

SECTION B SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SCOPE OF SERVICES

The Contractor shall provide janitorial services for the U.S. Embassy, Amman - Jordan

B.2 TYPE OF CONTRACT

This is a fixed price purchase order with indefinite delivery/indefinite quantity for temporary/additional services.

B.3 TYPES OF SERVICES

- (a) Standard Services. The Contractor shall provide standard janitorial services as specified in Section C within the buildings and spaces listed in Exhibit A.
- (b) Temporary Additional Services.

The Contractor shall provide Temporary Additional Services when requested by the Contracting Officer's Representative (COR) through a written order. Temporary Additional Services delivered shall be in addition to the Standard Services, and shall be priced at the unit price shown below. The tasks to be accomplished shall be additional quantities of the same tasks described in Section C.

Because Temporary/Additional Services are based on indefinite delivery/indefinite quantity the minimum and maximum amounts are defined below:

Minimum: The Government shall place orders totaling a minimum of 0 square meters. This reflects the contract minimum for the duration of this purchase order.

Maximum: The amount of all orders shall not exceed 5000 Square Meter. This reflects the contract maximum for the duration of this purchase order.

B.4 PRICING

(a) The Government will pay the Contractor a fixed price per month for Standard Services that have been satisfactorily performed. The Government will also pay the Contractor for Temporary Additional Services ordered each month by the Government for satisfactorily completed work.

(b) The Contractor shall include any premium pay for services required on holidays only in the fixed prices for Standard Services. The Contractor shall include any premium pay for overtime only in the fixed rates for Temporary Additional Services.

(c) The Government will also reimburse the Contractor at the purchase price for any materials or equipment ordered by the Government for Temporary Additional Services.

(d) The cost of Workers' Compensation War-Hazard Insurance Overseas (See Section I, FAR 52.228-4) is not reimbursable and shall be included in the Contractor's rates.

(e) The Government will make payment in local currency.

B.5 PRICES

(a) Standard Services. The fixed price for the purchase order (starting on the date stated in the Notice to proceed and continuing for a period of 4 to 6 months) is:

Per month JD _____

(b) Temporary Additional Services. The unit price (fixed-price) is:

Per Square Meter JD _____

Estimated Number of Square Meters per Year 5000

Total Not to Exceed Per Year JD _____

(c) Materials or equipment. The Government will reimburse the Contractor for any materials or equipment that the government requests contractor to order to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.

Material/Equipment Not to Exceed Per Year: JD 500

TOTAL: JD _____

(*) For any special Janitorial Services requested outside this contract including any materials/tools needed to accomplish the requested service (s).

Per hour per labor JD _____

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 Work Requirements.

C.1.1 General. The Contractor shall provide services for the U.S. Embassy, Amman - Jordan. The Contractor shall perform janitorial services in all designated spaces including, but not limited to, halls, offices, restrooms, work areas, entrance ways, lobbies, storage areas, elevators, shops, roofs, walkways, driveways, landscapes, kitchens, surrounding roads and landscapes, surrounding walkways, appliances, offices equipment and furniture, water dispensers, air outlets and inlets, plant room, services rooms, fountains, grease traps, blinds, windows, doors, gates, entrances buildings, bins and containers, rugs, carpet inside elevators, toilets (including WCs, walls, basins, and cubical) all walls at showers, warehouses and stairways. The Contractor shall furnish all managerial, administrative, and direct labor personnel necessary to accomplish the work in this contract. Contractor employees shall be on site only for contractual duties and not for other business purposes. The contractor shall provide packaging and collecting services towards the recycling program in the embassy including the papers and paper stuff, glass, cans, and plastics.

C.1.2 Personnel.

The Contractor shall provide a qualified work force meeting the contract requirements. All management and labor personnel within the scope of this contract to be submitted to the COR for approval. Security clearances will be required. Alternatives should be submitted if not approved. The workforce shall be able to provide the services identified in Section J, Exhibit A, Locations and Time Frames for Janitorial Services.

C.1.3 General Requirements.

C.1.3.1 Definitions.

"General Instructions" mean those instructions, directives and guidelines that apply to all janitorial personnel.

"ALC" means the American Language Center

"Chancery" means the embassy building

"EMR" means the official residence of the ambassador.

"Daily" means 5 days per week, on each non-holiday workday.

"DCMR" means the official residence of the Deputy Chief of Mission.

C.1.3.2 The Contractor shall prepare general instructions for the work force. The Contractor shall provide drafts to the Contracting Officer's Representative

(COR) for review within thirty days after award of the contract. The COR must approve these general instructions before issuance. Time schedule showing tasks, locations and frequencies should be submitted including the procedures, materials and tools to be used. Only friendly environment materials should be used. The vendor should submit for approval a list of all professional industrial type tools and machines to suit the tasks required including but not limited to professional vacuum wet carpet cleaning machines, industrial high pressure pump washing machine. All tools/equipment/procedures should be submitted for COR approval within first week of contract. If any more machines are needed during the contract period or requested by the COR, the contractor should submit them for approval within a week of request. All these tools and machines fall within the scope of work and should not be charged for. If not available locally, these machines should be imported and as per the COR selection and/or approval.

C.1.4 Duties and Responsibilities.

