

## **Scope of Work**

### **INTRODUCTION**

The American Embassy in Sana'a, Yemen requires a service of a qualified contractor to bid on a fixed priced contract valid for one year to perform cleaning and janitorial services for property surrounding land managed by the US, Government in Sana'a, Yemen.

### **SCOPE OF WORK**

- Cleaning services in all the exterior designated spaces by the Embassy.
- Cleaning service for property surrounding land managed by the US, Government in Sana'a, Yemen.
- cleaning 3 bathrooms located by the pedestrian security screening room
- Cleaning sidewalks, lobbies, storage areas. Both under the barrier ( vehicle inspection area )
- Sweep the parking lot, street and sidewalks that are located next to Tourist City
- Picking up trash from the ground surrounding entire parameter wall of the embassy.
- Remove trash and debris ), paper, plastic bags, tin cans, burned items, abandoned food, and put into the trash pin
- Picking up trash at the CSO City located behind the Embassy.
- Dump of the trash from the trash pin to the trash yard area.

### **CONTRACTORS DUTIES AND RESPONSIBILITY -**

The contractor shall prepare general instructions for the work force. The Contractor shall provide drafts to Contracting Officer Representative (COR) for review within thirty days after contract award. The Contracting Officer's Representative (COR) for review within thirty days after contract award. The Contracting Officer's Representative must approve these general instructions before issuance.

Contractor shall be responsible for cleaning 3 bathrooms located by the pedestrian security screening room. Bathrooms shall be stocked with soap and plastic garbage liners provided by the contractor. Each bathroom shall be mopped once a 6 days of the week ( Saturday through Thursday ) . Each bathroom shall have the trash emptied, sinks and mirrors cleaned and toilet bowl cleaned three times a day (morning, mid-day & afternoon), 6 days of the week (Saturday through Thursday. On Thursday of each week the bathroom must have the trash emptied. Sinks and mirrors cleaned and the toilet bowl cleaned only once.

Contractor shall be responsible for picking up trash (consisting of any object that is not plants, dirt or construction debris) outside the main embassy walls. The Contractor shall be responsible for keeping the parking lot, street and sidewalks that are located next to Tourist City clean and free of trash and debris.

Contractor shall be responsible for picking up trash surrounding the parameter wall including the CSO Facility located between the Embassy and the school

The CSO guards maintain a 24 hour presence outside of the embassy. Any and all trash created by the CSO guard force must be disposed of by the Contractor. The contractor must use discretion in

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determining structures that may be used by the CSO guard force as protection from the elements and what is trash. This includes but is not restricted to broken furniture, cardboard boxes (whole or partial), paper, plastic bags, tin cans, burned items, abandoned food, bags with refuse, and all residue and refuse relating to smoking, etc. outside of CSO guard trailers vehicles and essential structures must be collected and disposed of in the Embassy trash bins.

### **EMBASSY RESPONSIBILITY:**

The Embassy will provide storage area that will allow the Contractor to lock up his tools material at the site. However, the Embassy shall not be responsible for any losses of the contractor's tool or materials. The Embassy will provide trash containers in each location for this purpose

### **SAFETY**

All employees employed by the contractor will adhere to safety practices required by the U.S. Government - they shall wear latex gloves while cleaning the bathroom facilities and work gloves at the time. A unified color uniform and red Embassy issued ID card must be worn at all times while employees are cleaning bathrooms and disposing of trash surrounding the embassy walls.

The Contractor must provide his/her employers with proper personal protective equipment; they shall include but is not restricted to latex gloves, mask, etc.

The contractor shall not enter or clean the areas where vehicles are inspected for explosive devices. These areas are to be maintained by the local guard force employed by the Embassy.

Contractor shall schedule routine cleaning requirements to ensure that these are done in the order and time frame that are most efficient and have the least impact on normal operations. They are to be performed on a daily basis.

The contractor shall conduct an initial site visit to obtain overview of the work. Quote should reflect number of workers, tools and materials required for this agreement.

### **WORKING HOURS**

Regular Working hours of the Embassy – eight hours

**The End...**