

## **Scope of work for cleaning of furniture and carpets at the Embassy & Residences**

**1. OVERVIEW:** The American Embassy in Amman requires the service of a qualified contractor to provide cleaning of furniture and carpets for U. S. Embassy, Amman, Jordan and its residences. The Contractor shall furnish all managerial, administrative, direct labor personnel and transportation that are necessary to accomplish all work as required by this Blanket Purchase Agreement. Performance requirements for required work are described below:

- The Contractor shall comply with all applicable Jordanian Laws and directions including being licensed to do business.
- The contractor shall provide all necessary equipment for completing this job
- The contractor shall provide a good quality supplies
- The Contractor shall provide a qualified team for providing the services.
- The Contractor shall provide transportation for his team to accomplish all work as required.
- Performance requirements for required work are described below:

1. Cleaning of sofa 3 seaters
2. Cleaning of loveseat 2 seaters
3. Cleaning of armchair, easy chair
4. Cleaning of dining chair
5. Cleaning of recliner
6. Cleaning of carpets

### **Embassy Warehouse shall provide fabrics only.**

1. The Contractor shall provide cleaning of furniture and carpets as requested.
2. The Contractor shall provide the best quality service equal to the service of his favorable customers in Jordan.
3. The Contractor shall be responsible for loading, unloading and truck transportation needed to move the furniture or carpets from the U. S. Embassy or its residences to the Contractors workshop and vice versa.
4. The Contractor shall coordinate pickups and deliveries appointments with the Post Property Section.
5. If any of the services do not conform to BPA requirements, the Government may require the Contractor to perform the services again in conformity with BPA requirements, at no increase in BPA amount. When the defects in services cannot be corrected by performance, the Government may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Government that is directly related to the performance of such service or (2) terminate the agreement for default.

6. The Contractor shall provide a qualified work force capable of providing the services.
7. The Contractor's work force shall be on-site for contractual duties only and not for personal business or any other purposes other than performance of this agreement.
8. A) All Contractor employees shall be:
  - \* Courteous at all times
  - \* Arrive at the work site promptly at the scheduled time, with materials necessary to properly complete the job.
  - \* Identify themselves as employees of the Contractor.
  - \* Be clean and neatly dressed.
  - \* Refer any unresolvable questions to Post Procurement Office.B) All Contractor employees shall not at any time:
  - \* Smoke in the facility or residence.
  - \* Arrive at the facility or residence under the influence of drugs or alcohol, or even with alcohol on the breath.
  - \* Drink alcohol beverages on the job, even if offered.
  - \* Use the client's bathroom or towels without permission.
  - \* Perform any work for the client not specified in the work order.
  - \* Request or accept any articles or currency as a gratuity from the client for work performed under this contract.
9. The Contractor shall be responsible for his employees working on sites with social security and health insurance in accordance with the Jordanian Laws and Regulations.
10. The Contractor shall comply with all applicable Jordanian Laws and directions including being licensed to do business.

## **2. ADMINISTRATION**

- a. POINT OF CONTACT (POC): The Contractor shall provide a point of contact.
- b. CONTRACTING OFFICER'S REPRESENTATIVE (COR): The designated COR for the BPA calls is the Warehouse Supervisor. All administrative matters, and request for technical clarifications and assistance regarding the BPA calls shall be directed to him.
- c. PAYMENTS: An invoices shall be submitted to the COR for each cleaning after completion of works. Each invoice shall include the BPA number, type of cleaning, property and the date of cleaning.
- d. TERMINATION: If, for convenience to the Embassy, any phase or task of the BPA call is deemed unfeasible by Embassy, the United States Government may at

this point pay the Contractor of this project for the work done to date and terminate the remaining portion of the BPA call.

- e. The Contractor shall NOT conduct any work that is beyond this Statement of Work (SOW) unless directed in writing by the Contracting Officer's Representative (COR). Any work done by the Contractor beyond this SOW without direction from the COR will be at the Contractor's own risk and at no cost to the Government.