C.1.4.1 Certain areas specified in Section J, Exhibit A require an escort and can only be entered during scheduled times. The General Instructions shall emphasize security requirements so that accidental security violations do not occur.

C.1.4.2 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.

C.1.4.3 Contractor shall schedule periodic cleaning requirements so that it causes minimal disruption to the normal operation of the facility. The COR shall determine the schedules presented which meet the needs of the individual facility.

C.1.4.4 Temporary Additional Services are services that are defined as Standard Services but are required at times other than the normal workday. These services shall support special events at the Post. The Contractor shall provide these services in addition to the scheduled services specified in paragraph C.2.1. of this contract. The COR shall order these services as needed. This work shall be performed by trained employees of the Contractor, and shall not be subcontracted. The COR may require the Contractor to provide temporary additional services with 24 hour advance notice.

C.1.4.5 The Contractor shall include in its next regular invoice details of the temporary additional services and, if applicable, materials, provided and requested under temporary additional services. The Contractor shall also include a copy of the COR's written confirmation for the temporary additional services.

C.1.4.6 The contractor shall provide support for the recycling efforts as follow:

Providing clear bags and separating between paper, glass, cans, and plastic. Collecting all recycling materials from all types of trash bins and dumping them into the metal dumpsters. Handling over these materials to the recycling company when they arrive for collection. Using the compactor when received and handling the compacted cardboard.

C.1.4.7 The contractor shall provide the drinking water bottles distribution using approved trolleys and collecting the empty bottles for refilling.

C.1.4.8 The contractor shall also provide the following services:

- a) All cleaning and other used materials and machines/tools are to be submitted for approval. The materials should comply with US standards.
- b) All contract staff/supervisor/manager bio should be submitted at start of contract or at replacement for approval.
- c) Rain water that could be accumulating in some spots to be dried.
- d) Install rugs at entrances when it rains. Remove them when it gets dry.
- e) Providing cleaning services for projects support.
- f) Cleaning the guard's booths in and out around the compound.
- g) Cleaning and providing soap and towel papers to the guard's toilets mobile building.
- h) Cleaning of electrical cabinets and other machines externally using a dry rag.
- i) Cleaning an office to include: floor, furniture, appliances, phone, computer, monitor, door, window, blinds, table lamps, etc.
- j) Cleaning the appliances, office machines, wall hangings, and water dispensers.
- k) Cleaning air outlets and intakes and the outside surfaces of the light fixtures including outside light pollards.
- l) Contractor to clean grounds with mop and not splashing water or use squeegees.
- m) The contractor has to adjust/change his procedures, frequencies, materials, etc upon request of Embassy representative depending on the effectiveness.
- n) Use industrial/commercial vacuum and washing machines after approval.
- o) Areas covered should be specified, and to include:
 1. North side garden, outside compound and north-west triangular garden.
 2. All planters and ash trays in and around compound.
 3. Roads, sides of roads, and walkways around and in compound.
 4. Front half the street parking.
 5. All landscapes.
 6. All in the compound walkways and roads.
 7. All buildings roofs.

8. All shops, electrical and other services rooms, plant rooms, mechanical rooms, etc.
 9. The CMR and marines house outside only: roofs, patios, yards, windows and doors from outside.
 10. Cubicles and waterless urinals.
 11. Guard booths.
 12. Guards mobile toilet building.
 13. Ambassador's body guard's mobile building.
 14. The south-east warehouse and caravans.
 15. When pool is open, which includes evenings and holidays, the pool patio shall be maintained by contractor.
 16. Cleaning of all parking areas maintained by contractor. Trash shall be removed daily from asphalt driveways, walkways, waiting area and planters.
 17. Maintenance of North municipality garden shall be accomplished daily by the contractor. Trash i.e. cigarette butts, tea bags, styrofoam cups and containers, plastic bags, paper from the garden and planter
 18. Cleaning of all surfaces areas, grass, rock areas, asphalt, paved driveways, walkways and planters should be free of all garbage i.e. paper, plastic, glass, cigarette butts, plastic bags, tea bags, soda bottles and cans both plastic and glass etc.
 19. Contractor shall provide trolleys suitable to transfer water bottles, trolleys should have rubber non-marking wheels and shall not make noises while dragging them in the hallways.
 20. Contractor shall provide plastic containers with wheels for removing the trash, trash cans shall be with rubber non-marking wheels and shall not make noises while dragging them in the hallways.
 21. Contractor shall provide a truck with sufficient capacity to minimize the number of trash pickups per day.
- p. Proper safety caution signs to be used such as: "Wet Floor, Slippery" "Toilet closed for cleaning" ...etc.
- q. Proper Personal Protective Equipment to be used by the cleaners, such as gloves, goggles, hats...etc.
- r. All Material Safety Data Sheets to be submitted to the POSHO whenever chemicals are replaced, for his/ her approval.
- s. All hired personnel and new personnel to get the required on the job training.
- t. Contractor will supply Green Seal/EPA approved cleaning supplies. Minimal requirement:
- a. Paper towels
 - b. Hand soap
 - c. Toilet Paper
 - d. Wax

- e. Brass cleaning products
- f. Disinfectant.
- u. Contractor shall provide a safe, designed for the purpose lift for the cleaning of exterior windows.
- v. Trash compactor will be provided for the contractors use to bale cardboard and paper for recycling.
- w. A properly licensed vehicle, in safe working condition to haul the trash will be provided by the contractor. The vehicle shall be maintained by the contractor, it shall be clean and licensed for on-the-road use. All drivers shall have valid driver licenses.

