# CITY OF SANDY SPRINGS
# GENERAL GOVERNMENT SERVICES
# TASK ORDER

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| **Title:** | Facilities | **Task Order Number:** | FC-FY20-01 |
| **Applicable CLIN:** | 0003, 0007, 0008 | **Issue Date:** | |
| **Period of Performance:** | July 1, 2018 – June 30, 2020 | | |
| **Issued To:** | | | |
| **Requirements (SOW Reference):** | WBS 17.0 – WBS 18.6[1] | | |

| **Workload** |
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| ***Item and Quantity*** |
| **Building Maintenance (WBS 17.1)** |
| Approximately 800,000 square feet of building space, to include City Hall, Studio Theater, Performing Arts Center, Court House, Warehouse, 2 story parking deck and Green Space park |
| Approximately 25 work orders for building maintenance issued daily |
| Approximately 400 pieces of equipment requiring scheduled maintenance |
| **Fountain Maintenance (WBS 17.2)** |
| Approximately 7 water features to maintain |
| **Inventory Controls (WBS 17.3)** |
| Approximately $3,500,000 worth of furniture, fixtures and building equipment |
| **Event Support (WBS 17.4)** |
| Approximately 400 events per year |
| **Landscaping Maintenance (WBS 17.5)** |
| Approximately 14 acres of contracted landscaping maintenance |
| **Security System Maintenance (WBS 18.1)** |
| Approximately 500 security devices to maintain |
| Approximately 10 security badges issued weekly |
| Approximately 3-6 investigations conducted weekly |
| **Operational Planning (WBS 18.2)** |
| Annual review of the Building Security Plan |
| Annual review of the Building Safety Plan |
| Annual Emergency Response Procedure Plan |
| Annual CEPTED survey |
| **Lobby Reception Operations (WBS 18.3)** |
| Approximately 20-50 visitors per day ( Operations are 9 hours a day Monday – Friday) |
| Approximately 10-30 parking validations per day |
| Approximately 1-10 temporary security access badge issued daily |
| **Loading Dock Operations (WBS 18.4)** |
| Approximately 20,000 square feet of loading dock space to maintain |
| Approximately 20-30 delivery's daily to include City Hall, Events and retail deliveries |
| Approximately 2-5 road closers daily for large tractor trailers |
| **Mail Center Operations (WBS 18.5)** |
| Approximately 100-150 pieces of mail and other transmittals/receipts processed per day |
| Approximately 6 deliveries of supplies and inventory per day |
| Approximately 7 break rooms to maintain |
| Approximately 8 copier rooms to maintain |
| **Physical Security (WBS 18.6)** |

[1] WBS references are to the General Government Services Statement of Work (SOW) attached to this Task Order.

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| Approximately 8 contracted security guards in the daily security operations 365/7/24 |
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| Deliverables | | |
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| In addition to the specific data item descriptions below, for all WBS elements under Facilities, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager. | | |
| ***Data Item Description*** | ***Data Item Number*** | ***Submission Frequency*** |
| **Building Engineering Maintenance (WBS 17.0) – Building Maintenance (WBS 17.1)** | | |
| Maintenance Report | DI-COSS-GS-001 | Weekly |
| **Fountain Maintenance (WBS 17.2)** | | |
| Maintenance Report | DI-COSS-GS-002 | Weekly |
| **Inventory Controls (WBS 17.3)** | | |
| Inventory Report | DI-COSS-GS-003 | Monthly |
| **Landscaping Maintenance (WBS 17.4)** | | |
| Maintenance Report | DI-COSS-GS-004 | Weekly |
| **Security Service (WBS 18.0) Security Maintenance (WBS 18.1)** | | |
| Performance Report | DI-COSS-GS-005 | Weekly |
| **Operational Planning (WBS 18.2)** | | |
| Performance Report | DI-COSS-GS-006 | Annually |
| **Lobby Reception Operations (WBS 18.3)** | | |
| Performance Report | DI-COSS-GS-007 | Weekly |
| **Loading Dock Operations (WBS 18.4)** | | |
| Activity Report | DI-COSS-GS-008 | Weekly |
| **Mail Center Operations (WBS 18.5)** | | |
| Activity Report | DI-COSS-GS-009 | Monthly |
| **Physical Security (WBS 18.6)** | | |
| Performance Report | DI-COSS-GS-010 | Monthly |

| Performance Standards *(completed by Offeror)* |
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| Special Considerations | |
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| ***Key personnel:*** | *ENTER NAME HERE, Chief Building Engineer; ENTER NAME HERE, Security Manager* |
| ***City-Furnished Property:*** | All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City. |
| ***Travel:*** | A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract. |
| ***Training:*** | A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract. For purposes of this Task |

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| | Order, the Contractor shall include in its cost calculations the amount of $15,000 for training. |
| ***Other:*** | A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract. |

| **Level of Effort and Fixed Price** *(completed by Offeror)* | | | |
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| ***Contract Labor Categories*** | ***FTE*** | ***FBR[2]*** | ***Labor Category Price*** |
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| Premium for overtime and shift differential | | | |
| **Total FTE:** | | **Fixed Price:** | |
| As needed and approved engineering support, not to exceed | | | |
| | | **Total Price** | |

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| **Issued To:** | |
| **City of Sandy Springs Approval:** | |
| **Date:** | |
| **Attest:** | |

[2] See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

**ATTACHMENT 1**
**TO PUBLIC WORKS**
**TASK ORDER**

**STATEMENT OF WORK**

See Section J – Attachment 01 for
Statement of Work