



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

**MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
(DFMWR), FORT SILL
AND
RESOURCE MANAGEMENT OFFICE (RMO), FORT SILL**

SUBJECT: Memorandum of Agreement (MOA) between DFMWR and RMO for Fiscal Year 2016 (FY16) Garrison Custodial Services Provided by Family and MWR Staff.

- 1. REFERENCE:** AR 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities.
- 2. BACKGROUND:** Appropriated Funds (APF) are authorized for custodial and janitorial services in Category A and B facilities. DFMWR will provide custodial personnel, supplies, and equipment in the following Category A and Category B facilities: Tincher Child Development C (Bldg 4122), Cooper CDC (Bldg 4125), Grierson CDC (Bldg 4123), School-Age Center (Bldg 6599), Youth Center (Bldg 1010), Fort Sill Conference Center (Bldg 6045), Warrior Zone (Bldg 3265), Rinehart Fitness Center (Bldg 2730), Honeycutt Fitness Center (Bldg 921), Goldner Fitness Center (Bldg 3444), and FCoE Fitness Center (Bldg 4295). The Directorate of Public Works (DPW) has provided an Independent Government Estimate (IGE) of \$3,984,759.26 to provide custodial services for these facilities in FY16.
- 3. PURPOSE:** This MOA covers these bona fide needs and valid APF requirements at an estimated cost of \$982,783 for Fiscal Year 2016. With the exception of Bldg 4295, all buildings listed in paragraph 2 will be serviced from 1 October 2015 through 30 September 2016. Service will begin in Bldg 4295 on 1 January 2016 and continue through 30 September 2016.

4. RESPONSIBILITIES

4.1. DFMWR will:

4.1.1. Prepare an SF 1034 (invoice) monthly for reimbursement of custodial costs. Attached to the SF 1034 will be Online Report Viewing (OLRV) Departmental Income Statements produced by DFAS-NAF Financial Services detailing labor, supplies and expendable equipment, equipment repairs, NAF vehicle maintenance, payroll administrative costs, and other miscellaneous/incidental expenses.

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4.1.2 Submit an estimate for September expenses NLT 15 September 2016.

4.2. RMO will:

4.2.1. Validate and verify submitted documentation for reimbursement.

4.2.2. Certify the SF 1034 for payment and forward to DFAS for processing.

5. CUSTODIAL SERVICES EXPENSE SUMMARY:

Building	FTE	Labor Expense	Supplies & Equip Expense	Total DFMWR Cost	DPW IGE	
4122-Tincher CDC	4	\$156,012	\$15,600	\$171,612		
4125-Cooper CDC	4	\$156,012	\$15,600	\$171,612		
4123-Grierson CDC	2.5	\$82,288	\$7,600	\$89,888		
6599-Sch-Age Ctr	1.5	\$70,001	\$6,800	\$76,801		
1010-Youth Ctr	1.5	\$70,001	\$6,800	\$76,801		
Total CYS Facilities	13.5	\$534,314	\$52,400	\$586,714		\$814,331
6045-Conf Ctr	0.75	\$19,258	\$2,900	\$22,158		
3265-Warrior Zone	0.75	\$19,258	\$2,900	\$22,158		
3290-FCoE PFC	3.5	\$86,660	\$16,600	\$103,260		
2730-Rinehart PFC	2	\$77,031	\$5,800	\$82,831		
921-Honeycutt PFC	2	\$77,031	\$5,800	\$82,831		
3444-Goldner PFC	2	\$77,031	\$5,800	\$82,831		
Total CRD Facilities	11	\$356,269	\$39,800	\$396,069	\$3,170,128	
Grand Totals	24.5	\$890,583	\$92,200	\$982,783	\$3,984,459	

6. IMPLEMENTATION INSTRUCTIONS: This MOA is effective upon signature by all parties and survives the departure or position change of any of the signatories. Each party shall provide sufficient advance notice in writing to the other prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.

7. POINTS OF CONTACT (POC):

7.1 DFMWR: Kimberly Way, Financial Management Division, 4700 Mow Way Road, Fort Sill, OK 73503, (580) 442-0954, kimberly.k.way2.naf@mail.mil

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7.2 RMO: Deidre B. Gattenby, Resource Management Office (RMO), 462 Hamilton Road, Fort Sill, OK 73503, (580) 442-8130, deidre.b.gattenby.civ@mail.mil

8. AGREED:



BRENDA J. SPENCER-RAGLAND
Director, Family and Morale, Welfare
and Recreation

25 Sep 15

(DATE)



ALBERT R. HESSER
Director, Resource Management Office

SEP 28 2015

(DATE)



GLENN A. WATERS
COL, FA
Garrison Commander

28 Sep 15

(DATE)

Wednesday, April 15, 2015

CHILD DEVELOPMENT CENTER CUSTODIAL IGE FY16

NON-PERSONAL SERVICES: Furnish all supervision, labor, equipment, materials and supplies to perform custodial services at Fort Sill, Oklahoma, in strict accordance with the specifications, floor plans, and Task and Frequency Chart requirements in the Performance Work Statement (PWS) five times per week.

BASE CONTRACT PERIOD: 1 October 2015, or date of contract award, whichever is later, through 30 September 2016.