C.2 Types of Services

C.2.1 Standard Services shall include the following work, it should be noted that the contractor should do what is needed to keep the surfaces and areas within this scope of work cleaned and the below is only the minimal requirements; procedures, materials and frequencies should be modified upon the request of the COP to pertain the cleanliness:

C.2.1.1 Daily Cleaning Requirements shall consist of:

C.2.1.1.1 Sweeping all floor areas including damp mopping of areas such as tile, linoleum, marble floors, staircases and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day when it is rainy or snowy. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water. No squeegees are allowed anywhere. A mop with press machine is to be used were needed.

C.2.1.1.2 Dusting and cleaning all furniture including desks, chairs, credenzas, computer tables, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, pictures, maps, telephones, computers and CRT screens, lamps and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.

C.2.1.1.3 vacuuming all clean rugs and carpets, runners, and carpet protectors so that they are free from dust, dirt, mud, etc. When completed, the area shall be free of all litter, lint, loose soil and debris. The Contractor shall move any chairs, trash receptacles, and easily moveable items to vacuum underneath, and then replace them in the original position.

C.2.1.1.4 Thorough cleaning of toilets, bathrooms, mirrors, and shower facilities, using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall replace paper towels, toilet paper, and soap in all bathrooms. The Contractor shall check those areas used by personnel visiting the chancery several times daily to ensure that the facilities are always clean and neat.

C.2.1.1.5 Emptying all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.

C.2.1.1.6 Cleaning of glasses, cups, and coffee services in conference facilities and in the Ambassador's office area. The Contractor shall clean the items in hot soapy water and rinse, dry and polish them so that a presentable appearance is maintained.

C.2.1.1.7 Removing any grease marks or fingerprints from walls, doors, door frames, radiators, windows and window frames, glass desk protectors, reception booths and partitions.

C.2.1.1.8 Removing trash to designated area as directed by the COR, and keeping trash area in reasonably clean condition.

C.2.1.1.9 Sweeping debris from walkways and driveways and hose cleaning them during appropriate seasons (taking into consideration environmental restrictions on water if necessary).

C.2.1.1.10 Elevator interiors shall be cleaned with appropriate cleaning product to be free of dust, dirt, smudges, and stains by using clean dusting and appropriate cleaners. Bright work and brushed chrome, plastic and stainless steel control panels on each landing and in the cab shall be cleaned and polished with appropriate cleaner.

C.2.1.1.11 The Contractor shall refill drinking water bottles located at water coolers on a daily basis, which are provided by the Embassy. The contractor is to use approved trolleys for handling the plastic water containers. If any of these broke by the contractor during handling, the COR can charge 5 JD for each and this money will be deducted from his next invoice.

C.2.1.1.12 The contractor shall collect recycling materials and place them in the specified recycling dumpsters. The materials (paper, paper works, glass, plastic and cans) should be placed in plastic clear bags before putting them in the metal 1.1 m³ dumpsters. The contractor shall also collect the cardboard and place them in the new compactor and them handed them over to the recycling company. Any materials in the metal dumpsters that are not in the clear plastic bags shall be put in these bags segregated.

C.2.1.1.13 the contractor is to collect all debris, trash, and cigarette butts from all places in and around compound.

C.2.1.1.13 the contractor shall clean and provide materials for the mobile new guard's toilet and rooms' caravan at the back gate near the motor pool and the body guards' caravan which contains two rooms and bathroom.

C.2.1.1.14 The health unit special requirements: Daily cleaning to be completed by 0830. The cleaning is consisting of dusting, cleaning of counter surfaces and toilet

bowls, trash removal, with separation and separate handling of bio-hazardous waste and general trash. Floors should be mopped and buffed weekly; vacuum of carpet in nurse's office should be vacuumed weekly, scrubbed and waxed monthly at a minimum. Some locations may require more frequent services. Light fixtures should be dusted monthly and fixtures washed at annually, windows should be cleaned quarterly at a minimum, soap, towel, and toilet tissue should be available at all sinks and lavatories.

Horizontal surfaces (floors, counter tops, desk tops, chair seats and arm rests) and door knobs to be sanitized daily with fresh 10% bleach solution. Restroom service with scrub and sanitation of vanity surface and sink and toilet surfaces with 10% bleach solution. Trash removal from all rooms including shredder waste. Replenishment of paper products. Surface cleaning tools and supplies not to be used in other offices. Restroom cleaning to be completed last and supplies not to be used in other rooms. Replenishment of bottled water.

Health Unit Sanitation: The Center for Disease Control (CDC) recommends that a 10% bleach solution be used for sterilization. A 10% solution corresponds to 1 ½ cups of household bleach per gallon of water, or 1 part bleach to 9 parts water. This solution should be made up immediately prior to each use. Once mixed, this bleach solution will begin deteriorating and should be discarded after 24 hours. Solution is to be monitored after daily mixing to confirm 50-100 ppm free chlorine.

