

## **SECTION L-3 SAMPLE TASK ORDERS**

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National Aeronautics and Space Administration Lyndon B. Johnson Space Center Houston, TX 77058		<b>ORDER FOR SUPPLIES OR SERVICES</b>				
1. PURCHASE ORDER NO.  NNJ08JA01T	2. DATE OF ORDER					
3. ISSUING OFFICE NASA Johnson Space Center, Houston, TX 77058 Attn: BJ/Contracting Officer Org./Buyer: BJ  Tel. No.: 281-244-8439 Fax: 281-483-4173			4. SHIP TO: Transportation Officer NASA Johnson Space Center Houston, TX 77058 Mark For: Accountable Property  Purchase Order No:			
5. CONTRACTOR  <u>Custodial Contractor</u>		TN:	6. DELIVER ON OR BEFORE: Period of Performance: December 17, 2007 - December 18, 2009			
PHONE:			F.O.B. POINT:			
7. CONFIRMING ORDER: FROM: _____ TO: _____ DATE: _____			8. BILLING ADDRESS: NASA Johnson Space Center Attn: BJ/Contracting Officer 2101 NASA Parkway, Houston, TX 77058-3696 Contract No.:			
9. TYPE OF ORDER: <input type="checkbox"/> PURCHASE: _____ <input type="checkbox"/> REFERENCE _____ <input checked="" type="checkbox"/> DELIVERY: Except for the Terms and Conditions of Purchase Please furnish the following on the terms and conditions on this order. Order listed on the following page, this delivery order is subject to instructions contained on this form and is issued subject to the terms and conditions of contract number: <u>NNJ08JA01T</u>						
10. DISCOUNT TERMS:			11. BY _____ DATE _____ CONTRACTING OFFICER			
<b>12. SCHEDULE</b>						
	DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	The Contractor shall provide the services necessary to fulfill the requirements identified in the attached Statement of Work for Custodial IDIQ Task Order #1.	600	SF			
13. FOR JSC INTERNAL USE ONLY: PURCHASE REQUEST NO.: TBD <input type="checkbox"/> COMP. <input type="checkbox"/> PART. PPC: APPROPRIATION DATA: ACCOUNTING CODE: TBD REISSUE TO:					14. Total	
15. QUANTITIES IN "QUANTITY ACCEPTED" COLUMN HAVE BEEN: <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED <input type="checkbox"/> RECEIVED TO CONFORM TO THE CONTRACT. ACCEPTANCE WILL BE AT JSC UNLESS OTHERWISE NOTED. BY _____ Date _____ Authorized U.S. Government Representative						

**Approvals**

Task Order: Contract Line Order Number, 2.1.17 Stripping and Waxing, Bldg. 45, RM 730

Subtask Orders: 1. Sweep  
2. Dust Mop

Performance Period: 04/01/08– 04/04/08

Funding Organization: JA

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
Custodial Program Manager

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
JSC Custodial Budget Analyst

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
JSC Custodial COTR

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
JSC Custodial Contracting Officer

## 1. Stripping and Waxing

In accordance with the requirements in CLIN 2.1.17, The Contractor shall strip and wax approximately 600 SF of vinyl tile of office floor space. The Contractor shall:

- Sweep and Dust Mop
  - Entire floor area before wax application
- Strip/Was
  - Entire floor area
- Seal
  - Entire floor area
- Buffing
  - Entire floor area if required per statement of work

National Aeronautics and Space Administration Lyndon B. Johnson Space Center Houston, TX 77058		<b>ORDER FOR SUPPLIES OR SERVICES</b>				
1. PURCHASE ORDER NO.  NNJ08JA02T	2. DATE OF ORDER					
3. ISSUING OFFICE NASA Johnson Space Center, Houston, TX 77058 Attn: BJ/Contracting Officer Org./Buyer: BJ  Tel. No.: 281-244-8439 Fax: 281-483-4173			4. SHIP TO: Transportation Officer NASA Johnson Space Center Houston, TX 77058 Mark For: Accountable Property  Purchase Order No:			
5. CONTRACTOR  <u>Custodial Contractor</u>		TN: _____		6. DELIVER ON OR BEFORE: Period of Performance: December 17, 2007 - December 18, 2009		
PHONE: _____		F.O.B. POINT: _____				
7. CONFIRMING ORDER: FROM: _____ TO: _____ DATE: _____			8. BILLING ADDRESS: NASA Johnson Space Center Attn: BJ/Contracting Officer 2101 NASA Parkway, Houston, TX 77058-3696 Contract No.: _____			
9. TYPE OF ORDER: <input type="checkbox"/> PURCHASE: _____ <input type="checkbox"/> REFERENCE: _____ <input checked="" type="checkbox"/> DELIVERY: Except for the Terms and Conditions of Purchase Please furnish the following on the terms and conditions on this order. Order listed on the following page, this delivery order is subject to instructions contained on this form and is issued subject to the terms and conditions of contract number: <u>NNJ08JA02T</u>						
10. DISCOUNT TERMS:			11. BY _____ DATE _____ CONTRACTING OFFICER			
<b>12. SCHEDULE</b>						
	DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	The Contractor shall provide the services necessary to fulfill the requirements identified in the attached Statement of Work for Custodial IDIQ Task Order #2.	200,000	SF			
13. FOR JSC INTERNAL USE ONLY: PURCHASE REQUEST NO.: TBD <input type="checkbox"/> COMP. <input type="checkbox"/> PART. PPC: APPROPRIATION DATA: ACCOUNTING CODE: TBD REISSUE TO:					14. Total	
15. QUANTITIES IN "QUANTITY ACCEPTED" COLUMN HAVE BEEN: <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED <input type="checkbox"/> RECEIVED TO CONFORM TO THE CONTRACT. BY _____ Date _____ ACCEPTANCE WILL BE AT JSC UNLESS OTHERWISE NOTED. Authorized U.S. Government Representative						

