASE PERIOD	1ST OPTION	2ND OPTION	3RD OPTION	4TH OPTION
General Office - bare floor	$17.96	$18.50	$19.05	$19.63	$20.21
General Office - carpeted	$17.96	$18.50	$19.05	$19.63	$20.21
Library Space	$9.55	$9.84	$10.13	$10.44	$10.75
Conference Rooms	$17.77	$18.30	$18.85	$19.42	$20.00
Classrooms	$21.51	$22.15	$22.82	$23.50	$24.21
Health units, clinical areas & clinical labs	$21.22	$21.85	$22.51	$23.19	$23.88
Active file areas	$9.55	$9.84	$10.13	$10.44	$10.75
Storage - active	$2.84	$2.93	$3.02	$3.11	$3.20
Executive Space	$23.06	$23.75	$24.47	$25.20	$25.96
Postal Workrooms	$15.39	$15.85	$16.33	$16.82	$17.32
Machine sweeping	$ 8.61	$ 8.87	$ 9.14	$ 9.41	$ 9.69
Policing	$ 1.14	$ 1.18	$ 1.21	$ 1.25	$ 1.29
2. FLOOR MAINTENANCE					
Spray buff lobbies	$21.30	$21.94	$22.60	$23.28	$23.97
Spray buff corridors	$21.30	$21.94	$22.60	$23.28	$23.97
Spray buff rooms	$43.06	$44.36	$45.69	$47.06	$48.47
Spray buff ADP rooms	$43.06	$44.36	$45.69	$47.06	$48.47
Spray buff health units	$43.06	$44.36	$45.69	$47.06	$48.47
Strip and re-finish corridors and lobbies	$134.98	$139.03	$143.20	$147.50	$151.92
Strip and re-finish rooms	$140.41	$144.62	$148.96	$153.43	$158.03
3. LOBBY AND CORRIDORS					
Lobby and entrance cleaning	$1.84	$1.90	$1.96	$2.01	$2.08
Corridor sweeping and damp mopping	$1.57	$1.61	$1.66	$1.71	$1.76
Corridor vacuuming	$7.40	$7.62	$7.85	$8.08	$8.32
Corridor carpet - shampoo	$89.69	$92.38	$95.15	$98.01	$100.95
4. MISCELLANEOUS					
High cleaning (including -V blind dusting)	$12.67	$13.05	$13.44	$13.84	$14.26
Garage scrubbing	$13.96	$14.38	$14.81	$15.25	$15.71
Garage policing	$1.14	$1.18	$1.21	$1.25	$1.29
Garage manual sweeping	$7.40	$7.62	$7.85	$8.08	$8.32

Garage machine sweeping	$8.61	$8.87	$9.14	$9.41	$9.69
Loading dock scrubbing	$13.96	$14.38	$14.81	$15.25	$15.71
Carpet spot cleaning	$0.43	$0.45	$0.46	$0.47	$0.49
Manual sweeping	$7.45	$7.67	$7.90	$8.14	$8.38
5. TOILETS (COST PER FIXTURE)					
Cleaning or servicing	$3.32	$3.42	$3.52	$3.62	$3.73
6. ELEVATORS (COST PER FIXTURE)					
Cleaning	$10.99	$11.32	$11.66	$12.01	$12.37
7. STAIRWAYS & ESCALATORS (COST/ FLIGHT)					
Sweep & dust stairways	$4.28	$4.41	$4.55	$4.68	$4.82
Mop stairways	$13.83	$14.25	$14.68	$15.12	$15.57
Clean escalators	$13.83	$14.25	$14.68	$15.12	$15.57
8. WINDOW BLINDS (COST/BLINDS)					
Washing	$17.76	$18.29	$18.84	$19.40	$19.99

9. Deductions for Other Work (Miscellaneous) and for not providing Mandatory Minimum Number of 340 Hours (not including Saturday, Sunday or Holidays - See Clause C.11) and for not providing the Mandatory Minimum of 44 Utility Hours per work day - This deduction also applies to any other omitted or unsatisfactory work not specifically listed above, or which does not clearly fall into one of the above categories will be deducted at the hourly rate indicated below or at the cost incurred by the Government in aquiring the service by other means.

Per Labor Hour	$20.34	$20.95	$21.58	$22.23	$22.90

10. Deductions for Snow Removal, Insect and Rodent Control and Window Cleaning - In instances where the contractor fails to provide the services as stated in the statement of work, the Government shall acquire the service by other means and all costs associated with contracting for these services will be charged to the contractor.

11. Deductions for Health and Safety Infractions - In instances where the contractor is cited on the inspection report for a Health and/or Safety Violation infraction the contractor will be given a deduction of $50.00 per infraction.

12. Deduction for Property Damaged. If property is damaged by the contractor's personnel, the cost to replace the property shall be charged to the contractor.

EXHIBIT 1

BUILDING INFORMATION 1/1/99

Building: Forrestal

A. Building Data:

Location: 1000 Independence Avenue S.W., Washington, D.C.
Height of building: 116 feet
Depth of Moats: 15 feet
Number of Stories: 10
Building Completed: 1969
Population: 4300
Official working hours of building occupants: 7 a.m. to 5:30 p.m.

B. Building Statistics:

Gross 4/	1,746,651	SF
Occupiable area 4/	1,145,680	SF
Net Cleaning area 1/	1,372,801	SF
Gross area of main corridor 2/	65,445	SF
Gross area of main corridor (carpeted)	0	SF
Gross area of secondary corridor	137,430	SF
Gross area of secondary corridor (carpeted)	16,052	SF
Gross area of lobbies and entrances 3/	20,000	SF
Toilet fixtures	929	Fixtures
Exterior windows 4/	3,296	Windows
Plate glass	62,680	SF
Venetian Blinds 4/	2,672	Blinds
Executive Space/Priority Space		
**Bare floor	1,350	SF
Carpeted	94,758	SF
General Office, file rooms, libraries, conference rooms, etc.		
**Bare floor	312,231	SF
Carpeted	752,012	SF
ADP (raised floor area)	30,765	SF
Printing Plant	6,600	SF
Vending area	0	SF
Health Unit Area	3,225	SF
Storage Space	11,680	SF
Stairways (flights)	103	Flights
Passenger elevators	25	Elevators
Freight elevators 4/	5	Elevators
Escalators	8	Escalators
Garages		
Ramps, Loading Dock Garage and Platform	31,403	SF
Main Garage	196,311	SF
Total rugs and carpet in building	862,822	SF

**Includes 1,350 square feet of mail rooms.
(Does not include ADP, Garage, Garage ramps or mechanical areas)

C. Cafeteria, Kitchen, Ground Floor Snack Bar:

Carpeted	13,909	SF
Bare floor	26,114	SF
Toilets	4	
Fixtures	20	

D. Daycare Center:

Gross square footage	8,004	SF
Occupiable square foot	7,788	SF
Bare floor	1,350	SF
Carpeted	6,438	SF
Toilets Fixtures	17	
Windows	61	
Venetian Blinds	28	

E. Outside Grounds:

Outside area to be policed	581,815	SF
Turf area	42,138	SF
Edging	N/A	SF
Shrubs	N/A	
Trees	N/A	
Parking lot area SOUTH - OUTSIDE	24,420	SF
Vehicular courts	N/A	SF

Footnotes:

1/ That part of the building that is to be cleaned by the contractor. This includes: corridors, entrances, lobbies, office space, daycare center, cafeteria and food service areas, storage space, garage and ramps within the building.

1,392,097 square feet

2/ Main corridors are normally defined as those corridors located on the first or ground floors of a building or those that serve as primary entrances or exit areas. High volume traffic areas, i.e., corridors adjacent to large cafeterias are identified as main corridors. The following are designated as main corridors:

(a) North Building - Ground Floor, 4th Floor and 7th Floor
(b) South Building - First Floor; 4th Floor ground and basement floors
(c) West Building - First and ground floor
(d) Vending areas are included in the net cleaning area

3/ Main entrances are defined as entrances where traffic volume is highest; where the majority of the building occupants or the general public pass through these areas either to transact

business within the building or arrive at their normal work stations. The following are designated as main entrances:

(a) West Building - First and second floor
(b) North Building - First and basement floors
(c) South Building - First floor

4/ Includes the Cafeteria, Kitchen, and Ground Floor Snack Bar.

5/ Includes 2 between Cafeteria and Kitchen

6/ Includes the 9th Street Earth Day Park on the East Side of the Forrestal Building which is 360 feet by 50 feet (18,000 square feet) as well as 8000 square feet around the Child Development Center.

EXHIBIT 2

CLEANING WORK REQUIREMENTS INDEX

Item Number	Area
1	Toilet Rooms
2	Room Cleaning, ADP Areas, and Health Units
3	Entrances, Main Lobbies and Corridors
4	Entrances, Secondary Lobbies and Corridors
5	Stairways
6	Loading Areas
7	Passenger Elevators
8	Freight Elevators
9	Escalators
10	Ash Receptacles
11	Drinking Fountains
12	Guard Booth
13	Exterior Cleaning
14	Public Telephone Areas
15	Storage Areas
16	Entrance/Elevator Rugs
17	Window Blinds
18	High Cleaning
19	Hard Floor Maintenance
20	Floor Mats
21	Garage Areas
22	Utility Services
23	Miscellaneous Services
24	Special Job Requirements
25	Window and Glass Cleaning
26	Snow Removal
27	Insect and Rodent Control
28	Cafeteria Cleaning
29	Daycare Center

EXHIBIT 3

CLEANING WORK AND QUALITY REQUIREMENTS

1. Toilet Rooms: (Includes private toilet rooms, shower stalls, and locker rooms)

A. Daily:

(1) SWEEPING AND SCRUBBING: Sweep and mop utilizing a cleaner - disinfectant. The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an appearance of overall cleanliness. All surfaces shall be dry and corners clean. Pilaster bases shall be free of chemical residues.

(2) FIXTURE CLEANING: Clean all fixtures including metal/chrome surfaces, water- closets, urinals, washbasins, shower stalls including curtains and doors, mirrors, waste receptacles, shelving, lockers, dispensers and wash wall tile surfaces, utilizing a cleaner-disinfectant. Raise water closet seats. Fixtures and surfaces (washbasins, urinals, toilets, shower stalls , etc.) Shall be clean and bright; there shall be no spots, stains, rust, green mold, encrustation or excess moisture.

(3) SERVICING: Empty waste receptacles. Service/supplies paper towel, soap, toilet tissue, feminine products, and seat cover dispensers. Empty, clean and disinfect sanitary napkins receptacles; replace soiled bags with new ones. Collect soiled bags in separate containers for disposal. All supplies shall be provided (soap, paper towel, sanitary napkins, toilet tissue and seat covers). Waste receptacles shall be emptied and sanitary napkin receptacles emptied, cleaned, disinfected with new bags inserted. All dust residue including dust generated by paper towels and toilet tissue shall be removed.