C.2.1.1.15 The exterior of all water dispensers shall be cleaned by the contractor. Surfaces and trays shall be cleaned by using simple green and wiped down with disposable paper towels.

C.2.1.2 Periodic Cleaning Requirements shall consist of:

C.2.1.2.1 Polishing all brass surfaces including door and window handles, plaques, brass pieces, etc.

C.2.1.2.2 Dusting tops of tall furniture, tops of picture frames and areas not covered in daily dusting.

C.2.1.2.3 Spot cleaning baseboards and walls.

C.2.1.2.4 Spot waxing and polishing floors as needed.

C.2.1.2.5 Shampooing (small area spot clean; as needed) carpets.

C.2.1.2.6 Dusting windowsills and blinds.

C.2.1.2.7 Cleaning shutters as required.

C.2.1.2.8 Sweeping and washing terraces and balconies to remove all accumulated dirt and debris.

C.2.1.3 Monthly Cleaning Requirements shall consist of:

C.2.1.3.1 Cleaning major appliances inside and out including vacuuming dust from around motor areas including the water dispensers.

C.2.1.3.2 Wiping window blinds with a damp cloth to ensure that all smudges are removed.

C.2.1.3.3 Cleaning inside window glass and sash of smudges and accumulated dirt. Special care should be taken on procedures and materials so that the glass and films will not be harmed. Approved by COR procedures and materials/tools only to apply.

C.2.1.3.4 Moving all furniture and vacuuming or polishing the floor under the furniture as appropriate.

C.2.1.3.5 Cleaning, sweeping, and washing with soap and water and mop all warehouse storage areas to be free of soil. Trash shall be removed. All shelves and items on shelves shall be dusted with dry clean dust cloth.

C.2.1.3.6 Cleaning and washing with appropriate cleaning product all fountain walls, floor, lighting and water sprinklers materials at compound and Ambassador Residence.

C.2.1.4 Quarterly Cleaning Requirements shall consist of (a report should be submitted on the works status to the COR at the time of finishing each of the following tasks):

C.2.1.4.1 Washing the outsides of the windows. When completed the windows shall be free of smudges, lint, or streaks from the surfaces.

C.2.1.4.2 Removing and washing window blinds.

C.2.1.4.3 Shampooing the entire surface of carpets in the high traffic areas.

C.2.1.4.4 Cleaning and sanitizing the trash holding area.

C.2.1.4.5 Dusting and wiping light fixtures and chandeliers. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks.

C.2.1.4.6 Clean the interior and exterior of the skylights

C.2.1.5 Semi-Annual Cleaning Requirements shall consist of : (a report should be submitted on the works status to the COR at the time of finishing each of the following tasks):

C.2.1.5.1 Stripping wax coats, spot checking sealer coats, and completely reapplying wax coats.

C.2.1.5.2 Shampooing carpets in all areas.

C.2.1.5.3 Cleaning all chandeliers and light fixtures using appropriate methods to restore the original luster to the fixtures. This will include ensuring that all crystal reflectors are individually washed.

C.2.1.5.4 the contractor shall clean and shine all the copper/brass and metal pieces: doors handlers, doors low level brass sheets, rooms signs, doors and doors frames, partitions windows and frames, wooden and white boards, clocks, etc.

C.2.1.6 Annual Cleaning Requirements shall consist of : (a report should be submitted on the works status to the COR at the time of finishing each of the following tasks):

C.2.1.6.1 Stripping wax coats and seal coats to the bare floor surface; cleaning the bare surface, and reapplying a seal coat.

C.2.1.6.2 Cleaning gutters and down spouts of all collected debris.

C.3 Management and Supervision.

C.3.1 Contractor Management.

C.3.1.1 Supervision. The Contractor shall designate a project manager who shall be responsible for on-site supervision of the Contractor's workforce at all times. This project manager shall be the focal point for the Contractor and shall be the point of contact with U.S. Government personnel. The project manager shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The project manager shall have supervision as his or her sole function. He/she shall have adequate housekeeping experience. He/she should be submitted for approval to the COR. Approval will be based on his technical and managerial experiences. Also, the contractor should give an email address for through the contract period communications.

C.3.1.2 The Contractor shall maintain schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. For those items other than routine daily services, the Contractor shall provide the COR with a detailed plan of the personnel to be used and the time frame to perform the service.

C.3.1.3 The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract.

C.3.1.4 The Contractor shall control overtime through efficient use of the work force. Individual work schedules shall not exceed 40 hours per week to preclude overtime

being part of the standard services provided under the contract. Overtime may be necessary under Temporary Additional Services.

C.3.1.5 Utilities: All electricity and water necessary to complete the required tasks under this contract shall be provided by the U. S. Government at no cost to the contractor.

