



U.S. EMBASSY SANTO DOMINGO

GSO/Procurement Unit

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Subject: **Request for Proposals (RFP)**
Order Number: N/A
Residential Cleaning Services

Dear Prospective Offeror/Quoter:

The American Embassy Santo Domingo, Dominican Republic, invites your company to submit quotations under full and open competition procedures for the following: Residential Cleaning Services, as detailed below:

1. SCOPE OF WORK FOR RESIDENTIAL CLEANING

The purpose of this contract is to obtain professional cleaning services for real property owned or leased by the U.S. Government in Santo Domingo, Dominican Republic. The Contractor shall perform cleaning services in all designated spaces including interior and exterior spaces, including, but not limited to foyer, halls, bathrooms, work areas, bedrooms, kitchens, laundry areas, living or social areas, entrance ways, lobbies, storage areas, sidewalks, yards and stairways.

The Contractor shall furnish all managerial, administrative, and direct qualified labor personnel that are necessary to accomplish the work in this contract. Contractor employees shall be on-site only for contractual duties and not for other business purposes.

All standard services are to be delivered on regular, non-holiday weekdays. Services may be required outside of normal business hours and on weekends at no additional cost to the United States Government. The sites include: single family residences and apartments in multi-family buildings.

1.1 GENERAL INSTRUCTIONS

The Contractor shall prepare general instructions for the work force. The Contractor shall provide drafts of these instructions in English, to the Contracting Officer's Technical Representative (COTR) for review as soon as the Task Order has been issued. The instructions must include guidance on the proper way/products to clean any special surfaces in the residence. The Contracting Officer's Technical Representative must approve these general instructions before the work is performed.

1.2 DUTIES AND RESPONSIBILITIES

1.2.1 All standard services shall be performed during one regular working day and during regular working hours. Normal working hours are defined as 8:00 to 17:00 Monday to Friday, excluding local and U.S. holidays.

1.2.2. The Contractor shall perform cleaning work, including furnishing all labor, material, tools/equipment and services, for residences owned and leased by the U.S. Embassy in Santo Domingo, Dominican Republic.

1.3 TYPES OF SERVICES

Standard Services shall include the following work:

1.3.1 Sweep all floor areas including wet mopping with appropriate cleaning product specific to cleaning materials such as tile, linoleum, marble or granite floors, stairs and cement areas, etc. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Furniture, appliances, trash receptacles, and other moveable items shall be tilted or moved to clean underneath and behind. When completed, the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.

1.3.2 Dust, vacuum, polish (wood) and cleaning of all furniture including, but not limited to, bedroom sets including mattress, living room sets, dining room sets, patio sets, entertainment centers, desks, chairs, computer tables, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, mirrors, telephones, lamps and other common furnishings found in an residence environment. All furniture shall be free of dust, dirt, and sticky surfaces or areas. After cleaning is completed, the furniture needs to be replaced to the original position.

1.3.3 Dust and polish all wooden surfaces to include, but not limited to, doors, windows, shelving, floors and floor boards, moldings, ceiling tiles, stairs, cupboards, etc.

1.3.4 Vacuum all rugs and carpets, runners, and carpet protectors to ensure that they are free from dust, dirt, mud, etc. When completed, the area shall be free of all litter, lint, loose soil and debris. Any moveable items shall be moved to vacuum underneath, and then replaced in the original position.

1.3.5 Thorough cleaning and sanitation of toilets, bidets, bathroom mirrors, and shower/tub facilities, vanities and any other bathroom fixtures using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges.

1.3.6 Thorough cleaning of kitchen and laundry facilities, to include sweeping and mopping the floor, wiping down and sanitizing the sinks, counters and other surfaces, cleaning the inside, outside and on top of cabinets and pantry, microwaves, stove/oven, refrigerator and freezer, washing and dryer machines. Cleaning of appliances will include vacuuming dust from around motor areas.

1.3.7 Dust, remove grease marks and wipe down windows or fix glass panels on the inside and exterior, to include windows, window sills and tracks. For high windows, the contractor shall provide any ladders and safety equipment or appropriate means to reach them.

1.3.8 Dust and wipe window blinds with a damp cloth to ensure that all dirt and smudges are removed.

1.3.9 Remove and wash insect screens with appropriate products and reinstall.

1.3.10 Dust and wipe light fixtures, ceiling fans and chandeliers. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks.

1.3.11 Spot cleaning walls.

1.3.12 Dust and polish all wooden surfaces to include, but not limited to, doors, windows, shelving, floors and floor boards, moldings, ceiling tiles, stairs, cupboards, etc.

1.3.13 As appropriate, sweep debris from walkways and driveways and pressure-wash those areas.

1.3.14 Sweep terraces and balconies to remove all accumulated dirt and debris and pressure-wash.

In accordance with U.S. Government Safety Health and Environmental Management (SHEM) regulations, the contractor shall provide all safety equipment and products necessary to ensure that all work is performed in strict adherence with SHEM.

The quotations **must** be submitted in English, via email to santodomingoprocedurement@state.gov, marked **RFP Residential Cleaning no later than 1600hrs local time, on Monday, Jan 9, 2017.**

The U.S. Government is conducting this acquisition using Simplified Acquisition procedures as outlined in the Federal Acquisition Regulation (FAR), Part 13

The U.S. Government intends to award a Purchase Order, to the responsible offeror submitting the lowest quotation which is technically acceptable. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFP does not commit the American Embassy to make any award. The Embassy may cancel this RFP or any part of it at any time. The Contracting Officer reserves the right to reject any and all quotations and to waive any information, or minor irregularities in quotations received.

Please direct any questions regarding this Request for Proposal to: santodomingoprocedurement@state.gov