(4) SPOT CLEANING AND THOROUGH DUSTING: Spot clean other surfaces and dust horizontal surfaces. Smudges, marks or spots shall have been removed without causing unsightly discoloration. There shall be no dust streaks. Corner, crevices, moldings and ledges shall contain no oils, spots or smudges on dusted surfaces caused by dusting tools. When inspected with a flashlight, there shall be few traces of dust on any

surfaces.

(5) POLICING: During the day, empty waste receptacles and service dispensers; police rooms and clean washbasins as traffic demands. Toilet rooms shall be free of all paper trash, empty bottles and other discarded material. All dispensers shall be filled as traffic demands.

B. Weekly:

DAMP-WIPING AND SPRAY BUFFING: Damp mop and spray buff all resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished areas should have a uniform luster.

C. Every Two Weeks:

DAMP-WIPING: Damp wipe the full surface area of all stall partitions, doors, window frames, sills and wastepaper receptacles utilizing a multi-purpose, disinfectant-deodorizer cleaner. All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the surfaces.

D. Monthly:

FLOOR MATS/SHOWER STALL AREA: Floor mats shall be cleaned monthly with high pressure water or steam machine to remove all soap scum and free mats of any foreign matter.

E. Quarterly:

CLEANING: Wall tile surface shall be polished and free from any and all dirt, dust, water stains, spots, streaks and smudges.

F. Semi-annually:

(1) Grout Cleaning: Use a grout cleaner to whiten the grout between the tiles on walls and floors.

(2) STRIPPING: Strip and apply four coats of floor finish to hard and resilient floors. All old finish or wax should have been removed. There shall be no evidence of gum, rust, burns, or scuff marks. There shall be no buildup in corners or crevices.

(3) FINISHING: Walls, baseboards and torn surfaces shall be free of finish residues and marks from the

equipment. Floors shall be free of streaks, mop strand marks and skipped areas.

G. End of Contract Period: The contractor shall service all toilet rooms to maximum capacity during the afternoon of the last day of the contract period. Dispenser stock of paper supplies and hand soap remaining at the termination of the last official work day shall not be removed.

2. Room Cleaning: (Includes all office areas, classrooms, file rooms, libraries, conference rooms, ADP areas, health units, executive space and the corridor space adjacent to these areas.)

A. Daily:

(1) SOLID WASTE COLLECTION: All solid waste generated in the building except solid wastes generated in the cafeteria, if any, shall be collected and removed to storage areas designated for trash by the Contracting Officer's Technical Representative. Empty wastebaskets and remove trash during normal working hours. All trash is to be collected and removed by 3:30 p.m. daily. If the collection and removal cannot be accomplished by the designated time, the DOE COR should be notified. (Note: Carts and containers used for the collection and/or storage of waste material shall be non-combustible or flame resistant construction.)

(2) RECYCLING STORAGE AREA: Clean the rooms used for the collection of solid wastes. Wash or steam clean all cans used for collection of food remnants, inside and out.

(3) PORCELAIN WARE CLEANING AND DAMP WIPING (MIRRORS): Clean washbasins and mirrors, damp wipe and dry as necessary and supply paper towels where dispensers are provided. Washbasins shall be clean and bright; there shall be no dust, spots, stains, rust, mold, encrustation or excess moisture. Mirrors shall be clean and free of dirt, dust, streak and spots.

(4) IN EXECUTIVE SPACE, AND HEALTH UNITS/CLINICAL AREAS:

(a) DUSTING, VACUUMING AND SWEEPING: The horizontal surfaces of all furniture within approximately 70" of the floor shall be dusted with a treated dust cloth and the full rug area vacuumed and full floor area swept with a treated sweep mop.

Available horizontal surfaces shall be free of obvious dust, dirt and other debris. Carpet surfaces shall be free of obvious dirt, dust and other debris. Floor surfaces shall be free of obvious dirt, streaks, and spots.

(b) DAMP WIPING (GLASS DESK TOPS): Glass tops shall be cleaned with an untreated cloth. Glass desk tops shall be free of dirt, streaks and spots.

(5) IN ADP SPACE:

(a) SWEEPING AND VACUUMING: Sweep or vacuum full floor area. Floor surfaces shall be free of obvious dirt, streaks, and spots. Carpet surfaces shall be free of obvious dirt, dust and other debris.

(b) DUSTING: Dust the horizontal surface of all furniture. Available horizontal surfaces shall be free of obvious dust, dirt and other debris.

(6) INTERIOR GLASS CLEANING: Clean both sides of plate glass entrance doors to offices within the building. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime and shall not be cloudy.

(7) CARPET SPOTTING: Spot carpet to remove all stains. Excessive buildup or crusted material shall have been removed along with spots, smears, and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. Cleaning areas shall blend with adjacent carpet areas.

B. Four Times a Week:

(1) General office, file rooms, libraries, conference rooms, and other similar space, but excluding executive space, health units/clinical areas or other special areas which are done on a more frequent and/or more thorough basis.

(a) DUSTING: Horizontal surfaces of desks shall be dusted with a treated dustcloth. Available horizontal surfaces shall be free of obvious dust, dirt and other debris.

(b) DAMP WIPING (GLASS DESK TOPS): Glass tops shall be cleaned with an untreated cloth. Glass desk tops shall be free of dirt, streaks and spots.

(c) SPOT CLEANING AND SPOT VACUUMING: The floor area shall be spot cleaned, swept or vacuumed to remove obvious surface direct from traffic areas and from under furniture. Exposed floor surfaces are to be swept in accordance with the above requirement. Floor surfaces shall be free of obvious dirt or debris, unsightly carpet spots shall be removed as necessary. Carpet surfaces shall be free of obvious dirt, dust and other debris.

C. Weekly:

(1) General office, file rooms, libraries, conference rooms, and other similar space, but not excluding executive space, health units/clinical areas or other special areas which are done on a more frequent and/or more thorough basis.

(a) THOROUGH DUSTING: Thoroughly dust all horizontal surfaces of chairs, tables, files, bookcases, window sills, and other misc. furniture with a treated dust cloth. There shall be no dust streaks. Horizontal surfaces shall be free of all dust. There shall be no oils, spots or smudges on dusted surface caused by dusting tools.

(b) THOROUGH SWEEPING AND VACUUMING: Thoroughly sweep or vacuum the full floor area. Bare floor areas shall be swept with a treated mop. Floors shall be cleaned and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

Carpets, including corners, shall be clean and free from dust balls, dirt, and other debris. Nap on carpets shall lie in one direction upon completion of the vacuuming task.

(c) SWEEPING, DAMP MOPPING AND SPRAY BUFFING: In between the normal semi-annual stripping and applying of floor finish, hard and resilient flooring in all office areas, file rooms, libraries, and conference rooms shall be swept, damp mopped, and spray buffed. Floor surfaces shall be free of obvious dirt, streaks, and spots. Damp mop and spray buff all resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished areas should have a uniform luster.

(d) SWEEPING AND BUFFING (WOOD FLOORS): All wood flooring within office space, file rooms, etc. shall be swept with a treated dust mop and buffed. Floors shall be free of dirt, dust and other trash and debris. Floors shall have a uniform luster.

(2) Executive Space, ADP, Health Units and Clinical Areas:

(a) THOROUGH DUSTING: Vertical surfaces and under surfaces (kneewells, chair rungs, table legs, etc.) shall be thoroughly dusted. There shall be no dust streaks. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

(b) DAMP WIPING: Glass in doors, partitions, pictures and bookcases shall be damp wiped. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime, and shall not be cloudy.

(c) Executive space only - vertical and horizontal surfaces of all furniture shall be thoroughly dusted and polished.

(d) SWEEPING, DAMP MOPPING AND SPRAY BUFFING: Hard and resilient floors shall be swept, damp mopped, spray buffed and swept after buffing. Floor surfaces shall be free of obvious dirt or debris. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from equipment. The finished area shall have

uniform luster.

(e) SPOT CLEANING: In executive space and ADP areas spot clean all wall surfaces within approximately 70" of the floor. Smudges, marks or spots shall be removed without unsightly discoloration.

D. Monthly

THOROUGH DUSTING AND DAMP WIPING: In office space, libraries, conference rooms, etc., except storage space, all other wall surface within approximately 70" of the floor, vertical surfaces, and under surfaces (kneewells chair rungs, table legs, etc.) shall be thoroughly dusted. All glass in doors, partitions, pictures, and both sides of bookcases shall be damp wiped. There shall be no dust streaks. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots, and grime, and shall not be cloudy.

E. Quarterly: (Every 90 calendar days)

WAXING AND BUFFING: Wood flooring in all office space, file rooms, libraries, conference rooms, and normal traffic areas in public space shall be cleaned using a solvent wax and buffed. In areas with rugs, the rugs shall be turned back to permit the finishing operation to be performed underneath the rug for at least one foot from the edge. Water solutions shall not be used on wood flooring. Walls, baseboards and other surfaces shall be free of wax residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

F. Semi-Annually:

(1) STRIPPING: Resilient and hard flooring in all office space, file rooms, libraries, conference rooms. ADP and other heavy traffic areas, as specified in the Building Information Sheet, shall be stripped and four coats of floor finish applied. In the areas with rugs, the rugs shall be turned back to permit the finishing operation to be performed underneath the rug for at least one foot from the edge. All old finish, or wax shall be removed prior to the application of new wax or finish. There shall be no evidence of gum, rust, burns or scuff marks. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

(2) CLEANING EMERGENCY EXIT DOORS: Wash or damp wipe door knobs, push bars, kickplates, railings, and other metal surfaces. Metal surfaces shall have a polished and lustrous appearance.

G. Services to be performed, as required, to maintain quality standards:

(1) CLEANING WASTEBASKETS: Wash or damp wipe the inside and outside of waste baskets as necessary to keep them in an acceptable condition. Waste baskets shall be free of dust, debris and residue.

(2) CLEANING WOOD PANELING: Wipe down and treat surfaces of paneling. All paneling shall be free of dust, smears, smudges and fingerprints etc.

3. Main Entrances, Main Lobbies, and Main Corridors: (Includes lounges in restrooms adjacent to corridors)

A. Daily

(1) THOROUGH SWEEPING AND VACUUMING: Sweep bare floors and vacuum carpeted floor area. Clean and polish metal door knobs, push bars, kick plates, railings and other metal surfaces. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors. Carpets shall be clean and free from dust balls, dirt and other debris, nap on carpets shall lie in one direction upon completion of the vacuuming task.

(2) METAL AND WOOD POLISHING: Clean and polish wood handrails, doors and other wood surfaces. Metal surfaces shall be free of smears, stains and finger marks. They shall be clean and bright and polished to a uniform lustre. Wood surfaces shall be cleaned and free of smudges and residue.