C.3.1.6 Storage Space: Adequate storage space for all cleaning materials, supplies, equipment and machinery shall be provided by the Government at no cost to the contractor. The contractor shall maintain the storage space in a clean, neat, and orderly

C.3.1.7 The contractor shall provide the COR a list of all proposed cleaning and other products with ingredient content, formulas & Material Safety Data Sheet (MSDS) for his/her approval, as follow: (all materials, cleaners, trolleys, equipment, odors, sanitizers, etc that will be used by contractor are to be submitted at start of contract for the COR approval):

- A. Product specifically made for Mylar coated glass cleaning.
- B. Product specifically made for glass cleaning.
- C. High quality disinfectant cleaner for bathroom fixture.
- D. Non- Skid floor wax and quality, environmentally safe stripper.
- E. High quality cleaner for floors and walls.
- F. High quality shampoo for carpets and cloths.
- G. High quality cleaner for metals.
- H. High quality cleaner for plastic light switches, air outlets, air inlets, grills, louvers and light fixtures.
- I. Women's toilets seats paper covers.
- J. The auto odor units and odor fillings supply.
- K. The hand cleaner/sanitizers including bases and fillings as needed. The bases will be installed by the embassy's staff where needed. Contractor to supply bottles replacements.
- L. Waterless urinals special cleaners. Cleaners will be provided by the Embassy to the contractor during performance.

The contractor must submit MSDS information before using any type of chemical agent on site. All chemical agents must be approved and cleared by the COR before any chemicals can be

brought on the Embassy Grounds. If the contractor bring chemical products on site without prior approval by the COR it will not be allowed to use them on site.

SECTION D - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

D.1 LIST OF ATTACHMENTS

Exhibit A - LOCATIONS AND TIME FRAME FOR JANITORIAL SERVICES

Exhibit B - CONTRACTOR FURNISHED MATERIALS

Exhibit C - GOVERNMENT FURNISHED PROPERTY

D.1 EXHIBIT A

LOCATIONS AND TIMES FOR JANITORIAL SERVICES

All standard services are to be delivered on regular Embassy working days from Sunday to Thursday between 0730 and 1700 for the day shift and between 1700 and 2100 for the night shift. And Saturday between 0800 and 1500. All services to be delivered at night, they are to be considered standard services.

1. CHANCERY NORTH AND CHANCERY SOUTH

(Excluding: NORTH CHANCERY FROM SUNDAY TO THURSDAY BETWEEN 0700 AND 1700 FOR THE DAY SHIFT AND BETWEEN 1700 AND 1900 FOR THE NIGHT SHIFT, COMMUNICATIONS OFFICES, REGIONAL AFFAIRS OFFICES AND TELEPHONE FRAME ROOM (0730-2100).

Floor Area <u>Sq. Meter</u>	Glass Area Interior/Exterior <u>Sq. Meter</u>	No. Of Rooms with Furniture to include Waiting areas, lobbies, cubical type offices, storage rooms, auditorium, reception areas and <u>conference rooms</u>	No. Of Bathrooms and <u>Janitor Service Rooms</u>
10,969	1,295	315	26
	<u>6</u> Skylight 1,301		

<u>Type of Floor/Wall</u>	<u>Area (Sq. Meter)</u>
Mosaic Floor Tiles	14
Ceramic floor/Wall Tiles	1400
Wood Floors	188
Marble Floors	841
Marble Stairs	43
Marble Skirting	59
Vinyl Floor Tiles	432
Rubber Floor Tiles	445
Rubber Skirting	677
Carpeted Floors	6,863
Windows and doors	

2. SERVICE ANNEX BUILDING (0730-1630)

(Warehouse and Maintenance Offices, Warehouse Storage Areas, Maintenance Workshops, Plant / Equipment Areas, Motorpool, Garage Trash Room and Commissary areas).

Floor Area <u>Sq. Meter</u>	Glass Area Interior/Exterior <u>Sq. Meter</u>	No. Of Rooms with Furniture	No. Of Bathrooms and <u>Janitor Service Rooms</u>
7,651	136	14	5

<u>Type of Floor / Wall</u>	<u>Area (Sq. Meter)</u>
Mosaic Floor Tiles	0
Ceramic Wall Tiles	410
Vinyl Floor Tiles	279
Rubber Skirting	28
Carpeted Floors	142
Concrete Floors	6,992

3. AMERICAN CLUB BUILDING

(Serviced between 0730 and 1700 hours) The pool side, two restrooms playground and snack bar to be serviced besides the regular hours also on holidays, Fridays and Saturdays from (0800 to 2000).

<u>Floor Area</u> <u>Sq. Meter</u>	<u>Glass Area</u> <u>Interior/Exterior</u> <u>Sq. Meter</u>	<u>No. Of</u> <u>Rooms with</u> <u>Furniture</u>	<u>No. Of</u> <u>Bathrooms and</u> <u>Janitor Service Rooms</u>
1,035	98	7	3
	<u>85 Skylight (4)</u> 183		

Includes one large dining area, kitchen, bathrooms, offices, and snakbar.

