

COVID-19 Cleaning and Disinfection Guidance for Leased Space (Updated 4-9-2020)

Instructions: The following PBS Leasing Process and Funding. Guidance is specific to COVID-19 incidents in leased space and follows the [192V Coronavirus Funding Guidance](#). The [SPE Memo SPE-2020-07](#) identifies increased Micro-purchase Threshold (MPT), Simplified Acquisition Threshold (SAT) and commercial item thresholds for COVID-19 response and is in effect until July 1, 2020, unless otherwise rescinded, modified or extended. However, it does not increase Davis Bacon Act (DBA) or Service Contract Act (SCA) thresholds.

TABLE 1: BA53 Funded Detailed Cleaning and Disinfection - Confirmed or Suspected Case & only for portions of the leased premises the individual accessed Lessor Performs the Detailed Cleaning (No RWA - GSA Funded)

Roles	Under Micro-purchase*	Between Micro-purchase and SAT	Over SAT
Lease Contracting Officer (LCO)	N/A	Lease Amendment (LA) required.	Lease Amendment (LA)
Lease Administration Manager (LAM)	Coordinates with a warranted contracting officer (1102) to order the cleaning. Order may be sent via email to the Lessor and cc the LCO for the Lease File and BA53 analyst for Tracker entry and funds certification. Purchases at or under the MPT can also be made by a non-1102 purchase card holder.	Coordinates with Lessor/obtains proposal/ Provides proposal and Independent Government Cost Estimate to the LCO (the IGCE may be completed by a SME). Provide invoice copy or statement of work completed to LCO for Lease File.	Coordinates with Lessor/obtains proposal/Provides proposal and Independent Government Cost Estimate to the LCO (the IGCE may be completed by a SME).
Customer	Informs GSA of a confirmed or suspected COVID-19 case. GSA then handles as noted above.	Informs GSA of a confirmed or suspected COVID-19 case. GSA then handles as noted above.	Informs GSA of a confirmed or suspected COVID-19 case. GSA then handles as noted above.

**Payment will be made directly to the lessor through finance or by credit card without Leasing generating a 620.*

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TABLE 2: BA61 Funded Detailed Cleaning and Disinfection - Confirmed or Suspected case & only for portions of the leased premise the individual accessed

Lessor Does Not Perform Detailed Cleaning (No RWA – GSA Funded)

Outside Custodial Contractor

Roles	Under Micro-purchase	Between Micro-purchase and SAT	Over SAT
LCO	N/A	N/A	N/A
LAM	<p>Speak with Lessor first/ Document Lessor Refusal/Coordinate with a warranted contracting officer (1102) to order the cleaning. Provide invoice copy or statement of work completed to LCO for the Lease File.</p> <p>Purchases at or under the MPT can also be made by a non-1102 purchase card holder. The SCA still applies. When the SCA is applicable and the work exceeds \$2,500, a purchase card cannot be used.</p>	<p>Speak with Lessor first/Document Lessor Refusal/Coordinate with a warranted contracting officer (1102) to order the cleaning. Provide invoice copy or statement of work completed to LCO for the Lease File.</p>	<p>Speak with Lessor first/Document Lessor Refusal/Coordinate with a warranted contracting officer (1102) to order the cleaning. Provide invoice copy or statement of work completed to LCO for the Lease File.</p>
Customer	<p>Informs GSA of a confirmed or suspected COVID-19 case. GSA then handles as noted above.</p>	<p>Informs GSA of a confirmed or suspected COVID-19 case. GSA then handles as noted above.</p>	<p>Informs GSA of a confirmed or suspected COVID-19 case. GSA then handles as noted above.</p>

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TABLE 3: BA80 Funded - Customer Requested Above Standard Cleaning and Disinfection- Lessor Performs the Cleaning

(RWA required - Customer Funded)