(3) SPOT CLEANING AND THOROUGH DUSTING: Clean spots and marks off walls, displays and cabinetry, dust all surfaces within approximately 70" from the floor. Smudges, marks or spots shall be removed without causing unsightly discoloration. There shall be no streaks. Corners, services, moldings and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

(4) DAMP MOPPING AND SPRAY BUFFING: Sweep, Damp mop and

spray buff all hard and resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls baseboards and other surfaces shall be free of splashings and markings from rubber heel marks as well as equipment tire marks. The finished area should have a uniform luster.

(5) GLASS CLEANING: Clean both sides of door glass surrounding entrance doors. All glass shall be clean and free of dirt, grime, dust, streaks, watermarks and spots and shall not be cloudy.

B. Monthly

(1) CLEANING THRESHOLDS: Clean and polish metal door thresholds. Thresholds shall be clean and free of oil, grease, dirt and grime.

(2) DAMP WIPING (MARBLE WALLS AND WAINSCOTING): Damp wipe and polish marble wall surfaces and stone wainscoting. Surface shall be clean and free of hand marks, smudges, dirt, dust and spots.

(3) STRIPPING AND FINISHING: Strip and apply four coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidence of gum, rust, burns, or scuff marks. Water solutions shall not be used on wood flooring. Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

4. Secondary Entrances, Secondary Lobbies and Secondary Corridors: (Includes lounges in restroom adjacent to corridors)

A. Daily

THOROUGH SWEEPING AND VACUUMING: Sweep and spot mop bare floors and vacuum carpet floor area. Floors shall be clear and free of trash and foreign matter. No dirt shall be left in corners, behind radiators or behind doors. Carpets shall be clean and free from dust balls, dirt and other debris.

B. Weekly

(1) SWEEPING, DAMP MOPPING AND SPRAY BUFFING: Sweep, damp mop and spray buff all hard resilient floors. Floors

shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area shall have a uniform luster.

(2) POLISHING: Polish kick plates, push plates, push bars, handrails, door knobs and other metal surface. Metal Surfaces shall have a polished and lustrous appearance.

C. Monthly

GLASS CLEANING: Clean both sides of entrance door glass and glass surrounding entrance doors. All glass shall be clean and free of dirt, grime, streaks, dust, watermarks and spots and shall not be cloudy.

D. Quarterly

(1) CLEANING THRESHOLDS: Clean and polish metal door thresholds. Thresholds shall be clean and free of oil, grease, dirt and grime.

(2) DAMP WIPING (MARBLE WALLS AND STONE WAINSCOTING): Damp wipe and polish marble wall surfaces and stone wainscoting. Surfaces shall be clean and free of hand marks, smudges, dirt, and spots.

(3) STRIPPING AND FINISHING: Strip and apply four coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidence of gum, rust, burns or scuff marks. Water solution shall not be used on wood flooring. Walls, baseboard and other surfaces shall be free of finish residue marks from the equipment. Floors shall be free of streaks, mop strand marks and skipped areas.

(4) SEALING: Strip, seal and apply four coats of finish to hard floors. Sealant must adhere to floor. All floor areas must be evenly coated. Spots and stains shall be eliminated.

5. Stairways:

A. Daily

(1) SWEEPING OR VACUUMING STAIRWAYS: Sweep or vacuum stair landings and steps. Landing and treads shall be free of dirt, dust and other foreign matter.

(2) DUSTING: Dust railing, ledges, grilles, fire apparatus,

doors, radiators and light surfaces. Railing, ledges, grilles, fire apparatus, doors and radiators shall be dust free.

B. Every Two Weeks

(1) WET MOPPING OR SCRUBBING: Scrub steps, risers and landings. Steps, risers and landings shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleaniness. All surfaces shall be dry and the corners clean.

(2) BRIGHT METAL POLISHING: Polish bright metal and woodwork. Bright metal surfaces shall have a polished and lustrous appearance. Surfaces shall be free of dirt, dust, streaks, and spots.

(3) SPOT CLEANING: Spot clean walls to a height of approximately 70 inches. Smudges, marks, or spots shall be removed without causing unsightly discoloration.

6. Loading Areas: (Includes platforms and docks)

A. Daily

SWEEPING: Sweep. Loading areas shall be clean and free of trash, debris and foreign matter. No dirt shall be left in corners, crevices or where sweepings were picked up.

B. Every Two Months

WET MOPPING OR SCRUBBING: Scrub. Area shall be clean and free of dirt, string, gum, grease, tar, oil spots, etc, and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean. Includes the removal of dirt, gum, grease, tar, oil spots, etc.

C. Semiannually

SEALING: Scrub, Strip and Seal walking surfaces. Sealant must adhere to floor. All floor areas must be evenly coated. Spots and stains shall be eliminated.

7. Passenger-Elevators:

A. Daily

(1) CLEANING INTERIOR AND EXTERIOR ELEVATOR SURFACES:

Clean all surfaces in the interior of the car, including floor track. Clean exterior surfaces of all floors and frames. All vertical and horizontal surfaces shall be clean and free of dirt and dust. Surfaces shall be clean and free of finger marks and smudges. Floor tracks shall be clean and free of cigarette butts, matches, dirt and grime.

(2) BRIGHTMETAL POLISHING: Polish bright metal surfaces. Bright metal surfaces shall have a polished and lustrous appearance.

(3) VACUUMING: Vacuum carpets. Elevator carpets shall be free of dust balls, dirt and other debris.

(4) DAMP MOPPING AND SPRAY BUFFING: Damp mop and spray buff resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from the equipment. The finished area should have a uniform luster.

B. Semi-Annually

STRIPPING AND FINISHING: Strip and apply four coats of finish to all hard and reilient floors. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidences of gum, rust, or scuff marks. Doors, walls and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have uniform luster.

8. Freight Elevators:

A. Daily

SWEEPING (FREIGHT ELEVATORS): Sweep floors. Floors shall be clean and free of trash and foreign matter. No dirt shall be left on corners, crevices, door tracks or where sweepings were picked up.

B. Weekly

WET MOP OR SCRUB: Wet mop or scrub. All dirt, debris and residue shall be removed and present an overall appearance of cleanliness.

C. Semi-Anuually

STRIPPING AND FINISHING: Strip and apply four coats of floor

finish to all hard and resilient floors. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidences of gum, rust, or scuff marks. Doors, walls and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

9. Escalators:

Daily

CLEANING (ESCALATORS): Clean exposed surfaces of escalator areas, risers, and landings. Polish bright metal surfaces. Landings and treads shall be free of dust streaks, gum and other foreign substances.

10. Ash Receptacles:

Daily

CLEANING ASH RECEPTACLES: Empty and clean ash receptacles in all entrances and smoking areas. Cigarette butts, matches and other discarded material shall be removed from the receptacle and the receptacle wiped so that it is free of dust, ashes, odors, tar streaks and nicotine stains.

11. Drinking Fountains:

Daily

CLEANING DRINKING FOUNTAINS: Clean drinking fountains and replenish paper cups where dispensers are provided. The porcelin or stainless steel surface shall be clean and bright, and they shall be free of dust, spots, strains, and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustations. There shall be no mineral or calcium build-up on bubblers. Metal surfaces shall have a polished and lustrous appearance.

12. Guard Booths:

Daily

SOLID WASTE COLLECTION: Empty wastebaskets, dust horizontal surfaces of furniture, vacuum carpet and sweep floors. All solid waste shall be collected and removed to storage areas designed for trash by the Contracting Officer's Technical Representative.

Available horizontal surfaces shall be free of obvious dirt, dust and other debris. Floor surfaces shall be free of obvious dirt, dust and other debris.

13. Exterior Cleaning:

A. Daily

(1) SWEEPING (ENTRANCES, LANDING, STEPS, PATIOS AND ADJACENT SIDEWALKS): Sweep entrances, landings, steps and sidewalks adjacent to entrances in the morning before the occupants' official starting time as shown in Exhibit 1. Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked up.

(2) POLICING (GROUNDS AND SIDEWALKS): Police all sidewalks, parking areas, driveways, lawns, patios, etc. Areas shall be free of all paper, trash, empty bottles and other discarded materials.

B. Three Times a Week

(1) WASHING: Wash down with water hose, outside entrances in the morning before occupants' official starting time as shown in Exhibit 1.

(2) SWEEPING (OUTSIDE AREAS): Sweep sidewalks, patios, parking areas and driveways, including moats, arcades and courts, weather permitting. Areas shall be clean of all dirt and trash. No dirt shall be left where sweepings were picked up.

14. Telephone Areas (Public):

Weekly

CLEANING (TELEPHONE BOOTHS): Clean both sides of telephone areas. Polish metal surfaces. Wipe phone handset with disinfectant. All vertical and horizontal surfaces shall be clean and free of dirt, dust, streaks and spots. Metal surfaces shall have a lustrous appearance.

15. Storage Space:

Monthly

THOROUGH SWEEPING: Sweep the full floor area. Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind

doors.

16. Entrance and Elevator Rugs:

Quarterly

SHAMPOOING (ENTRANCE AND ELEVATOR RUGS): Clean, spot and shampoo entrance and elevator rugs as required to maintain quality standards but not less than four times a year. Rugs shall be clean and free of dirt, grime, stains, and excessive buildup and crusted material.

17. Window Blinds:

A. Upon Request

(1) WASHING (WINDOW BLINDS): Wash Window blinds as requested by the DOE COR. Both sides Window blind slats shall be clean and free of dust and water spots.

(2) DUSTING (WINDOW BLINDS): Dust Window blinds. Both sides of Window blind slats shall be free of dust as requested by the DOE COR.

18. High Cleaning:

Annually

HIGH CLEANING: Clean surfaces and objects in the building approximately 70 inches or more from the floor. This includes but is not limited to the wall and ceiling areas, ventilating and air conditioning outlets, transoms, clocks, ceiling moldings, tops of partitions, overhead pipes, wall fans, pictures plaques, wall or ceiling diffusers, file cases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transoms, clock glass, picture frames and glass, smudged areas surrounding air grilles, glass partitions, diffusers, etc. Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

19. Hard Floor Maintenance:

Annually

STRIPPING, SEALING AND FINISHING: Within the first 30 days of the effective date of the contract and any option period, strip, seal and apply four coats of floor finish to all hard floors such as brick, terrazzo, marble, ceramic tile, etc., in public areas, including primary and secondary corridors, loading dock, and

garage. Terrazzo, marble, resiliant tile and ceramic tile. All remaining resiliant office space floor tile shall be completed within the first 90 days. Floors shall be sealed with a high solids, slip resistant, penetrating sealer. All remaining hard floors (office space) shall be completed within 90 days as above. All old finish or wax shall be removed prior to application of new finish or wax. There shall be no evidence of gum, rust, burns or scuff marks. Sealant must adhere to the floor. All floor areas must be coated. Spots and stains will be eliminated. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

20. Floor Mats:

Services to be Performed as Required to Maintain Quality Standards

CLEANING (FLOOR MATS): During inclement weather, lay out floor mats provided by DOE in entrance way and lobbies. Clean, remove and store mats when no longer required. Stored mats shall be clean and free of dirt, grime, stains and excessive buildup and crusted material.

