



American Consulate General
Regional Procurement Support Office (RPSO)
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PRE-SOLICITATION NOTICE

Solicitation No.: SGE500-13-R-0020

The American Consulate General, Frankfurt provides the following Pre-Solicitation Notice regarding the issuance of a Request for Proposal (RFP) for:

Janitorial Services at the American Embassy Valletta, Malta

The Regional Procurement Support Office Frankfurt, Germany, intends to issue a Request for Proposals (RFP), under full and open competition procedures for janitorial services at the United States Mission in Valletta, Malta.

The successful Contractor shall furnish managerial, administrative, equipment and supply material, and direct labor personnel to perform janitorial services in all designated areas of the building including, but not limited to, halls, offices, restrooms, work areas, entrance ways, lobbies, storage areas, elevators, stairways, outside ground area, and industrial areas as outlined in the Solicitation. The United States Embassy building is an approximately 5,855 square meter facility, located at Ta' Qali National Park, Valetta, Malta. The overall square meters to be maintained are approximately 9,389 square meters including Compound Access Control, Service Compound Access Control, Main Compound Access Control, Utility Building, Warehouse and Recreational Area.

The janitorial services required shall consist of Standard Basic Services and Temporary Additional Services. Basic Services are defined as day-to-day cleaning requirements to maintain the standard of the cleaning requirements. Temporary Additional Services are services defined as Basic Services required to be performed at times other than the normal workday and shall be carried out on an hourly, as-needed basis. These services may also be used to support special events at post and to accomplish supplementary services.

Daily regular services, such as cleaning of office space, walkways and bathrooms, shall be performed on regular work days between 06:00 to 16:30 hours. Other services shall be in accordance with monthly, quarterly, or annual schedules. Special projects, such as floor waxing or seal coats as well as shampooing of the entire surface of carpets will be performed on weekends.

It is anticipated that there will be one (1) Base Year and four (4) Option Years. RPSO intends to issue the Solicitation Package in February 2013, with a pre-proposal conference and site visit to be announced at a later date. Contract award is anticipated in May 2013, with a contract start date in early June 2013.

Qualified companies interested in participating in this project may express their interest by written correspondence to the attention of Mr. Hartmut Christe, RPSO Contract Specialist, at the above e-mail address, **no later than close-of-business Wednesday, February 6, 2013,** using the Solicitation Number: SGE500-13-R-0020 in the subject line. All requests for a copy of the Solicitation **MUST** include the following information: Name of Company, Point of Contact, Telephone Number(s), Email Address and Complete Physical Mailing Address of Firm.

Solicitation and award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.