Roles	Under Micro-purchase	Between Micro-purchase and SAT	Over SAT
LCO	N/A	Lease Amendment (LA) required	Lease Amendment (LA) required
LAM	Coordinate with a warranted contracting officer to order the cleaning. Order may be sent via email to the Lessor and cc the LCO. LAM may coordinate with the Customer and coordinate collection of the RWA. Purchases at or under the MPT can also be made by a non-1102 purchase card holder.	Coordinate with Lessor/Obtain proposal/Provide Independent Government Cost Estimate and proposal to the LCO (the IGCE may be completed by a SME). Provide invoice copy or statement of work completed to LCO for Lease File. LAM may coordinate with the Customer and coordinate collection of the RWA.	Coordinate with Lessor/Obtain proposal/Provide Independent Government Cost Estimate and proposal to the LCO (the IGCE may be completed by a SME). LAM may coordinate with the Customer and coordinate collection of the RWA.
Customer	Requests additional cleaning from GSA and provides an RWA. GSA then handles as noted above.	Requests additional cleaning from GSA and provides an RWA. GSA then handles as noted above.	Requests additional cleaning from GSA and provides an RWA. GSA then handles as noted above.

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TABLE 4: BA80 Funded - Customer Requested Above Standard Cleaning and Disinfection- Lessor Does Not Perform the Cleaning

Outside Custodial Contractor (RWA required - Customer Funded)

Roles	Under Micro-purchase	Between Micro-purchase and SAT	Over SAT
LCO	N/A	N/A	N/A
LAM	<p>Coordinate with the Lessor first and then a warranted contracting officer (1102) to order the cleaning. Coordinate collection of RWA. Provide statement of Lessor Refusal and invoice copy or statement of work completed to LCO for the Lease File. Purchases at or under the MPT can also be made by a non-1102 purchase card holder. The SCA still applies. When the SCA is applicable and the work exceeds \$2,500, a purchase card cannot be used.</p>	<p>Coordinate with the Lessor first and then a warranted contracting officer (1102) to order the cleaning. Coordinate collection of RWA. Provide statement of Lessor Refusal and invoice copy or statement of work completed to LCO for the Lease File.</p>	<p>Coordinate with Lessor first and then a warranted contracting officer (1102) to order the cleaning. Coordinate collection of RWA. Provide invoice copy or statement of work completed to LCO for the Lease File.</p>
Customer	<p>Requests additional cleaning from GSA and provides an RWA. GSA then handles as noted above.</p>	<p>Requests additional cleaning from GSA and provides an RWA. GSA then handles as noted above.</p>	<p>Requests additional cleaning from GSA and provides an RWA. GSA then handles as noted above.</p>

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TABLE 5: Customer Funded Detailed Cleaning and Disinfection - Confirmed or Suspected Case & only for portions of the leased premises the individual accessed and Customer Requested Above Standard Cleaning and Disinfection

Customer requests to contract with and reimburse the Lessor directly or Lessor refuses to perform cleaning and Customer requests to secure their own Outside Custodial Contractor

Role	Under Micro-purchase	Between Micro-purchase and SAT	Over SAT
<p>Customer (Direct Request to Lessor for Detailed Cleaning and Disinfection or Additional Routine Cleaning and Disinfection) (Lessor Agrees)</p>	<p>Informs GSA of a confirmed or suspected COVID-19 case. GSA checks w/ Lessor. If Lessor agrees to work w/ the Customer, GSA informs the customer. Customer orders the cleaning directly through the Lessor utilizing the GSA provided scope. No RWA required.</p>	<p>Informs GSA of a confirmed or suspected COVID-19 case. Upon written authority from the LCO (Can be via email to both the Lessor and Customer), Customer orders the cleaning through the Lessor utilizing the GSA provided scope. No RWA required.</p>	<p>Customers must contact GSA. LCO contracts for the work. (Use: BA53 for Detailed Cleaning & RWA for Additional Cleaning.)</p>
<p>Customer (Direct Request to Lessor for Detailed Cleaning and Disinfection or Additional Routine Cleaning and Disinfection) (Lessor Refuses) Use Outside Custodial Contractor</p>	<p>Notifies GSA (LAM or LCO) of need. GSA notifies Lessor. GSA documents Lessor Refusal. LCO informs the customer to proceed. Customer orders the cleaning through an outside Custodial Contractor utilizing the GSA provided scope.</p>	<p>Notifies GSA (LAM or LCO) of need. GSA notifies Lessor. GSA documents Lessor Refusal. Upon written authority from LCO (Can be via email to both Lessor and Customer) Customer orders cleaning through an outside custodial contractor utilizing the GSA provided scope.</p>	<p>Customers must contact GSA. LCO contracts for the work.(Use: BA61 for Detailed Cleaning & RWA for Additional Cleaning.</p>