21. Garage Areas, Loading Dock Parking Areas, and South Parking Lot: (Note: Employees shall wear high visibility vests when working in the vehicle traffic areas)

A. Daily

POLICE: Police the parking area. Parking areas shall be free of all paper,trash, empty bottles and other discarded material.

B. Monthly

THOROUGH SWEEPING: Thorough sweeping. Parking areas and ramps shall be clean and free of trash and foreign matter. No dirt shall be left where sweepings were gathered.

C. Every Two Months

SCRUBBING (INTERNAL PARKING AREAS): Scrub floors. The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, oil spots, etc. and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

(2) Clean Mechanical Rooms (as requested, not more frequently than semi-annually). Sweep and mop floor areas of Mechanical Rooms. Empty trash receptacles.

(3) Special Trash Removals. Pull and empty large trash containers from corridors, as needed.

(4) Spot Cleaning. Spot clean walls and/or floors as needed.

(5) Sanitize Rooms. Clean hard surfaces with 10% bleach solution. Use HEPA vacuum carpet and fabric-covered surfaces.

(6) Other duties as assigned having to do with the operation of the Forrestal Building.

23. Miscellaneous Requirements:

A. Lights shall be used only in areas where and at the time when work is actually being performed. Lights are to be off when work is completed in unoccupied areas.

B. Mechanical equipment controls for heating, ventilation, and air-conditioning systems will not be adjusted by the workers.

C. Water faucets or valves shall be turned off after the required usage has been accomplished.

D. Windows shall be closed and lights and fans turned off when not in use.

E. Organize and train employees to participate in building fire and civil defense drills. Designate a primary and alternate meeting location. Ensure that everyone is accounted.

F. Report fires, hazardous conditions and items in need of repair to the DOE COR.

G. Lock rooms in security area after cleaning and return keys to designated office.

H. Turn in lost and found articles to the DOE COR.

I. Assign sufficient daytime staffing to be responsive to complaints related to cleaning.

J. Conserve water and electricity wherever possible.

K. Use environmentally-friendly products wherever possible.

24. Special Jobs/Requirements/Priority Areas:

Due to other than normal conditions, (types of occupancy, traffic, construction, priority areas, unusual design features, etc.) the following requirements are designated as special jobs and become a part of this contract.

A. Daily

(1) SOLID WASTE COLLECTION: Empty trash receptacles. All solid waste generated in the building, shall be collected and removed to storage areas designated for trash by the Contracting Officer's Representative.

(2) THOROUGH SWEEPING: Sweep floors and pick up trash. Floors shall be clean and free of trash and other foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

(3) THOROUGH DUSTING: Dust office furniture. There shall be no dust streaks. Corners, crevices, moldings, and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusted tools.

(4) PORCELIN WARE: Clean washbasins. Washbasins shall be clean and bright. There shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.

B. Weekly

DAMP MOPPING AND SPRAY BUFFING: Damp mop and spray buff all hard and resilient floors. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from the equipment. The finished areas shall have a uniform luster.

C. Semi-Annually

STRIPPING AND FINISHING: Strip and apply four coats of floor finish to hard and resilient floors. All old finish or wax shall be removed prior to the application of new finish or wax. There shall be no evidence of gum, rust, burns, or scuff marks. Walls baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

Note: All Other Cleaning in the Priority Areas Shall Be Accomplished as Defined for Office Space.

25. Windows and Glass:

A. Quarterly

WINDOW WASHING: Wash both sides of all exterior and interior plate glass in the main lobby areas to include entrances and vestibules. Washed glass shall be clean and free of dirt, grime, streaks and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surroundings of interior glass shall be wiped free of drippings and other water marks.

B. Semi-Annually

Wash both sides of all exterior and interior building windows, including transforms in corridors and office areas; spandrel glass, over and in exterior and vestibule doors; all plate glass around entrances and vestibules; all cafeteria windows; and all Child Development Center windows. Washed glass shall be clean and free of dirt, grime, streaks and excessive moisture and shall not be cloudy. Window sashes, sills, woodwork and other surroundings of interior glass shall be wiped free of drippings and other water marks.

26. Snow Removal:

Remove snow and ice from all entrances, steps and landings, sidewalks, vehicular courts, parking areas and approaches before the building occupants report for work as well as the 9th street Earth Day Park sidewalks and sidewalks for the Forrestal Building and Child Development Center. When hazardous conditions no longer prevail, contractor will remove all excess calcium chloride from sidewalks, steps, ramps, entrances, etc. The specified areas shall be free of snow and ice accumulations and all hazardous conditions due to the weather shall be eliminated. No snow is to be dumped on or near trees, shrubbery, ground cover, grass areas or flower beds.

27. Insect and Rodent Control:

A. Furnish services necessary to exterminate rodents and insects using only those pesticides which comply with the provision of the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 etc, seq.) as amended by the Federal Environmental Pesticide Control Act of 1972, Public Law 92-516 (86 Stat. 973), and the regulations issued thereunder. Programs for the control of rodents and insects

shall be continually in effect. There shall be no obvious signs of any of these infestations. Rat holes in lawn and shrubbery shall be filled by the contractor.

Insect control is defined as those measures which are necessary to suppress crawling and flying insect populations including arachnids within the building and adjoining terrain of the Federal facility covered by this contract through the use of properly registered, labeled, and used pesticide products and approved devices.

Rodent control is defined as those measures necessary to suppress populations of rats, mice, and/or any other mammalian species which becomes a pest within the building and all adjoining terrain of the Federal premises covered by this contract.

The rodent control measures required of the contractor include repelling, trapping, and poisoning programs directed at providing environmentally safe spaces for Federal agency personnel.

B. Exceptions. The following pest control functions are not included in this contract:

(1) Bat Control
(2) Bird Control
(3) Snake Control
(4) Pest Control in Concessions Space
(5) Termite Control (except swarming termites)
(6) Fumigation

C. Frequencies:

(1) First Month of Contract: A thorough inspection of the premises shall be conducted to locate any infestation and intensive treatment made to eliminate any existing problems during the first month of the contract. The work requirements shall be performed in a timely manner at the frequencies indicated.

(2) Weekly: Inspections and treatment shall be accomplished as needed, but at least weekly for the duration of the contract.

(3) As Required to Maintain Quality Standards: Additional inspections and treatment shall be made. Response to complaints shall be made within 24 hours.

D. Safety Precautions:

In order to safeguard life and property, the contractor will adhere to the following:

(1) Prior to use, a list of all pesticides to be used along with a Material Safety Data Sheet for each chemical shall be submitted to the Contracting Officer's Representative.

(2) All work under this contract shall be performed in a safe and hazard free manner, as indicated in the work requirements.

(3) All chemicals shall be used and disposed of properly.

28. Main Dining and Service Area, Snack Bar, Kitchen, Storage and Dish Room:

A. Daily

(1) VACUUMING: Vacuuming. Carpet surfaces shall be free of obvious dirt, dust and other debris.

(2) DAMP MOPPING AND SPRAY BUFFING: Damp Mop and Buff. Hard floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashings and markings from the equipment. The finished area shall have a uniform luster.

B. Monthly

(1) CLEANING: Serving and kitchen ceramic tile should be free from grease, streaks, mop strand marks and skipped areas.

(2) STRIPPING: Strip and Wax. Will include the removal of dirt, gum, grease, tar, oil, spots, tar. There shall be no evidence of gum, rust, or scuff marks. All ceramic tile floors in the serving area, dish room and kitchen shall be stripped and sealed with "plaza" or approved equal sealer.

29. Child Development Center:

Cleaning of these facilities will be performed after the operating hours unless daytime cleaning is specified as a special requirement and as determined by the Contracting Officer's

Representative (COR).

A. Daily

(1) POLICING: Twice a day; Police the facility, and empty trash receptacles. Rooms shall be free of all empty bottles and discarded material. There shall not be wet areas or foreign substances on floors. Drinking fountains and glass surfaces shall present a clean appearance.

(2) SOLID TRASH COLLECTION: Empty wastebaskets and remove trash to designated disposal area. Wash cans used for collection of food remnants, inside and out and/or provide plastic liners as deemed necessary by the COR. All solid wastes generated shall be collected and removed to the designated area. Bags containing feces and soiled diapers will be removed daily.

NOTE: Feces and soiled diapers will be sealed in plastic bags by the Daycare Operator. Custodial contractor shall remove the sealed bags to the trash collection point or designated area twice a day.

(3) Clean washbasins and mirrors.

(4) SUPPLIES: Provide paper towels in all dispensers. All supply dispensers shall be fully stocked. Trash liners shall be replaced when torn or show signs of liquid or food remnants.

(5) INTERIOR GLASS CLEANING: Damp wipe both sides of all plate glass doors or observation glass. Glass shall be clean and free of dirt, dust, streaks, and water marks.

(6) WALL/DOOR SURFACES: All wall and door surfaces will be cleaned daily to insure dirt is removed. Door knobs, hardware, etc. will also be cleaned with appropriate cleaner disinfectant. Complete and total wall and door cleaning is required on a daily basis including baseboards. No smudges, grease, dirt, dust, soil substances, etc, shall remain on the surfaces. Only high quality cleaners will be used to accomplish this task.

(7) CARPET: Vacuum all carpeted areas. Spot clean the carpet areas to remove spillage or soil. Dust with treated dust cloth all surfaces and furniture. No dust, paper scraps, etc. will remain on the floor. Vacuuming will be 100 percent daily coverage. Daily spot cleaning will insure the removal of soil

substances, spillages, grease, etc. deodorizers may be required to alleviate odors. Spots cleaned will blend in with overall carpet. There shall be no evidence of fuzzing caused by harsh rubbing or brushing.

(8) OFFICE AREA DUSTING: Clean horizontal surfaces including tables, counters and desk tops. Clean vertical surfaces of cabinets. All surfaces shall be free of dust.

(9) DIAPER CHANGING AREA: Diaper changing areas will be washed with a mold detergent and disinfectant daily. All surfaces shall be germ free and odor free. No smudges, soil substances or streaks shall be present.

(10) SWEEPING WET MOPPING OR SCRUBBING: Sweep and wet mop or scrub utilizing a cleaner - disinfectant. The floors shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

(11) KITCHEN:

(a) HORIZONTAL SURFACES: Clean horizontal surfaces with a cleaner-disinfectant including countertops, stove tops and table tops.

(b) WASHBASINS: Clean all wash basins and associated fixtures.

(c) FLOOR: Damp mop floor following manufacturers instructions.

