

**REQUEST FOR QUOTATION NO. PR 5327962
THE EMBASSY OF THE UNITED STATES OF AMERICA
REQUIRES A COMPANY FOR
RESIDENTIAL CLEANING**

To provide the following, please see attached SOW

	Average size of houses
Small Houses:	1953.28 – 2778.97 Gross Square Feet
Medium	2778.98 – 3168.92 Gross Square Feet
Large	3168.93 - 3169 Gross Square Feet
On-call Service	Square feet cost
Larger	Over 3169 Gross Square Feet
Light Cleaning Small house	1953.28 – 2778.97 Gross Square Feet
Light Cleaning Medium house	2778.98 – 3168.92 Gross Square Feet
Light Cleaning Large house	3168.93 - 3169 Gross Square Feet
Light Cleaning larger house	Over 3169 Gross Square Feet

Your offer must be submitted no later than **Junio 22, 2016** at 10:00 a.m. via e-mail to **matuteg@state.gov**. If there are any questions regarding this Request for Quotation, please contact **Gracia Matute, Procurement Agent, telephone number (504) 2236-9320 x.4604.**

Scope of Work for Residential Cleaning

1. OVERVIEW

Deep cleaning of residences prior to occupancy, to include inside and outside areas. Cleaning should take no more than two (2) full days. If needed, vendor should consider a minimum of additional three hours for touch up cleaning on the day of occupancy of the residence.

Work will be quoted per average size of houses available in the Housing Pool, as follows:

2. ORDER LIMITATIONS:

Minimum 5 houses – Maximum 80 houses

3. CONTRACTOR PROVIDED SERVICES:

- The contractor shall provide on-site supervisor at all times during the cleaning process of a residence.
 - Hours of operation shall take place beginning 7:30 AM till 4:00 PM, as necessary.
- Provide additional “touch up” time if necessary in the residences

4. ADDITIONAL CONTRACTOR PROVIDED SERVICES:

On call service - response will be within 2 hours after call is received at the Company. A Task order will be prepared that same day.

5. PRICE SECTION

Residential Cleaning

Average size of houses Unit Price per size of House

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6. PERSONNEL

General.

The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. Employees are not permitted to sit or stand on the furniture inside the house. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional costs to the Government.

Standard of Conduct.

Uniforms and Personal Equipment. The Contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR).

7. Cleaning of Houses Includes but is not limited to:

- **Kitchen:** Countertops scrubbed down, sinks scoured, through cleaning of interior and exterior of cabinets and appliances. Remove any items, including shelf paper (as requested), in kitchen cabinets, clean doors thoroughly, especially around handles and shelves. Items found in cabinets shall be reported to the Embassy for inspection and disposal. All hard non-wooden surfaces in the kitchen will be cleaned with a chlorine solution.
 - **Refrigerators:** Remove all food residues and frost. Thoroughly clean inside and outside. Remove any mold on edges and clean with a diluted bleach solution.
 - **Freezers:** Clean thoroughly with warm water and bicarbonate of soda. Do not use scouring powder as it harms enamel.
 - **Stove:** Clean outside of stove with hot soapy water or ceramic top cleaner (when so required) (scouring power harms enamel). Clean around burners. Scrape and clean other parts. Ovens should be cleaned on the inside. Polish chromium parts. *Use only approved cleaning products on ceramic stove top.*
 - **Dishwashers:** Clean interior with a damp cloth.

- **Floors:** Sweep and mop on the inside and outside of the house. A guide on the basic care the contractor will use to treat different types of floor needs to be provided. Floors will be cleaned according to the type of floor of the house (hard wood floors will be polished; non-polished tile floors will only be mopped, etc.). Floor types include:
 - Ceramic tile (different types)
 - Porcelain
 - Granite
 - Wooden – Real and Imitation
 - Terracotta (Barro)
 - Terrazzo
 - Marble
 - Concrete or paved (on garages or sidewalks)

There will be some cases in which the floors of certain areas of the house will need some polishing. This service can be considered as an additional fee.

- **Garage/Carport Areas:** Wash, mop, remove stains and polish floor (if required). There will be some cases in which the floors of certain garage areas of the house will need some pressure wash or polishing. This service can be considered as an additional fee, at the request of the COR.
- **Carpet:** Vacuum carpets as necessary.
- **Windows:** Wash and clean windows on the inside and outside of the house. Dust and clean blinds. Dust and polish wooden frames with wood polishing liquids.
- **Doors:** All interior and exterior doors (wood and metal), including garage doors and pedestrian doors need to be cleaned, according to the type of material.
- **Bathrooms:** Scrub and sanitize sinks, bowls, showers, tubs, tiles, mirrors, cabinets, and aluminum sliding doors and tracks by using appropriate disinfectants and detergents. Ensure different scrubbing pads and brushes are used for toilets, bathrooms/bathtubs and the kitchen area. Scrub and disinfect toilet bowls and seats. Muriatic acid should be used only on special cases and only by using safety precautions. Products such as AJAX and Comet are preferred to clean bathroom tiles, bathtubs, and sinks.
- **Walls:** Wash/clean fences, exterior walls, sidewalks, garbage baskets. Remove finger prints and food stains from walls. Remove spider webs from walls and ceilings.
- **Exterior Sidewalks:** Clean and wash sidewalks, with pressure hose and remove garbage.
- **All Surfaces:** Thorough dusting and cleaning of all surfaces of the house, including walls, cabinets, furniture, lamps, closets, drawers, etc.
 - Clean visible plumbing and electrical fixtures.
 - **Hard Wood Surfaces:** Cleaning/dusting wood parts of the house with appropriate liquids and polishing oils to remove handprints, pencil or crayon marks, spots on doors, around handles, and door frames.
 - **Hard Furniture:** Thorough dusting and cleaning of tops, sides and legs of furniture.
 - **Closets and cabinets:** Dust and clean interior of closets & cabinets. Remove shelf paper and all items found in closets and report to Supervisor.
 - **Other Furniture:** Cleaning/dusting of table lamps and ceiling lamps, including ceiling fans. Vacuum and dust different type of furniture as needed.
 - **Stains:** Remove food or hand stains on electrical outlets, walls and doors. If there is mold found in certain areas of the house, it should be reported it to the Housing Coordinator to determine the need for special treatment.
 - **Handrails and grillwork.** Dust and clean thoroughly. Brushing is usually needed to remove dirt.