<u>Type of Floor / Wall</u>	<u>Area (Sq. Meter)</u>
Mosaic Floor Tiles	0
Ceramic Floor/Wall Tiles	85
Ceramic Wall Skirting	8
Wood Floors	275
Marble Floors	183
Marble Stairs	34
Vinyl Floor Tiles	15
Rubber Floor Tiles	39
Rubber Skirting	28
Carpeted Floors	182
Resin Seamless Flooring (Kitchen and Snackbar)	186
Playground	400
Windows and doors	

4. GUARD GATE HOUSES: Front Entrance, American Club

Entrance, Warehouse Entrance, Ambassador's guard entrance and 5 This should be 9 perimeter exterior guard booths

A. Front Entrance No. 1

<u>Floor and</u> <u>Wall Area</u> <u>Sq. Meter</u>	<u>Glass Area</u> <u>Interior/Exterior</u> <u>Sq. Meter</u>	<u>No. Of</u> <u>Rooms with</u> <u>Furniture</u>	<u>No. Of</u> <u>Bathrooms and</u> <u>Janitor Service Rooms</u> <u>and Fire valve room and electrical room</u>
95	54	3	2
	<u>07 Skylight (2)</u> 61		

<u>Type of Floor / Wall</u>	<u>Area (Sq. Meter)</u>
Mosaic Floor Tiles	0
Ceramic Wall Tiles	28
Marble Floors	56
Vinyl Floor Tiles	9
Rubber Skirting	2
Carpeted Floors	0
Windows and doors	

B. Warehouse Entrance No. 2

<u>Floor Area</u> <u>Sq. Meter</u>	<u>Glass Area</u> <u>Interior/Exterior</u> <u>Sq. Meter</u>	<u>No. Of</u> <u>Rooms with</u> <u>Furniture</u>	<u>No. Of</u> <u>Bathrooms and</u> <u>Janitor Service Rooms</u> <u>Fire valve room</u>
100	28	2	2
	<u>19 Skylight (3)</u> 47		

<u>Type of Floor / Wall</u>	<u>Area (Sq. Meter)</u>
Mosaic Floor Tiles	2
Ceramic Floor/ Wall Tiles	17
Marble Floors	65
Vinyl Floor Tiles	13
Rubber Skirting	2.8
Carpeted Floors	0
Windows and doors	

C. Ambassador's Residence Entrance No. 3

<u>Floor Area</u> <u>Sq. Meter</u>	<u>Glass Area</u> <u>Interior/Exterior</u> <u>Sq. Meter</u>	<u>No. Of</u> <u>Rooms with</u> <u>Furniture</u>	<u>No. Of</u> <u>Bathrooms and</u> <u>Janitor Service Rooms</u>
13 Marble	12	1	-

D. Perimeter Guard Booths (Quantity – 7)

<u>Floor Area</u> <u>Sq. Meter</u>	<u>Glass Area</u> <u>Interior/Exterior</u> <u>Sq. Meter</u>	<u>No. Of</u> <u>Rooms with</u> <u>Furniture</u>	<u>No. Of</u> <u>Bathrooms and</u> <u>Janitor Service Rooms</u>
20 Vinyl Floor Tiles	48	7	-
Windows and doors			

5. AMBASSADOR'S RESIDENCE (SKYLIGHTS AND EXTERIOR WINDOW & DOORS WASHING, LANDSCAPES, WALKWAYS AND DRIVEWAYS, FOUNTAINS, PATIO, GAS ROOM, AND MARBLE FLOOR CLEAN/POLISHING (Between 0730 and 1500 hours)

<u>Floor Area Sq. Meter</u>	<u>Glass Area Interior/Exterior Sq. Meter</u>	<u>No. Of Rooms with Furniture</u>	<u>No. Of Bathrooms and Janitor Service Rooms</u>
100 Marble	43 (21 windows) 54 Glass Block Wall 32 and Skylights Total 129	2	-
Windows and doors (from outside only)			

6. INTERIOR AND EXTERIOR AMERICAN EMBASSY COMPOUND GROUNDS (Parking Lots, Sidewalks, Driveways, Volleyball area, Tennis Court near Ambassador's Residence, and Tennis Court and Basket Ball Court near Service Annex, area around new GYM and around RAO warehouse and around drivers prefab facility at motorpool

Including Swimming Pool Area

<u>Floor Area Sq. Meter</u>	<u>Glass Area Interior/Exterior Sq. Meter</u>	<u>No. Of Rooms with Furniture</u>	<u>No. Of Bathrooms and Janitor Service Rooms</u>
20,430	-	-	-

7. CHANCERY NORTH, CHANCERY SOUTH AND CLUB ELEVATORS

<u>Total Area Sq. Meter</u>	<u>No. Of Elevators</u>
10 Carpet	4

8. Marines house exteriors: including: The backyard, windows and doors, outside gas room, landscapes, and outside stairs.

<u>Floor Area Sq. Meter</u>	<u>Glass Area Exterior only Sq. Meter</u>	<u>No. Of Rooms with Furniture</u>	<u>No. Of Bathrooms and Janitor Service Rooms</u>
175 stone/concrete	50	0	0

CONSULAR PRE-SCREENING OFFICE:

<u>Floor Area Sq. Meter</u>	<u>Glass Area Teller Windows Sq. Meter</u>	<u>No. Of Rooms with Furniture</u>	<u>No. Of Bathrooms and Janitor Service Rooms</u>
15 Carpet	1	0	0

9. One container and two small prefab rooms for the Post Office (APO) behind service annex

<u>Floor Area Sq. Meter</u>	<u>Glass Area Teller Windows Sq. Meter</u>	<u>No. Of Rooms with Furniture</u>	<u>No. Of Bathrooms and Janitor Service Rooms</u>
38 Vinyl Floor	22	4	0

10. Concrete/stone consular booth at the front gate area.

<u>Floor Area Sq. Meter</u>	<u>Glass Area Teller Windows Sq. Meter</u>	<u>No. Of Rooms with Furniture</u>	<u>No. Of Bathrooms and Janitor Service Rooms</u>
15 carpet	2	1	0

11. Clean paved yard, walkways, driveways and parking lots in the compound and remove trash and recycling materials to designated areas.

