



*Embassy of the United States of America*  
American Embassy Riga  
Date: June 25, 2014

**To: Prospective Quoters**

**Subject: Request for Quotations number S-LG750-Q-14-0002**

The Embassy of the United States of America invites you to submit a proposal for Janitorial Services. If you would like to submit quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document and fill out the Standard Form 1449.

The Embassy intends to conduct a site visit, and all prospective offerors who have received a solicitation package are invited to attend. See Section 3 of the attached Request for Quotations (RFQ).

Your proposals must be submitted in a sealed envelope marked "Proposal Enclosed" to Contracting Officer, American Embassy Riga, Samnera Velsa Street 1 on or before 4:00 PM (16:00) on **August 4, 2014**.

No electronic offers will be accepted.

Please direct any questions regarding this solicitation electronically to Mark Bliss, Contracting Officer, by e-mail: [BlissMM@state.gov](mailto:BlissMM@state.gov) or Keith Ellis, Acting Contracting Officer, by e-mail [EllisKB@state.gov](mailto:EllisKB@state.gov) by **August 4, 2014, 16:00 (Riga Time)**. Questions and Answers will be posted on the Embassy website <http://riga.usembassy.gov> under "Opportunities/Procurements" section and on the Federal Business Opportunities (FedBizOpps) website at [www.fbo.gov](http://www.fbo.gov) under the "Business Opportunities" section by **COB July 25, 2014**.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

A handwritten signature in black ink, appearing to be "Mark Bliss", written over a horizontal line.

Contracting Officer

Enclosures: SF 1419  
Solicitation S-LG750-Q-14-0002