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| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i> | | | | 1. REQUISITION NUMBER PR 4044006 | PAGE 1 OF 1 | |
| 2. CONTRACT NO. | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | 5. SOLICITATION NUMBER S-JO100-15-Q-0025 | 6. SOLICITATION ISSUE DATE February 17, 2015 | | |
| 7. FOR SOLICITATION INFORMATION CALL: | a. NAME Lucy Musharbash | | b. TELEPHONE NUMBER(No collect calls) (962) 6 590-6133 | 8. OFFER DUE DATE/ LOCAL TIME March 03,2015 13:00 | | |
| 9. ISSUED BY General Services Office American Embassy P.O Box 354 Amman-Jordan Tel: (962) 6 590-6000 Fax: (962) 6 592-7957 | | CODE | 10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: ___ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: <input type="checkbox"/> SERVICE-DISABLED <input type="checkbox"/> EDWOSB <input type="checkbox"/> VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A) SIZE STANDARD: | | | |
| 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE | 12. DISCOUNT TERMS | <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) | | 13b. RATING | | |
| 15. DELIVER TO American Embassy Amman-Jordan | | CODE | 16. ADMINISTERED BY General Services Office American Embassy P.O Box 354 | | | |
| 17a. CONTRACTOR/OFFERER | CODE | FACILITY CODE | 18a. PAYMENT WILL BE MADE BY General Services Office American Embassy P.O Box 354 | | | |
| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER | | | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM | | | |
| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/SERVICES | | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
| | Vehicle Cleaning services to the US. Embassy Amman fleet. As per attached statement of work For 12 months. <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i> | | 12 | Month | | |
| 25. ACCOUNTING AND APPROPRIATION DATA | | | | 26. TOTAL AWARD AMOUNT (For Govt. Use Only) | | |
| <input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA | | | <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED | | | |
| <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA | | | <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED | | | |
| <input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. | | | <input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS. | | | |
| 30a. SIGNATURE OF OFFEROR/CONTRACTOR | | | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) | | | |
| 30b. NAME AND TITLE OF SIGNER (Type or print) | | 30c. DATE SIGNED | 31b. NAME OF CONTRACTING OFFICER (Type or print) Nadine F. Johnson | | 31c. DATE SIGNED | |

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1. Work Requirements:

The Contractor shall provide environmentally friendly and water-conserving vehicle cleaning services for U.S. Embassy Amman, Jordan. The Contractor shall:

- (1) Clean the inside and outside of each vehicle in accordance with the standard set by the Contracting Officer Representative (COR) and/or Motor pool Supervisor. The standard may change from day to day in accordance with the Embassy mission.
- (2) Use only environmentally safe and non-toxic cleaning agents.
- (3) Use no more than 4 liters of water per car.
- (4) Have a minimum of 3 car cleaning personnel on duty during working hours.
- (5) Clean vehicles at the Motor pool area and other designated places on the Embassy compound as required by the COR and/or Motor pool Supervisor.
- (6) Furnish all managerial, administrative, and direct labor personnel necessary to accomplish the work.
- (7) Provide his/her own supplies including portable car wash water pump, vacuum cleaners, buckets for water, clothes, sponges, shining liquid for the tires, ladders, and any other supplies needed to perform the work tasks.
- (8) Be on site only for contractual duties and not for other business purposes.

2. Working hours:

The Contractor will clean cars from 07:00 to 15:00 Sunday thru Thursday and from 08:00 to 12:00 Friday thru Saturday, including holidays.

3. Vehicles to be washed:

The Contractor will wash approximately 30 vehicles per day. However, the Contractor must have a minimum of 3 personnel on duty during working hours, regardless of the number of cars to be washed that day. Cars include but are not limited to the Ambassador's fleet, the Deputy Chief of Mission's vehicle, vehicles assigned for VIP visits, the Motor pool fleet, self-drive vehicles, and warehouse and facility vehicles.

4. Personnel:

The Contractor shall provide a qualified work force meeting the purchase order requirements. All management and labor personnel within the scope of this purchase order must be submitted to the COR for approval. Each employee must pass an Embassy security background check. If an employee does not pass, the Contractor must submit an alternate to take his or her place. The workforce shall provide the services identified in this statement of work, locations and time frames for vehicles cleaning services will be determined by the COR and/or Motor pool Supervisor. The Contractor shall:

- (1) Furnish no less than 3 cleaners during working hours.
- (2) Prepare general instructions for his/her work force. Time schedule showing tasks, locations and frequencies should be submitted including the procedures, materials and equipment to be used. Only environmentally friendly materials may be used.
- (3) Enforce an Employee standard of conduct, including but not limited to maintaining satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity. The Contractor shall be responsible for taking disciplinary action with respect to employees as required. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. 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 cost to the Government.
- (4) Provide uniforms. The Contractor's employees shall wear clean, neat and identifiable uniforms, although not necessarily identical uniforms. All employees shall wear accreditation at all times.
- (5) Not engage in disorderly conduct, abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.
- (6) Not tolerate employee use of intoxicants and Narcotics. The Contractor shall not allow its employees to possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce similar effects.

5. Contracting Officer's Representative:

The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated;

provided, that the designee shall not change the terms or conditions of the BPA, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

- (1) The COR for this purchase order is the Motor pool Supervisor
- (2) The COR is responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the purchase order. The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the purchase order.

6. Embassy Holidays:

The Department of State observes the following days as holidays:

New Year's Day
Martin Luther King's Birthday
Washington's Birthday
Prophet Mohammad Birthday
Jordanian Labor Day
Palm Sunday
Easter Sunday
Memorial Day
Jordanian Independence Day
U.S. Independence Day
U.S. Labor Day
Eid Al - Fitr
Columbus Day
Veterans Day
Thanksgiving Day
Eid Al – Adha
Islamic New Year
Christmas Day

7. Government Furnished Property:

The Government shall make the following property available to the Contractor as "Government furnished property (GFP)" for performance under the purchase order:

- (1) Cleaning Water
- (2) Drinking Water
- (3) Electricity