Total area sq. meter
4000

12. Concrete/stone vehicle control booth at the front parking area

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms and Janitor Service Rooms</u>
10 marble floor	6	1	0

13. Concrete/stone prescreening booth at the front parking area

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms and Janitor Service Rooms</u>
24 marble floor	11	1	0

14. Lime bricks guard's booth at the West South corner of motor pool

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms and Janitor Service Rooms</u>
8 marble floor	13	1	0

15. Drivers prefab Facility at Motor Pool

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms and Kitchenette</u>
25 Ceramic	8	2	2

16. Concrete/stone "foreman" room behind service annex

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms and Kitchenette</u>
16 Carpet	1	1	0

17. Container (office/drawing room) for facility maintenance at service annex court yard

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms and Kitchenette</u>
12 Carpet	0	1	0

18. Office at the new RAO warehouse

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms</u>
12 Carpet	2	1	1

19. Prefab Office near the new RAO warehouse

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms and Kitchenette</u>
26 Vinyl	8	1	2

20. GYM/fitness center facility: Daily (730-1830)

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Rooms with Furniture</u>	<u>Bathrooms Janitor and Electrical room</u>
Rubber flooring 190 Mosaic 67	34 Windows 45 Mirrors	0	5

*Contractor shall clean all GYM exercising equipment and areas around them to maintain performance quality standards.

21. New Warehouse facility At Industrial Zone

<u>Floor area Sq. Meter</u>	<u>Glass area Sq. Meter</u>	<u>Room with Furniture</u>	<u>Bathrooms Janitor and Electrical room</u>
Concrete flooring 13,000	20 Windows	1	2

Special requirements:

General Responsibilities:

- Sweep and mop all floors on daily bases and clean toilet.
- Wash the floor with washing machine every 2 weeks
- Wax the floor every 6 month.
- Clean inside and outside of all windows.
- Clean entrance walkways.
- Clean the windows and doors on daily bases. Wash the same every three months.

Bathrooms:

- Clean all furnishings (e.g. toilets, sinks, tubs) in bathrooms.
- Clean tile walls.
- Polish chrome.
-

Supplies:

- The vendor is responsible for providing cleaning supplies necessary.
- The vendor will submit a Material Safety Data Sheet for each cleaning product used.

Description:

- Warehouse must be cleaned within a six-hour period (between 0900 and 1500 hours)
- The vendor will be responsible for any damages to the furniture, furnishings, or appliances that occur during cleaning.
- The vendor will be responsible for his employees transportation to the Warehouse

TOTAL ESTIMATED AREAS AND SURFACES OF THE EMBASSY COMPOUND

Total Glass Area	2,028 sq. meter
Total Mosaic Tiles	83 sq. meter
Total Ceramic Tiles	1755 sq. meter
Total Wood Surface	463 sq. meter
Total Marble Surface	1,380 sq. meter
Total Vinyl Surface	886 sq. meter
Total Rubber Surface	1,418 sq. meter
Total Carpeted Surface	7,334 sq. meter
Total Concrete Surface	6,992 sq. meter
Total Resin Surface	186 sq. meter
Total Grounds Area of Compound	20,430 sq. meter
Total Number of Rooms with Furniture	345 Rooms
Total Number of Bathrooms and Janitor Service Rooms	46 Rooms
Total number of Elevators	4 Elevators
Total area of GYM mirrors	45 sq. meter

ALL NIGHT CLEANING IN THE SECOND AND THIRD FLOORS IN CHANCERY NORTH MUST BE COMPLETED WITH A MARINE GUARD ESCORT

21. American Language Centre (ALC) with all needed materials, tools, machines, paper towel, etc. Services to be provide Sunday to Thursday (0830-1830). Two workers are needed.

The ALC consists of:

0. Sixteen Class rooms
1. Thirteen Offices
2. Two Libraries
3. Ten bathrooms
4. One Kitchen
5. One Cafeteria
6. Three Storage room
7. One Boiler room
8. One Diesel tanks room
9. Two Computer lab rooms
10. Two Photo copier rooms
11. One Prayer room
12. One Guard Booth
13. One central stairwell, back stair (leads to the basement) and one external "Metal" Stair (fire escape)
14. Paved Yards around the ALC building
15. External Sidewalks
16. Elevator
17. One outside shade.