B. <u>Weekly</u>

(1) THOROUGH DUSTING: Thoroughly dust vertical surfaces and under surfaces or furniture. All surfaces shall be free of dirt and dust.

(2) DAMP MOPPING AND SPRAY BUFFING: Damp mop and spray buff all hard and resilient floors. Floors shall be free or streaks, mop strand marks and skipped areas. There shall be no evidence of dirt buildup in corners or crevices. Walls baseboards and other surfaces shall be free of splashings and markings from equipment. The finished area should have a uniform luster.

C. <u>Quarterly</u>

(1) CARPET CLEANING: Thoroughly clean all carpets including carpeted room dividers following the manufacturers recommended procedures. All stains, dirt, oil spots, etc. will be removed. Cleaning will be scheduled on Friday, to allow adequate drying time. If required a deodorizer will be utilized to remove odors. Furniture will be moved by the contractor to allow total area cleaning. There will be no fuzzing as a result of harsh scrubbing.

NOTE: Furniture moved during carpet cleaning will be replaced in the original position by the contractor.

(2) HIGH CLEANING: Clean all surfaces and objects in the center which are 70 inches above the floor level. This includes all wall and ceiling area and anything affixed to or included in these surfaces. Window Blinds shall be dusted and spot cleaned. Drapes will be vacuumed in place. Surfaces shall be clean and free of dust, soil substances, dirt and smudges, etc.

(3) STRIPPING AND FINISHING: Strip and apply four coats of floor finish to resilient floors. Upon completion, the floor shall be free of all sealers, finishes, dirt, grime, gum, soil substances, or other foreign matter and have no powdery residue. There shall be no buildup in corners or crevices. Walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

NOTE: Except as indicated above, cleaning of the daycare center shall be the same as executive cleaning. All additional cleaning not specified above shall be provided as defined in Exhibit 2A.

EXHIBIT 4

SPECIFIED REQUIRED PRODUCTS

Products	Federal Spec. No.
1. Ammonium, Hydroxide, Technical	O-A-451F(1)
2. Ammonia, Technical	O-A-445B
3. Ice Melt products for varying temperatures Including *Premiere Fast & Hot Ice melting Fondant à Glace	
4. Cleaner polish - stainless steel	P-C1121B
5. Cleaning compound, septic tank and drains (Enzyme-bacteria type)	P-C-440C(1)
1. Cleaning compound, porcelain and ceramic tile	P-C-1891
2. Cleaning compound, solvent soluble, grease emulsifying	P-C-444A(1)
8. Cleaning compound, toilet bowl	P-C447C
3. Cloth cheesecloth, cotton, bleached and unbleached	CCC-C-440E
4. Cloths, cleaning treated (rental service)	DDD-C-001410(1)
11. Cloths, cleaning, waffle, cotton	DDD-C-001374
12. Detergent, general purpose, liquid, heavy duty	P-D-223C
13. Detergent, general purpose, (spray-on wipe-off)	P-D-1747B
14. Detergent, general purpose (concentrate sanitizing, Quaternary Ammonium Compound)	P-D-235B
15. Disinfectant Detergent, germicidal and fungicidal concentrate (Iodophor type)	O-D-1833
16. Disinfectant-detergent, general purpose	O-D-1276A
17. Disinfectant-germicidal, concentrate (Quaternary Ammonium Compound)	O-D-1277A
18. Dust mop treating compound	P-D-800C
19. Finish, floor, water-emulsion (for use on light colored floors)	P-F430C
20. Glass Cleaner, liquid P-G-406D	
21. Paper, toilet tissue (COTTONELLE) SCOTT	SELECT
22. Polish, furniture (Liquid Gold & Lemon Pledge)	P-P553B
23. Polish, metal	P-P5556D(1)
24. Scouring powder	P-S-311F
25. Remover, floor polish (resin-type and wax)	P-R-1760
26. Sealer, surface, floorwater-emulsion	TT-S-223B

27. *Soap, hand (liquid - QSC)
28. Towels, paper (C-FOLD)
29. General purpose, solvent type P-W-158E
30. Seat covers - toilet
31. Finish, floor (Freedom FFN Floor Finish) for use on Terrazzo FL
32. Napkin, sanitary (machine use)
33. Deodorizers (Urinal) Toilet
34. *Deodorizers (Room and Restroom)

COPIES OF THE ABOVE SPECIFICATIONS CAN BE OBTAINED FROM:

SPECIFICATION CENTER
REGIONAL OFFICE BUILDING, ROOM 6039
7TH & D STREET, S.W.
WASHINGTON, D.C. 20407

EXHIBIT 5

SPECIFIED EQUIPMENT LIST

(1) Scrubbing machine - power driven, battery operated (standard size)

(2) (Sweeping machine - power driven, battery operated (standard size)

(3) Polishing machine - upright standard (3)

(4) Buffing machine - high speed, 2000 RPM (1)

(5) Buffer machine - propane (27 inch) (2)

(6) Blower leafs (gas operated) (1)

(7) Billy Goat outside vac., sweeper (gas operated)

(8) Vacuum machine - wet pickup 55 gallon (4) drum with attachments

(9) Vacuum machine - wet pickup 15 gallon (3)

(10) Vacuum machine, HEPA - industrial type, upright, with disposable bag (30)

(11) Vacuum machine - (back pack vacuum) (3)

(12) Shampooer - carpet (2)

(13) Battery charger (1)

(14) Squeegee - (window) (10)

(15) Squeegee - (floor) (5)

(16) Signs - toilet (close) (50)

(17) Signs - wet floor self standing (50)

(18) Drum carrier - 55 gallon (4)

(19) Brooms

(20) Cleaning Carts

(21) Mops

(22) Mop Buckets

(23) Trash Bins for collecting trash

B.12 INSURANCE COVERAGE

In accordance with FAR 52.228-5, INSURANCE-WORK ON A GOVERNMENT INSTALLATION (SEP 1989), the contractor is required to carry the following insurance:

GENERAL LIABILITY

Third Person Bodily $2,000,000.00 combined single Injury/Property Damage limit, each occurrence.

WORKERS COMPENSATION

-Bodily Injury By Accident $100,000 each accident.
-Bodily Injury by Disease $500,000 policy limits.
-Bodily Injury by Disease $100,000 each employee.

B.13 TERM OF CONTRACT

The term of the contract (base period) is from February 1, 2000 through January 31, 2001.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. A007	3. EFFECTIVE DATE 02/01/04	4. REQUISITION/PURCHASE REQ. NO. 01-04AD66911.001	5. PROJECT NO. (if applicable)
6. ISSUED BY U.S. Department of Energy Instructional Services Division 1000 Independence Avenue, S.W. Washington, D.C. 20585 ATTN: A. Brown (202) 287-1418	CODE ME-641.2	7. ADMINISTERED BY (if other than Item 6)	CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(X)	9A. AMENDMENT OF SOLICITATION NO.
Olympus Building Services, Inc. ATTN: [redacted] 5 Taylor Avenue Doylestown, PA 18901 TIN#: [redacted]		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. DE-AC01-00AD66931
CODE / FACILITY CODE	X	10B. DATED (SEE ITEM 13) January 28, 2000

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 your desire to change an offer already submitted, such change may be 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)
"SEE PAGE 2" B/NC: A235

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

(✓)	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.
	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).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Clause B.6 SCHEDULE OF SUPPLIES/SERVICES, QUANTITY, UNIT, UNIT PRICE AND AMOUNT - OPTION PERIODS AND F.L. 98-91

E. IMPORTANT: Contractor _____ is not, X is required to sign this document and return 5 copies to the issuing office.

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

The purpose of this modification is exercise Option Period Four and add funding to the contract.

Accordingly:

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) Craig S. Frame, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED 1/14/04	16B. UNITED STATES OF AMERICA BY Craig S. Frame (Signature of Contracting Officer)	16C. DATE SIGNED JAN 15 2004

1. Option Period Four is hereby exercised. The term for Option Four is February 1, 2004 though January 31, 2005.

2. Clause **B.7** is hereby revised as follows:

B.7 CONTRACT VALUE

Cleaning of the Forrestal Child Development Center under item 2 and all remaining cleaning services found under item 3 of the contract.

	PRESENT CONTRACT OPTION 3	THIS MOD OPTION	REVISED CONTRACT OPTION 4
MONTHLY FIXED PRICE	$208,646.51	$12,495.15	$221,141.66
FIRM FIXED PRICE	$2,503,758.12	$149,941.80	$2,653,699.92

	BASE PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4
TOTAL FIRM FIXED PRICE	$2,101,789.92	$2,233,484.64	$2,370,216.67	$2,503,758.12	$2,653,699.92

TOTAL FIRM FIXED PRICE

$11,862,949.27

3. **B.13 TERM OF CONTRACT** – is hereby deleted in its entirety and the following **B.13** is substituted in lieu thereof:

B.13 TERM OF THE CONTRACT

The term of the contract is from February 1, 2000 through January 31, 2005.

4. Item 12 (cont'd), ACCOUNTING AND APPROPRIATION DATA

APPROP	B&R	ALLOT	O.C.	AFP	CFA	DOLLARS
89X4563.1	WF204518F	CR4391	252	AA/WF	13796627	$2,653,699.92

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

STANDARD FORM 98
Rev. Feb. 1973
U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION

NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE

(See Instructions on Reverse)

1. NOTICE NO. A 1805770

MAIL TO:

Administrator
Wage and Hour Division
U.S. Department of Labor
Washington, D.C. 20210

1

2. Estimated solicitation date (*use numerals*) COMPETITION

Month	Day	Year
9	15	98

3. Estimated date bids or proposals to be opened or negotiations begun (*use numerals*)

Month	Day	Year
11	30	98

4. Date contract performance to begin (*use numerals*)

Month	Day	Year
2	1	99

5. PLACE(S) OF PERFORMANCE
WASHINGTON, DC District of Col
FORRESTAL BLDG
1000 INDEPENDENCE AVE, SW DC

6. SERVICES TO BE PERFORMED (*describe*)
JANITORIAL SERVICES
Gen

7. INFORMATION ABOUT PERFORMANCE

A. ☒ Services now performed by a contractor
B. ☐ Services now performed by Federal employees
C. ☐ Services not presently being performed

8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE

a. Name and address of incumbent contractor
TRI-ARK INDUSTRIES, INC
509 LAKESIDE DR.
SOUTHAMPTON, PA 18966

b. Number(s) of any wage determination(s) in incumbent's contract
81-1167 (R-16)

c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). *Important:* Attach copies of current applicable collective bargaining agreements
SEIU, # 82

9. OFFICIAL SUBMITTING NOTICE

SIGNED:	DATE
Lyle P. Brown	8-14-98
TYPE OR PRINT NAME	**TELEPHONE NO.**
LYLE P. BROWN	586-0431

10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.