Description	Bldg No.	Estimated Square Ft.	Price per Sq Ft	Cost Per Mo.	Qty/Unit Months	Estimated Cost per year
Routine Work (Standard Service): Includes services described in the Performance Work Statement (PWS) five times per week.	1010	21,341.00	0.17	\$18,139.85	12.00	\$217,678.20
Routine Work (Standard Service): Includes services described in the Performance Work Statement (PWS) five times per week.	4122	20,000.00	0.17	\$17,000.00	12.00	\$204,000.00
Routine Work (Standard Service): Includes services described in the Performance Work Statement (PWS) five times per week.	4123	9,000.00	0.17	\$1,530.00	12.00	\$18,360.00
Routine Work (Standard Service): Includes services described in the Performance Work Statement (PWS) five times per week.	4125	22,067.00	0.17	\$18,756.95	12.00	\$225,083.40
Routine Work (Standard Service): Includes services described in the Performance Work Statement (PWS) five times per week.	6599	14,605.00	0.17	\$12,414.25	12.00	\$148,971.00
CONTRACTING MANPOWER REPORTING:	N/A	N/A	N/A	\$538.34	1.00	\$538.34
Total Estimated Amount for all 5 Bldgs						\$814,630.94

Wednesday, April 15, 2015		RECREATION CUSTODIAL IGE FY16				
NON-PERSONAL SERVICES: Furnish all supervision, labor, equipment, materials and supplies to perform custodial services at Fort Sill, Oklahoma, in strict accordance with the specifications, floor plans, and Task and Frequency Chart requirements in the Performance Work Statement (PWS) five times per week.						
BASE CONTRACT PERIOD: 1 October 2015, or date of contract award, whichever is later, through 30 September 2016.						
Description	Bldg No.	Estimated Square Ft.	Price per Sq Ft	Cost Per Month	Qty/Unit Months	Estimated Cost per year
Daily Cleaning of Admin. And Common Areas	921	23,986.00	0.048	\$23,026.56	12.00	\$276,318.72
Daily Cleaning of Restrooms, Looker Rooms, and Shower Areas	921	2,576.00	0.174	\$8,964.48	12.00	\$107,573.76
Biweekly Power Wash of Shower Areas	921	237.00	0.55	\$260.70	12.00	\$3,128.40
Monthly Shampoo Carpets and Buff Floors	921	23,986.00	0.16	\$3,837.76	12.00	\$46,053.12
Annual Strip/Wax Floors and Clean Exterior Windows	921	31,417.00	0.18	\$5,655.06	1.00	\$5,655.06
Daily: Cleaning of Admin. And Common Areas.	2730	41,146.00	0.048	\$39,500.16	12.00	\$474,001.92
Daily: Cleaning of Restrooms, Looker Rooms, and Shower Areas.	2730	4,048.00	0.17	\$13,763.20	12.00	\$165,158.40
Biweekly: Power Wash of Shower Areas.	2730	566.00	0.55	\$622.60	12.00	\$7,471.20
Monthly: Shampoo Carpets and Buff Floors.	2730	41,146.00	0.16	\$6,583.36	12.00	\$79,000.32
Annual: Strip/Wax Floors and Clean Exterior Windows.	2730	45,194.00	0.18	\$8,134.92	1.00	\$8,134.92
Daily Cleaning of Admin And Common Areas	3265	10,635.00	0.048	\$10,209.60	12.00	\$122,515.20
Daily: Cleaning of Restroom Areas	3265	350.00	0.17	\$1,190.00	12.00	\$14,280.00
Monthly Shampoo Carpets and Buff Floors	3265	10,635.00	0.16	\$1,701.60	12.00	\$20,419.20
Annual Strip/Wax Floors and Clean Exterior Windows	3265	12,269.00	0.18	\$2,208.42	1.00	\$2,208.42
Daily: Cleaning of Admin. And Common Areas.	3444	19,128.00	0.048	\$18,362.88	12.00	\$220,354.56
Daily: Cleaning of Restrooms, Looker Rooms, and Shower Areas.	3444	1,242.00	0.17	\$4,222.80	12.00	\$50,673.60
Biweekly: Power Wash of Shower Areas.	3444	170.00	0.55	\$187.00	12.00	\$2,244.00
Monthly: Shampoo Carpets and Buff Floors.	3444	19,128.00	0.16	\$3,060.48	12.00	\$36,725.76
Annual: Strip/Wax Floors and Clean Exterior Windows.	3444	21,216.00	0.18	\$3,818.88	1.00	\$3,818.88
Daily Cleaning of Admin And Common Areas	4295	85,556.00	0.048	\$82,133.76	12.00	\$985,605.12
Daily: Cleaning of Restrooms, Looker Rooms, and Shower Areas.	4295	9,891.00	0.17	\$33,629.40	9.00	\$302,664.60
Daily: Cleaning of Child Care Area	4295	1,625.00	0.17	\$6,630.00	9.00	\$59,670.00
Biweekly Power Wash of Shower Areas	4295	1,664.00	0.55	\$1,830.40	9.00	\$16,473.60
Monthly Shampoo Carpets and Buff Floors	4295	85,556.00	0.16	\$266.24	9.00	\$2,396.16
Annual Strip/Wax Floors and Clean Exterior Windows	4295	97,072.00	0.18	\$17,472.96	1.00	\$17,472.96
Daily: Cleaning of Admin. And Common Areas.	6045	6,658.00	0.048	\$6,391.68	12.00	\$76,700.16
Daily: Cleaning of Restroom Areas.	6045	1,145.00	0.17	\$3,893.00	12.00	\$46,716.00
Monthly: Shampoo Carpets and Buff Floors.	6045	6,658.00	0.16	\$1,065.28	12.00	\$12,783.36
Annual: Strip/Wax Floors and Clean Exterior Windows.	6045	18,490.00	0.18	\$3,328.20	1.00	\$3,328.20
CONTRACTING MANPOWER REPORTING:	N/A	N/A	N/A	\$582.72	1.00	\$582.72
Total Estimated Amount for all 6 Bldgs						\$3,170,128.32