Note: All of the 16 areas above are included in the cleaning contract

Floor area	Glass area	Rooms with	Bathrooms, storage,
<u>Sq. Meter</u>	<u>Sq. Meter</u>	<u>Furniture</u>	boiler and <u>Kitchen</u>
410 Mosaic	340	22	16
160 Ceramic			
190 wooden			
760 Carpeted			
95 Internal Stairs area (Mosaic)			
20 External Stair area (Mosaic)			
80 External Metal			
170 Asphalt paving			
90 Sidewalks			

D.1 EXHIBIT B

CONTRACTOR FURNISHED MATERIALS

The Contractor shall provide all equipment, materials, supplies, and clothing required to perform the standard and temporary additional services as specified in this contract. The below materials and tools are only a guideline. All contractor's employees should wear neat and clean uniform with logos on back and front. The contractor will not be allowed to use the Facilities break room or washing machines or showers in compound. Such items include, but are not limited to uniforms, personnel equipment, tools, cleaning supplies, equipment and any other operational or administrative items required for performance of the duties and requirements of this contract. The Contractor shall maintain sufficient parts and spare equipment for all Contractor-furnished materials to ensure uninterrupted service. The contractor needs to provide an email address so that COR can instruct him in daily basis if needed. This email should be accessible in the contractor's main office outside compound as no internet connection will be provided within compound. Submittals for all materials, tools, machines are to be provided for approval. COR can approve or disapprove these as per requirements. Materials, tools and machines should, and regardless of the below items and quantities, should be adequate to perform all required tasks in the best manner to the satisfaction of the COR.

<u>Item</u>	<u>Minimum QTY/Yearly</u>
Disinfectant	600 LT
Cleaner of Bathroom Fixtures	600 LT
Carpet & Rug Shampoo	75 LT
Floor Wax	180 LT
Wax Remover	40 LT
Wood Polish	288 Cans
Glass Cleaner	120 LT
Polish for Metal & Brass	50 Cans
Cleaner for Floor & Walls	180 Cans
Cleaner for Plastic Light Switches	150 Cans
Brooms (Different Types)	240 each
Mops	72 each
Window Cleaning Kit	3 each
Clear Plastic Trash Bags (Different Sizes)	10200 KG
Dust Cloths	600 each
Trash transfer Containers	3 Each
Floor Polisher	2 each
Rug & Carpet Shampooer	2 each
Vacuum Cleaner (Dry)	6 each
Vacuum Cleaner (Wet)	2 each
High Ladder (Should reach the 3 rd floor windows safely)	1 each
Waterless urinals cleaners	75 1 Liter bottles
WC paper covers	200 each
Suitable vehicle to remove trash out of compound	1

Toilets auto machines and can fillings	432 cans
Ceramic tiles polishing machine	2
Vinyl tiles polishing/waxing machines	1
Hand cleaner sanitizer including basis	220 1 Liter bottles
Double bucket trolley	10 each
Housekeeping trolley	10 each
Bathroom tissue	86400 roll
Paper towels	18000 roll

Any other materials, supplies and equipment needed.

All machines provided by the contractor should be approved by the COR and should be industrial heavy duty.

The Contractor shall use only environmentally preferable chemical cleaning-products. The Contractor shall identify products by brand name for each of the following product types and be submitted for COR approval:

- (a) All-purpose cleaner
- (b) General degreaser
- (c) General disinfectant
- (d) Graffiti remover
- (e) Chrome and brass cleaner/polish
- (f) Glass cleaner
- (g) Furniture polish
- (h) Floor stripper
- (i) Floor finisher
- (j) Carpet cleaner
- (k) Solvent spotter
- (l) Gum remover
- (m) Wood floor finish
- (n) Bathroom hand cleaner/soap
- (o) Bathroom disinfectant
- (p) Bathroom cleaner
- (q) Bathroom deodorizers
- (r) Urinal deodorizers
- (s) Lime and scale remover
- (t) Stickers removers to clean old stains on walls, doors and windows.

In addition, the Contractor shall provide following non-chemical products containing the maximum feasible amount of recovered materials:

- (1) Bathroom tissue - The bathroom tissue must contain at least 100% recovered materials and 20% post-consumer content.
- (2) Paper Towels - The paper towels must contain at least 100% recovered materials and 40% post-consumer content.

(3) General Purpose industrial wipes - The general purpose industrial wipes must contain at least 100% recovered materials and 40% post-consumer content.

(4) Plastic trash bags - Plastic trash bags must contain at least 25% post-consumer content. Should be clear.

Information on environmentally preferable products (EPP) is available on the Internet at <http://www.epa.gov/opptintr/epp.htm>.

All non-chemical products (paper, plastic, etc.) should conform to the Environmental Protection Agency (EPA) Comprehensive Procurement Guide (CPG) if the products are CPG-designated items. CPG information is available on the Internet at <http://www.epa.gov/cpg>.

Contractors may propose more than one product within a product category and/or propose a product or products addressing more than one product category.

Once this list of products has been approved by the Contracting Officer, the Contractor is responsible for using only those approved cleaning chemical products in the building. If for some reason the product is found later to be ineffective, the Contractor would otherwise like to propose an alternative product, or the Contracting Officer would like to propose a more environmentally-preferable product, either the Contractor or Contracting Officer may propose for consideration an "equal" product. If the parties agree to the replacement product, the contract will be modified.

D.1 EXHIBIT C

GOVERNMENT FURNISHED PROPERTY

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

Cleaning Water
Drinking Water
Electricity
Furnished office/changing room
20' container as material storage