Office of Worker and
Community Transition, WT-1
U.S. Department of Energy
1000 Independence Ave., SW
Washington, DC 20585

RESPONSE TO NOTICE
(by Department of Labor)

A. ☒ The attached wage determination(s) listed below apply to procurement.
81-1167 (R16)

B. ☐ As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.

C. ☐ From information supplied, the Service Contract Act does not apply (*see attached explanation*).

D. ☐ Notice returned for additional information (*see attached explanation*).

Signed: Clarence A. Thram
(U.S. Department of Labor)

AUG 31 1998
(Date)

98-103

NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE

NOTICE NO.

A 1805770

CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED	NUMBER OF EMPLOYEES IN EACH CLASS	HOURLY WAGE RATE IF FEDERALLY EMPLOYED
Janitor	78	WG-2

REGISTER OF WAGE DETERMINATION UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

Division of Wage Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
Washington, D.C. 20210

Wage Determination No.: 81-1167
Revision No.: 16
Date of Last Revision: 02/12/1998

State(s): District of Columbia

Areas:

** Fringe Benefits Required For All Occupations Included In This Wage Determination Follow The Occupational Listing **

OCCUPATION CODE AND TITLE **MINIMUM HOURLY WAGE**

Employed on Department of Energy contracts
for janitorial services at Forrestal Building
in the above locality:

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor in performing the above services and covered by the collective bargaining agreement between Local 82, Service Employees International Union, AFL-CIO and Tri-Ark Industries, Inc., are to be paid wage rates and fringe benefits set forth in the bargaining agreement entered into as of February 1, 1998 through January 31, 2001.

**** Fringe Benefits Required For All Occupations Included In This Wage Determination ****

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors

subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of $4.25 per week (or $.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the

authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

COLLECTIVE BARGAINING AGREEMENT

between

LOCAL 82, SERVICE EMPLOYEES INTERNATIONAL UNION, AFL-CIO

and

TRI-ARK INDUSTRIES, INC.

LOCATION: FORRESTAL BUILDING
EFFECTIVE: FEBRUARY 1, 1998
EXPIRATION: JANUARY 31, 2001

THIS AGREEMENT, is entered into as of the 1, day of February 1998 by and between the Tri-Ark Industries, located at 509 Lakeside Drive, Southampton Pennsylvania 18966, herein after referred to as the Employer And the SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 82, AFL-CIO, CLC, hereinafter referred to as the Union.

ARTICLE I - UNION RECOGNITION

Section 1.1: The Employer recognizes the Union designated as the exclusive bargaining representative of all employees, in the bargaining unit working as general cleaners, utility workers, waxers and buffers at the Forrestal Building located in Washington, D.C.

Section 1.2: The employee groups set forth above, do not include, nor does this Agreement does not Apply to:

a. Managerial and Supervisory personnel
b. Security guards
c. Clerical personnel

ARTICLE II - NON-DISCRIMINATION

Section 2.1: The Employer and the Union will not discriminate against employees because of race, marital status, sexual preference, religion, national origin, gender, age, or a physical handicap, with respect to a position, the duties of which can be performed efficiently by an individual with such a physical handicap without danger to the health or safety of the physically handicapped person or to others.

ARTICLE III - MANAGEMENT RIGHTS

Section 3.1: The Employer shall have the exclusive right subject to the provisions of this Agreement and consistent with applicable laws and regulations:

A. To direct employees of the Employer in the Performance of official duties.

B. To hire, promote, transfer, assign, and retain employees in positions within the building and to suspend, demote, discharge, or take other disciplinary action against such employees and abolish or change existing jobs or lay-off employees because of lack of work:

C. To change materials, schedules, procedures, working hours, equipment or operations.

Section 3.2: If an employee is refused admission to any work areas by the government authorities in charge thereof, he shall be discharged from the company without recourse to the Grievance and Arbitration Procedures of this Agreement.

ARTICLE IV - EMPLOYEE CLASSIFICATION

Section 4.1: Full Time: Persons in this category shall be hired pursuant to such procedures as management may establish and shall be assigned to work schedules consisting of five (5) eight (8) hour days in a service week.

Section 4.2: Part-time: Persons in this category shall be hired pursuant to such procedures as management may establish and shall be assigned to work schedules consisting of five (5) four (4) hour days in a service week.

Section 4.3: Nothing in this Article shall be construed as a guarantee of hours.

ARTICLE V - HOURS Of WORK

Section 5.1: The work week for full-time regulars shall be forty (40) hours per week, eight hours per day, Monday through Friday. All part-time employees shall be provided with a minimum of twenty (20) hours of work divided into five (5) days.

Section 5.2: The employees service week shall begin Monday and end the following Sunday.

Section 5.3: Overtime pay is to be paid at the rate of one and one-half time the basic hourly time rate. Overtime shall be paid to employees for work performed only after forty (40) hours of duty in any one work week or after eight (8) hours in any one work day. Nothing in this section shall be construed by the parties or any reviewing authority to deny the payment of overtime to employees for time worked outside their regularly scheduled work at the request of the employee.

Section 5.4: An employee called in, outside the employees regular work schedule shall be guaranteed a minimum of four (4) consecutive hours of work or pay in lieu thereof. If an employee reports to work and the employer determines that such employee is not need for whatever reason, then the employee shall be compensated for a minimum of three (3) hours pay.

ARTICLE VI - PAID HOLIDAYS

Section 6.1: The following days shall be considered days off with pay for all employees.

New Years Day	Martin Luther King's Birthday
Inauguration Day	George Washington's Birthday
Memorial Day	Independence Day
Labor Day	Columbus Day
Veterans Day	Thanksgiving Day
Christmas Day	Employees Birthday

And all future holidays declared as legal by the United States Congress or by Executive Proclamation.

Section 6.2: To be eligible for holiday pay an employee must be in a pay status, whether that status be on active employment, annual leave, sick leave, or other excusable leave. Further, the employee must have worked the scheduled working day before and after the day on which the holiday is observed. Employees who have an established pattern of calling in sick the day before or after a holiday, without advance notice of that request for time off, will not receive the holiday pay . This clause is directed to those employees who have a history of not reporting to work the day before and after a holiday. Holiday pay will be at the discretion of the Employer.

Section 6.3: Should it be necessary for the employee to work on any of the holidays to which the employee is entitled, the employee shall receive an additional days pay at the prevailing rate, provided the employee shall have worked the last hour of the scheduled work day prior to or the first hour of the employees
scheduled work day after the holiday.

Section 6.4: "Holiday" as used in this Agreement means the day on which the holiday is observed, whether it is the day on which the holiday falls or another day designated for its observance.

ARTICLE VII - DISCIPLINE PROCEDURE

Section 7.1: In the administration of this Article, a basic principle shall be that discipline should be corrective in nature, rather than punitive. No employee may be disciplined or discharged except for just cause, such as, but not limited to intoxication (drug or alcohol), incompetence, failure to perform work as requested, violation of terms of this Agreement, or failure to observe safety rules and regulations. Any such discipline or discharge shall be subject to the Grievance Procedure of this Agreement, which could result in reinstatement

Section 7.2: Any employee who has disciplinary action brought against them shall be served with a written notice of the charge. Any newly hired employee shall be employed on a thirty (30) day trial basis, during which time the employee may be discharged without recourse to the Grievance and Arbitration Procedures of this Agreement.

ARTICLE VIII - REPRESENTATION

Section 8.1: The Union shall designate certain of its members as Shop Stewards for the purpose of presenting and adjusting grievances.

Section 8.2: When it is necessary for a Steward to leave their work area to investigate and adjust grievances, the Shop Steward shall request permission from the immediate supervisor and such request shall not be unreasonably denied. In the event the Stewards duties require they leave their work area, the Steward shall also receive permission from the supervisor from the area the Steward wishes to enter, and such request shall not be unreasonably denied. The Steward or Chief Steward may request and shall obtain access through the appropriate supervisor to review the document files, and other records necessary for processing a grievance, and to interview witnesses during working hours, pending completion of their assigned area. Such request shall not be unreasonably denied.

Section 8.3: When a decrease in the workforce continues to the Point at which a shop steward would otherwise be laid off, he shall be retained in active employment, for the purpose of continuity in the administration of this Agreement in the interest of the employees and the Employers so long as the workforce is at work in the classification which he represents, for the purpose of grievances. In addition, for the same purpose, a shop steward shall have the opportunity to work every day in which the workforce is at work in the classification which he represents. The foregoing superseniority provisions shall be limited to one (1) shop steward on each shift. It shall be the responsibility of the Union to notify the company in writing of the designation of all shop stewards

Section 8.4: In the event of a vacancy within the unit hereinabove defined, the Employer shall give the Union an opportunity to fill such vacancy provided, however, that nothing contained in this Agreement shall be construed as to require the Employer to employ any applicant for employment proposed by the Union or to discriminate against non-union applicants. The Employer shall notify the Union within twenty-four (24) hours of the name, address, and occupation of new or additional employees

Section 8.5: During the course of any employment orientation program for new employees, the Shop Steward or other representative of the Union shall be provided ample opportunity to address such new employees, provided that this provision does not preclude the Employer from addressing employees concerning the same subject.

Section 8.6: In the event the employer requires the service of a fee-charging employment agency to fill vacancies, the Employer agrees to pay such fees of the employee (or employees as the case may be) charged by the employment agency.

ARTICLE IX - UNION SECURITY AND CHECKOFF

Section 9.1: The Employer shall not in any manner discourage or attempt to influence any employee against joining or retaining membership in the Union. In considering persons for employment, promotion, or work assignment, no consideration shall be given to race, creed, national origin, gender, age or sexual preference.

Section 9.2: Employees covered by this Agreement at the time it becomes effective and who are members of the Union at that time, shall be required as a condition of continued employment to continue membership in the Union for the duration of this Agreement. Employees covered by this Agreement who are not members of the Union at the time this Agreement becomes effective, shall be required, as a condition of continued employment, to become members of the Union after thirty (30) days following the beginning of their employment.

Section 9.3: Employees hired, rehired, reinstated, or transferred into the bargaining unit after the effective date of this Agreement and are covered by this Agreement, shall be required as a condition of continued employment to become members of the Union after thirty (30) days following the beginning of their employment.

Section 9.4: An Employee who shall tender the initiation fee, (if not already a member), and all periodic dues uniformly required as a condition of acquiring or retaining membership shall be deemed to have met the condition of employment requirement.

Section 9.5: The Employer will check-off initiation fees and monthly dues on the basis of individually signed voluntary check-off authorization cards in a form agreed to by the Employer and the Union. The Employer shall remit said initiation fees and dues,
monthly, to the Secretary-Treasurer of the Union.

Section 9.6: The Employer agrees to deduct monthly from the wages or salaries of the respective employees a Credit Union contribution in an amount specified by each employee participating in a Credit Union.