**Approvals**

**1.0** Task Order: Contract Line Order Number, 3.0 Indefinite  
Delivery/Indefinite Quantity (IDIQ), Dust & Clean, Suite 960 of Building 1.

Subtask Orders: 1. Dust  
2. Clean

Performance Period: 04/01/08– 04/04/08

Funding Organization: JA

Approved By: \_\_\_\_\_  
Custodial Program Manager Date

Approved By: \_\_\_\_\_  
JSC Custodial Budget Analyst Date

Approved By: \_\_\_\_\_  
JSC Custodial COTR Date

Approved By: \_\_\_\_\_  
JSC Custodial Contracting Officer Date

### **1. Dusting and Cleaning**

In accordance with the requirements in CLIN 2.1.4 and 3.0 The Contractor shall dust and clean approximately 1000 SF of office space. The Contractor shall:

- Dust
  - Furniture and fixtures
- Clean
  - Walls, entrances, hallways and carpeted areas

National Aeronautics and Space Administration Lyndon B. Johnson Space Center Houston, TX 77058		<b>ORDER FOR SUPPLIES OR SERVICES</b>				
1. PURCHASE ORDER NO.  NNJ08JA03T	2. DATE OF ORDER					
3. ISSUING OFFICE NASA Johnson Space Center, Houston, TX 77058 Attn: BJ/Contracting Officer Org./Buyer: BJ  Tel. No.: 281-244-8439 Fax: 281-483-4173			4. SHIP TO: Transportation Officer NASA Johnson Space Center Houston, TX 77058 Mark For: Accountable Property  Purchase Order No:			
5. CONTRACTOR  <u>Custodial Contractor</u>		TN:	6. DELIVER ON OR BEFORE: Period of Performance: December 17, 2007 - December 18, 2009  F.O.B. POINT:			
7. CONFIRMING ORDER: FROM: _____ TO: _____ DATE: _____		8. BILLING ADDRESS: NASA Johnson Space Center Attn: BJ/Contracting Officer 2101 NASA Parkway, Houston, TX 77058-3696 Contract No.:				
9. TYPE OF ORDER: <input type="checkbox"/> PURCHASE: _____ <input type="checkbox"/> REFERENCE _____ <input checked="" type="checkbox"/> DELIVERY: Except for the Terms and Conditions of Purchase Please furnish the following on the terms and conditions on this order. Order listed on the following page, this delivery order is subject to instructions contained on this form and is issued subject to the terms and conditions of contract number: <u>NNJ08JA03T</u>						
10. DISCOUNT TERMS:			11. BY _____ DATE _____ CONTRACTING OFFICER			
<b>12. SCHEDULE</b>						
	DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	The Contractor shall provide the services necessary to fulfill the requirements identified in the attached Statement of Work for Custodial IDIQ Task Order #3.	7000				
13. FOR JSC INTERNAL USE ONLY: PURCHASE REQUEST NO.: TBD <input type="checkbox"/> COMP. <input type="checkbox"/> PART. PPC: APPROPRIATION DATA: ACCOUNTING CODE: TBD REISSUE TO:					14. Total	
15. QUANTITIES IN "QUANTITY ACCEPTED" COLUMN HAVE BEEN: <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED <input type="checkbox"/> RECEIVED TO CONFORM TO THE CONTRACT. ACCEPTANCE WILL BE AT JSC UNLESS OTHERWISE NOTED. BY _____ Date _____ Authorized U.S. Government Representative						

**Approvals**

Task Order: Contract Line Order Number, 2.1.13.2, Indefinite Delivery/Indefinite Quantity (IDIQ) Clean Exterior Windows above First Floor of bldg 7A.

- Subtask Orders:
1. Meet Safety Requirements for exterior window cleaning
  2. Clean windows to streak-free condition
  3. Remove all excess cleaning solutions

Performance Period: 04/01/08– 04/04/08

Funding Organization: JA

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
Custodial Program Manager

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
JSC Custodial Budget Analyst

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
JSC Custodial COTR

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
JSC Custodial Contracting Officer

## 1. Clean Exterior Glass Windows

In accordance with the requirements in CLIN 2.1.13.2, The Contractor shall clean exterior glass windows on the second and third floors of building 7A.

The Contractor shall:

- Understand and follow all Safety requirements for exterior work above first floor, requiring the use of the Fall Restraint System installed on the building. Only employees trained on the Fall Restraint System may perform these duties
- Leave the room occupants area safe and clean in the room with the exterior ledge access door
- Clean exterior windows and window frames to a streak free appearance
- Ensure that all overspray of cleaning solutions is removed from the window, frame, trim and ledge of building
- Ensure that no debris falls from ledge endangering people or equipment below the ledge.

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