- **Garbage Removal:** Remove all personal effects and trash from storerooms, carports, garage areas, and sidewalks, and set aside for inspection of Embassy supervisor and removal.
- **Laundry Area:** Clean interior and exterior of washers and dryers with a damp cloth. Scrub washing surface and inside of “pilas”.

DISINFECTING SOLUTION

From Clorox

(Other appropriate forms of disinfectant e.g. Pine Sol, Azistin, or similar disinfecting products can be used).

Disinfecting:

Use the following method to disinfect hard, non-porous surfaces at home:

1. Create bleach solution using $\frac{3}{4}$ cup Clorox® Regular-Bleach per gallon of water.
2. Wash, wipe or rinse items/area with water, then apply solution.
3. Let stand 5 minutes.
4. Rinse thoroughly and air dry

Please note:

- * Do not use Clorox® Regular-Bleach full strength for cleaning surfaces.
- * Always dilute strictly in accordance with label directions.
- * Wear gloves when cleaning for prolonged periods.
- * Bleach solutions need to be made fresh daily. Once diluted, bleach breaks down quickly (mainly into salt and water).

Please note: Bleach solutions need to be made fresh daily. Once diluted, bleach breaks down quickly - mainly into salt and water. Many spray bottles contain metal parts in the trigger spray. Bleach will corrode these parts over time. Bleach is an irritant and using bleach in a spray bottle can be very irritating to some especially those individuals with chronic respiratory or heart conditions.

Appropriate Surfaces:

Kitchen: Refrigerators, work surfaces, garbage disposals, freezers, sinks, appliances, plastic laminate, countertops, (ceramic) tile (floors or countertops), vinyl, linoleum, solid surface countertops, glass, garbage cans, trash cans, trash compactors, dish cloths, brushes, synthetic sponges, mops, latex enamel painted woodwork, walls, faucets.

For toilet bowls and bidets: Flush toilet/bidet. Pour 1 cup of Clorox® Regular-Bleach into

bowl. Brush entire bowl including rim with a scrub brush or mop; let stand 10 minutes before flushing again.

8. Minimum Equipment and Tools Needed:

- Buckets
- Brooms
- Mops
- Cleaning rags
- Brushes – Different Sizes
- Broom to clean high ceilings and fans
- Vacuum cleaner
- Floor Scrubbing machine
- Floor Polishing Machine
- Plastic bowls
- Hoses
- Liquid dispensers
- Set of Measuring cups
- Dust/trash collectors (recogedores de basura)
- Toilet brushes
- Floor Polishing Equipment
- Plastic gloves while washing bathrooms, toilets and sinks

Minimum Cleaning Materials Needed:

- Clear wood polishing liquid
- Dark wood polishing liquid
- Chlorine solution
- Bleach
- Disinfectants
- Glass polishing liquid
- Detergent
- Non-abrasive cleaning products

9. PERIOD OF PERFORMANCE:

The performance period of this contract is from June 15, 2016 and shall constitute a binding contract continuing for 12 months.

10. SUBMISSION OF INVOICES:

The Government shall pay the Contractor as full compensation for all the work required and accepted under this purchase order at the fixed-price rate stated in block 17 with a copy of the Task Order correspondent to the cleaning of the house a copy should be provided via email to the COR. Please send all the bills along with a copy of the Task order to the following address:

Financial Management Officer
2nd floor American Embassy
Tegucigalpa.

The following FAR clauses are provided in full text:

52.216-18 Ordering.

As prescribed in 16.506(a), insert the following clause:
ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from June 15, 2016 through June 14, 2017.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered “issued” when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 Order Limitations.

As prescribed in 16.506(b), insert a clause substantially the same as follows:

ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than 5 houses, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor—

(1) Any order for a single item in excess of 80 houses

(2) Any order for a combination of items in excess of 80 houses or

(3) A series of orders from the same ordering office within 2 days days that together call for quantity exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 3 days days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 Indefinite Quantity.

As prescribed in 16.506(e), insert the following clause:

INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the

52.217-6 Option for Increased Quantity.

As prescribed in 17.208(d), insert a clause substantially the same as the following:

OPTION FOR INCREASED QUANTITY (MAR 1989) The Government may increase the quantity of supplies called for in the Schedule at the unit price specified. The Contracting Officer may exercise the option by written notice to the Contractor within [insert in the clause the period of time in which the Contracting Officer has to exercise the option]. Delivery of the added items shall continue at the same rate as the like items called for under the contract, unless the parties otherwise agree.

(End of clause)

52.217-8 Option to Extend Services.

As prescribed in 17.208(f), insert a clause substantially the same as the following:

OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 5 days.

(End of clause)

Contact information: _____

Signature: _____ Date signed: _____