All deductions, Union and Credit Union, must be authorized in writing by the employees in a form furnished by the Credit Union and must be in compliance with applicable law. The Employer agrees to submit such sums so collected to the Credit Union in the following month of the month said dues are so collected. The Employer shall have no liability or further obligation in respect thereof upon receipt thereof by the Credit Union. The Employer agrees to furnish the Union a list of names of employees covered by this paragraph, quarterly.

ARTICLE X - BULLETIN BOARDS

The Employer shall furnish a bulletin board for the exclusive use of the Union subject to the conditions stated herein, if space is available. Only suitable notices and literature may be posted or placed on literature racks. There shall be no posting or placement of literature racks except upon the authority of officially designated representatives of the Union and the Employer.

ARTICLE XI - MISCELLANEOUS

Section 11.1: The Employer shall not lower any existing standards of wages or conditions of employment by reason of this Agreement. In the event of replacement of any employee or the hiring of additional employees, such new employee shall receive the wages then prevailing in the building for similar work.

Section 11.2: The Employer may establish and enforce any reasonable company rules which do not conflict with provisions of this Agreement. All rules are to be posted before becoming effective, and the Union is to be furnished with a copy of such rules.

Section 11.3: The Employer shall comply with all National Laws, including but not limited to the Service Contract Act, as amended.

Section 11.4: Temporary Disability Leave of up to six (6) months shall be granted with a physicians note to employees with six (6) months or more of continuous service. By reason of such leave of absence, the employee shall not forfeit any accrued rights under this Agreement,
but likewise the employee shall not accrue any rights during such leave.

ARTICLE XII - NO STRIKES AND LOCKOUTS

Section 12.1: The Employer agrees not to cause, Permit or engage in any lockout of its employees during the term of this Agreement, except the refusal of the Union to carry out the award of an arbitrator rendered pursuant to Article XVII. The Union agrees that
neither it nor the employees it represents hereunder individually or collectively will, during the term of this agreement, cause, permit, or take part in any strike, picketing, sit-down, stand-in, slowdown, or curtailment or restriction of production or interference
with work in or about the employers plant or premise, except for refusal of the employer to carry out the award of an arbitrator rendered pursuant to Article XIV

Section 12.2: It is further agreed that the employer may take disciplinary action, including discharge, against those employees who take part in any of the conducts prohibited in the above paragraph and the "cause" for such discharge will be established by the fact of such participation.

ARTICLE XIII - SUBCONTRACTING

Section 13.1: This Agreement shall be binding upon the parties hereto, their successors, administrators, executors, and assigns. In the event the entire operation is sold, leased, transferred, or taken over by sale, transfer, lease, assignment, receivership, or bankruptcy proceedings, such operation shall continue to be subject to the terms and conditions of this agreement for the life thereof. On the sale, transfer, or lease of any work performed under this Agreement, the specific provisions of this agreement excluding riders or other conditions, shall prevail. It is understood by this article that the parties hereto shall not use any leasing device to a third party to evade this agreement.

The Employer shall give notice of the existence of this agreement to any purchaser, transferee, leasee, assignee, etc., of the operation covered by this agreement or any part thereof. Such notice shall be in writing with a copy to the Local Union at the time the seller, transferee, or lessor executes a contract or transaction, not including financial details. In the event the Employer fails to require the purchaser, transferee, or lessee to assume the obligations of this agreement, the Employer, (including partners thereof), shall be liable to the Local Union and to the employees covered for all damages sustained as a result of such failure to require assumption of the terms of this agreement, but shall not be liable after the purchaser, the transferee, or the lessee has agreed to assume the obligations of this agreement.

ARTICLE-XIV - GRIEVANCE AND DISCIPLINE PROCEDURE

Section 14.1: Any individual employee or group of employees or the Union shall have the right at any time to present a grievance to the employer under the following procedure and to have such a grievance adjusted so long as the adjustment is not inconsistent with the term provisions of this agreement:

Step 1. The aggrieved employee and the Union Steward will discuss the circumstances with the employees immediate supervisor. Failure to adequately resolve the grievance shall advance the grievance to the second step.

Step 2. The grievance shall be reduced to writing, setting out an outline of the factual background, the nature of the grievance and the remedy sought. This shall be submitted to the next highest supervisor within five (5) working days after the occurrence of the alleged grievance. After discussion with the parties, an answer shall be submitted in writing within five (5) working days. In the event the grievance is not adequately resolved then, it proceeds to step 3.

Step 3. If the grievance has not been satisfactorily resolved then, either party shall have the right upon notification to the other party within fifteen (15) working days after completion of step 2, to submit the question to arbitration. The party, within five (5) working days thereafter shall request the Director of the Federal Mediation and Conciliation Service, to supply list of five (5) Arbitrators from which each party [illegible] alternately until only one

(1) remains. In lieu of this procedure, the Parties may mutually agree upon an arbitrator. The arbitrator designated shall hear the grievance and the decision shall be final and binding. The arbitrator's expenses shall be paid equally by the Employer and the Union.

Section 14.2: The time for appealing grievances from one step to the other may be waived upon the mutual agreement of the parties. Absent such agreement a failure to appeal to the next step within the above stipulated time shall result in the forfeiture of the grievance. Failure of the Employer to respond within the above stipulated time shall result in a sustaining of the grievance.

ARTICLE XV - SAVINGS CLAUSE

Should any court of proper jurisdiction decide any clause, section or phrase of this agreement to be illegal or contrary to any law now in effect or affecting the District of Columbia now or in the future, such decision shall not invalidate any remaining provision of this Agreement.

ARTICLE XVI - WAGES

Employees shall be paid wages at the rates set forth in the wage scale contained below:

EFFECTIVE DATES

CLASSIFICATIONS:	CURRENT	2/1/98	2/1/99	2/1/00
General Cleaners	$ 10.60	$11.13	$11.69	$12.27
Utility Worker	10.60	11.13	11.69	12.27
Waxers/Buffers	10.65	11.18	11.73	12.31

ARTICLE XVII - MILITARY LEAVE

Section 17.1: Military Leave - Employees inducted into the Armed Forces shall accumulate seniority and upon return be reinstated in their former positions, provided applications be made within one (1) month after discharge.

ARTICLE XVIII - JURY DUTY

Section 18.1: An employee who is called for jury service or subpoenaed as a witness by order of the court shall receive for each day on which the employee shall otherwise have worked the difference between the employees straight time hourly rate for the employee's regularly scheduled hours and the payment the employee received from jury or court service provided that when the employee receives the check for court service he endorses it to and remits same to the Employer.

ARTICLE XIX - FUNERAL LEAVE

Section 19.1 An employee who has a death in his immediate family defined as Mother, Father, Spouse, Ex-Spouse, Son, Daughter, Step-child, Brother, Sister, Grandmother, Grandfather, Mother-in-law, or Father-in-law, or a member of the immediate family either through adoption or guardianship shall be paid up to and including three (3) days regular pay for time missed within one (1) week of the funeral. Employees who must go out-of-state and require time missed within one (1) full week, but receive three (3) days pay, must provide a death certificate to identify the deceased member, as being a part of the immediate family.

ARTICLE XX - MATERNITY LEAVE

Section 20.1 - Maternity Leave: Physical inability to work due to pregnancy shall be considered the same as inability to work due to any other physical disability. In applying the foregoing provisions. an employee will automatically be entitled to the period of her hospital confinement plus up to ten (10) weeks of leave immediately following thereafter, in addition to leave provided. The employee will have the option to take any combination of accrued sick leave, or vacation leave.

Section 20.2: In addition to any leave granted for the physical disability attendant to pregnancy, the Employer shall grant, upon request, two weeks parental leave, and up to two (2) weeks parental adoption of a child. Employees shall be guaranteed the return to their full-time jobs held at the time of taking leave, at the same rate of pay received at the time of taking leave, plus any increase given during the time of the leave. In addition to the

ARTICLE XXI - PAID SICK LEAVE

Section 21.1: All employees shall be granted twelve (12) days of paid sick year per year. Sick leave shall be available as earned at the rate of one (1) day per month, beginning on the first day of employment.

Section 21.2 Sick leave may be advanced at the discretion of the Employer in meritorious cases where longer periods of illness occur. In all cases of illness of two (2) consecutive days or longer a physicians certificate or other acceptable evidence of disability shall be submitted by the employee as claim for sick leave benefits if requested by the Employer. Sick leave is accumulated to a maximum of twelve (12) days and unused sick leave will be paid at the last pay period of the Employer contract year.

Section 21.3 All call-in personnel. while under the status of call in will have their sick leave time pro-rated. Al part time and full time personnel who have a leave of absence for more than thirty (30) days will not be eligible for sick leave for one (1) day per month during their absence.

Section 21.4 For the purpose of calculating paid sick leave, the Employer shgall add regular, overtime, holiday and paid leave hours for the year, then pro rate by 260 days per year to arrive at the daily hours the employee would have available for each day of paid leave then multiply it by the number of days of leave that the employee is entitled to take.

ARTICLE XXII - VACATION

Section 22.1: All employees covered by this Agreement shall be granted one (1) week uninterrupted paid vacation after one (1) year of uninterrupted service to the present contractor or in the building, whichever is longer; two (2) weeks uninterrupted vacation after two (2) year; three (3) weeks uninterrupted vacation after five (5) years and four (4) weeks of uninterrupted vacation after seven (7) years of continued service.

Section 22.2: Vacation pay is to be given to the employees on the pay day preceding the week that the vacation begins if requested. When a holiday occurs during or immediately preceding the employees vacation, the employee shall be entitled to an extra day's vacation or cash in lieu thereof, provided the holiday is one that would have been received had the employee been working.

Section 22.3 Time taken off shall be by seniority and at the discretion of the Employer. For the purpose of calculating Paid Leave, the Employer shall add regular, overtime, holiday and paid leave hours for the year, then pro rate by 260 days per year to arrive at the daily hours the employee would have available for each day of paid leave then multiply it by the number of days of leave that the employee is entitled to take.

Section 22.4: Employees length of service includes the whole span of continuous service when first entering the Federal facility or with the present contractor, whichever is greater.

Section 22.5: It is agreed that the employees leave shall be paid at the current rate of pay not withstanding if the current rate is more or less than the rate in effect at the time the leave was earned. Leave pay is to be given to the employees on the pay day preceding the week that the leave begins.

Section 22.6: Leave may also be, advanced at the discretion of the Employer in meritorious cases where periods of illness occur. In all cases of illness of two (2) consecutive days or longer, a Physicians certificate or other acceptable evidence of disability shall be submitted by an employee as claim for leave benefits, if requested by the employer.

Section 22.7: All unused leave will be paid to the employee at the end of each year. If an employee is terminated for just cause the employee will receive the balance of the employee's accrued leave.

Section 22.8: For the purpose of calculating paid leave, the Employer shall add regular, overtime, holiday and paid leave hours for the year, then pro rate by 260 days per year to arrive at the daily hours the employee would have available for each day of paid leave then multiply it by the number of days of leave that the employee is entitled to take.

ARTICLE XXIII - PERSONNEL FOLDERS

Section 23.1: Each employee covered by this Agreement will be granted free access to review the contents of his personnel folder during the normal business day which shall be maintained at the jobsite. Copies of material contained therein will be provided, after an advance three (3) day notice for such material is made to the employer in writing.

ARTICLE XXIV - HEALTH AND WELFARE

Section 24.1: The Employer agrees to provide all employees covered by this agreement with Health, Welfare and Life Insurance Benefits under the Service Employees International Union Health and Welfare Fund (hereinafter, "Fund"). The Employer further agrees to become and remain a "Participating Employer" in the Fund during the term of this Agreement.

Section 24.2: The Employer agrees to contribute the following amounts for each employee for every hour paid for all regularly scheduled hours. This contribution entitles each employee to Employee Medical Coverage under Plan I, Dental & Vision coverage and High Option Drug Card of the SEIU Health and Welfare Fund.

CURRENT	2/1/98	2/1/99	2/1/00
$1.46	$1.52	$1.60	$1.90

Section 24.3: The Employer agrees to abide by, and hereby adopt the terms of the Trust Agreement, establishing the Plan and the resolutions of the Plan's Trustees promulgated pursuant to their authority.

ARTICLE XXV - PENSION

Section 25.1: The Employer agrees to sign an agreement to participate in the SERVICE EMPLOYEES INTERNATIONAL UNION, INDUSTRY PENSION FUND, located at 1313 L Street, N.W., Washington, D C. 20005. The Employer shall agree to contribute at the rate specified below for each hour paid for each employee up to forty (40) hours per week.

The rate of contribution shall be:

CURRENT	2/1/98	2/1/99	2/1/00
$ 0.40	$0.40	$0.40	$0.45

ARTICLE XXVI-TRAINING AND EDUCATION

Section 26.1: The Employer agrees to provide all employes covered by this Agreement with benefits under the Local 82 Service Employees Training and Education Fund (hereinafyer "Fund").

Section 27.2: The Employer agrees to become and remain a participating employer in the Fund throughout the term of this Collective Bargaining Agreement, including any extensions thereof.

Section 26.3: (a) Contributions: Effective February 1, 1998 the Employer agrees to contribute to the Fund $0.05 per paid hour for all employees covered by this Agreement.

Effective February 1, 1999 the Employer agrees to contribute to the Fund $0.05 per paid hour for all employees covered by this Agreement.

Effective February 1, 2000 the Employer agrees to contribute to the Fund $0.10 per paid hour for all employees covered by this Agreement.

(b) Contributions required by this provision shall be made to the Fund on or before the fifteenth (15th) day of each month for hours paid in the preceding month or on or before such other daye as the Trustees may hereafter determine.

(c) Contributions shall be transmitted together with the remittance report containing such information in such manner and on such forms as may be required by the Trustees of the Fund.

Section 26.4: Trust Agreement: The Employer hereby agrees to be bound by the provisions of the Agreement and Declaration of Trust establishing the Fund as it may from time to time be amended and by all resolutions and rules adopted by the Trustees pursuant to the powers delegated to them by that Agreement, including collection policies. The Employer hereby designates the Employer members of the Fund's Board of Trustees or their duly selected successor(s) as its representatives on the Board.

Section 26.5: Cooperation: The Employer and Union agrees to cooperate with the Trustees of the Fund in distributing Plan Booklets, literature and other documents supplies by the Fund and in obtaining and providing such other data as may be required by

ARTICLE XXVII- DURATION OF AGREEMENT

THIS AGREEMENT, shall be in full force and effect from February 1, 1998 and shall remain in effect to and including January 31, 2001.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by duly authorized officers and their seal to be herewith affixed and attested on the 3rd day of December 1997.

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 82, AFL-CIO, CLC	TRI-ARK INDUSTRIES, INC
BY: Valerie Perez	BY:
TITLE: Deputy Trustee	TITLE:
DATE: 12-1-97	DATE:

L.T. Services, Inc.
Commercial & Government Facility Cleaning
23 Years of Service
2815 Hartland Road Suite 300
Falls Church, Virginia 22043

Phone (703) 698-8838
Fax (703) 698-8909

INVOICE

DATE	INVOICE #
2/9/2009	17125

BILL TO:

U.S. Department of Energy
Oak Ridge Operations Office
Oak Ridge Financial Service Center
P.O Box 4937
Oak Ridge, TN 37831

P.O. NUMBER	TERMS	PROJECT
	Net 30 Days	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Basic Service :> Contract Janitorial Service rendered Project Name :> U.S Department of Energy Contract:> DE-AC01-05ME17331 Period :> For the service month of January -2009	253,628.58	253,628.58
		TOTAL	$253,628.58

Our sincere thanks for your valued business. We appreciate having you as our customer.

PRODUCT 13054G USE WITH 9308C ENVELOPE NEBS To Reorder: 1-800-225-6380 or www.nebs.com PRINTED IN U.S.A. A

L.T. Services, Inc.
Commercial & Government Facility Cleaning
23 Years of Service
2815 Hartland Road Suite 300
Falls Church, Virginia 22043

Phone (703) 698-8838
Fax (703) 698-8909

INVOICE

DATE	INVOICE #
1/7/2009	17035

BILL TO:

U.S. Department of Energy
Oak Ridge Operations Office
Oak Ridge Financial Service Center
P.O Box 4937
Oak Ridge, TN 37831

P.O. NUMBER	TERMS	PROJECT
	Net 30 Days	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Basic Service :> Contract Janitorial Service rendered Project Name :> U.S Department of Energy Contract:> DE-AC01-05ME17331 Period :> For the service month of December -2008	253,628.58	253,628.58
		TOTAL	$253,628.58

Our sincere thanks for your valued business. We appreciate having you as our customer.

PRODUCT 1305-G USE WITH 9308C ENVELOPE NEBS To Reorder: 1-800-225-6380 or www.nebs.com PRINTED IN U.S.A. A

L.T. Services, Inc.
Commercial & Government Facility Cleaning
23 Years of Service
2815 Hartland Road Suite 300
Falls Church, Virginia 22043

Phone (703) 698-8838
Fax (703) 698-8909

INVOICE

DATE	INVOICE #
12/4/2008	16915

PAID

BILL TO:

U.S. Department of Energy
Oak Ridge Operations Office
Oak Ridge Financial Service Center
P.O Box 4937
Oak Ridge, TN 37831

P.O. NUMBER	TERMS	PROJECT
	Net 30 Days	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Basic Service :> Contract Janitorial Service rendered Project Name :> U.S Department of Energy Contract:> DE-AC01-05ME17331 Period :> For the service month of November -2008	253,628.58	253,628.58

Our sincere thanks for your valued business. We appreciate having you as our customer.

TOTAL $253,628.58

PRODUCT 13054G USE WITH 9308C ENVELOPE NEBS To Reorder: 1-800-225-6380 or www.nebs.com PRINTED IN U.S.A. A

OFFICIAL FILE DOCUMENT

DOCUMENT ROUTE SLIP

Type of Document	___Award Document ___Correspondence ___Position Paper	___Subcontract Approval ___Contract Documentation Internal Policy/Procedures	_x_Other
Action Codes	A. Action B. Concurrence	C. Review/Comments D. Signature	E. Information F. File
Suspense Date	Suspense No._____	Suspense Date_____	

FOIA Request 2009-000094 Helen Jones, Integrity National Corporation, Inc. for DE-AC01-05ME17331 and Prior Contract and Documents

Action Code		Route To: (In Sequence)	Initials	Date
1	B/C	GC-77, Rm 6A-211	HDK	3/7/09
2	B/C/D	Craig Ashline, MA-64.1	CCA	3-9-09
3		Phyllis Morgan, MA-64.1		
4				
5				
6				
7				

From: Phyllis P. Morgan, MA-644	Corporate Services Office
Location: L'Enfant Plaza Room 8077	Phone:(202) 287-1504

Date: 02/26/09

Remarks:

This Document Route Slip must be maintained in the contract file with the document routed.

INTEGRITY
NATIONAL CORPORATION
A Facilities Management Company

Corporate Headquarters
1700 Rockville Pike, Suite 400
Rockville, MD 20852
Office: (301) 990-6161
Fax: (301) 816-2495

Local Field Office
176 Thomas Johnson Drive, Suite 104
Frederick, MD 21702
Office: (301) 846-4021
Fax: (301) 846-7783

February 17, 2009

COMMERCIAL SEARCH, REVIEW & REPRODUCTION
FEB 18 2009

Department of Energy
Attn: Alexander Morris
FOIA Officer
1000 Independence Avenue, S.W.
Washington, D.C. 20585

Re: Contract #DEACO105ME17331, Custodial Services at the DOE Forestal Complex, Washington, DC

Dear Mr. Morris,

Pursuant to the Freedom of Information Act (FOIA) 5 U.S.C. § 552, we would appreciate your providing us with the documents described below. Unfortunately we have been unsuccessful to date in obtaining this information through normal channels and so must pursue our access through FOIA. We understand that we can now anticipate receiving these documents or your response within 20 days from receipt of this request.

We would like the following information regarding contract #DEACO105ME17331, Custodial Services at the DOE Forestal Complex, Washington, DC.

1. Current Contract Period Service Contract Act, Price Adjustment modification and accompanying Section B (price schedule), Schedule of Deductions (if applicable) and Wage Determination that was used for the basis of the request for adjustment

2. Previous Contract Period Service Contract Act, Price Adjustment modification and accompanying Section B (price schedule), Schedule of Deductions (if applicable) and Wage Determination that was used for the basis of the request for adjustment

3. Seniority list of employees

4. Copy last three monthly invoices from the incumbent contractor

Custody of these records may be with:

Department of Energy HQ
1000 Independence Avenue, SW
Washington, DC

FOIA-2009-000094

Vera

February 17, 2009

Contacts:
Annette Brown, Contract Specialist
Primary Phone: (202) 287-1418
Email: annette.brown@hq.doe.gov

If you feel you must deny all or any part of this request, please advise us of the specific exemption which is the basis of your refusal to release the information. Also, please let us know any appeal procedures in your agency that are available to us.

We agree to pay reasonable fees associated with this request; however, if costs will exceed $100.00, please advise me before incurring them on our behalf. Please also include a copy of this FOIA request with your response.

I may be contacted at:

Integrity National Corporation, Inc.
1700 Rockville Pike, Suite 400
Rockville, MD 20852
Email: hjones@integrity-corp.com
Tel (301) 998-6161 / Fax (301) 816-2495

We know your office is very busy and truly appreciate your attention to this matter, which is very important to our growing small business.

Sincerely,

Helen D. Jones

Helen D. Jones
Marketing

Cc: John Espinal, haf.foia@pentagon.af.mil