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Proposal Instructions L	Evaluation Criteria	SOW	Para #	Proposal Heading
			NA	Proposal Response to American Embassy
A.1. A completed solicitation, in which the SF-1449 cover page (Blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 has been filled out.			1	Standard Form (SF) 1449
The Offeror shall include Defense Base Act (DBA) insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at http://www.dol.gov/owcp/dlhwc/lscarr.htm			2	Defense Base Act (DBA) Insurance
A.2. Information demonstrating the offeror's/quoter's ability to perform, including:			3	Offeror's/Quoter's Ability to Perform
(1) Name of a Project Manager (or other liaison to the Embassy) who understands written and spoken English;			3.1	Project Manager Information
(2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;			3.2	Evidence of Established Business
(3) List of clients over the past three (3) years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has performed comparable services in the United Arab Emirates then the offeror shall provide its international experience.			3.3	Relevant Past Performance Information
			3.3.1.1	Contract #1 – Title
			3.3.1.2	Contract #2 – Title
			3.3.1.3	Contract #3 – Title

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<p>Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:</p> <ul style="list-style-type: none"> • Quality of services provided under the contract; • Compliance with contract terms and conditions; • Effectiveness of management; • Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and • Business integrity / business conduct. <p>The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.</p>				
<p>(4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work.</p>			3.4	Personnel, Equipment, and Financial Resources

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(5) The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.			3.5	Plan to Obtain all Licenses and Permits
(6) The offeror's strategic plan for janitorial services to include but not limited to:			3.6	Strategic Plan for Janitorial Services
		<p>a) A work plan taking into account all work elements in Section 3, Performance Work Statement.</p> <p>1. SCOPE OF WORK</p> <p>The purpose of this fixed price contract is to obtain janitorial services for real property owned or managed by the U.S. Government at U.S. Embassy, Abu Dhabi. The Contractor shall provide janitorial services for the U.S. Embassy in Abu Dhabi, UAE. Contractor shall perform the services in all designated spaces including, but not limited to hallways, offices, restrooms, work areas, entrance ways, cafeteria, visitor lobbies, storage areas, elevators, stairways, industrial areas and exterior guard / police booths. Estimated total of the floor area for performance of the cleaning services is: 14,095 square meters.</p> <p>The Contractor shall furnish all managerial, administrative, and direct labor personnel necessary to</p>	3.6.1	Work Plan for PWS Elements

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		<p>accomplish the work in this contract. Contractor employees shall be on site only for contractual duties and not for other business purposes. Contractor shall employ skilled and qualified work force to perform the work of this contract.</p> <p>The Contractor shall furnish materials, equipment and tools necessary to accomplish the work in this contract.</p>		
		<p>The Contractor shall prepare General Work Instructions for the work force to accomplish work in this contract. These instructions shall include general methods, safety considerations that includes but not limited to risk assessment and Safety Plan for all requested activities, materials, equipment, tools, training information to cleaners etc. for each type of work in this contract. Contractor shall provide drafts of the work instructions to the Contracting Officer's Representative (COR) for review within thirty days after contract award. The COR must approve these drafts before issuance of the work instructions to the work force.</p>	3.6.1.1	General Work Instructions
		<p>1.2.1 Certain areas in Embassy require a security escort and can only be entered during scheduled times. Contractor shall coordinate with COR for work schedule in these areas. The</p>	3.6.1.2	Duties and Responsibilities

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		<p>Regional Security Office (RSO) at Embassy provides security requirements. General Work Instructions shall emphasize the security requirements so that accidental security violations do not occur.</p> <p>1.2.2 The 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 of the facility. These are to be performed on a daily basis. The daily work schedule may include some activities that start before the facility opens for normal business.</p> <p>1.2.3 The Contractor shall schedule periodic cleaning requirements so that these cause minimal disruption to normal operations of the facility. Contractor shall coordinate with COR to determine the schedules which meet the needs of the facility. The periodic cleaning schedule may include some activities that need to be done outside of normal business hours of the Embassy.</p> <p>1.2.4. Temporary Additional Services are services that are defined as Standard Services but are required at</p>	

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		<p>times other than the normal work schedule to support special events at the Post. The Contractor shall provide these services in addition to the scheduled services specified in this contract. The COR shall order these services on an as needed basis. This work shall be performed by Contractor trained employees, and shall not be subcontracted. The COR may require the Contractor to provide temporary additional services with 24 hour advance notice.</p> <p>1.2.5 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.</p> <p>1.2.6 The Contractor shall bear complete responsibility for management of work at site. The Contractor shall assign a Supervisor / Coordinator to represent the Contractor and to manage the performance of work at site. The Supervisor / Coordinator shall have adequate English language skills to be able to communicate with CO and COR.</p>	

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		<p>1.2.7 The Contractor shall carry out all requested activities described in the SOW and in case Contractor deposes portion of the activities to a sub-contractor; then this should be done by prior approval from the requesting office representative/s.</p> <p>1.2.8 The Contractor shall bear complete responsibility and management control for the sub-contracted services and shall not depute the sub-contractor to represent the Contractor in dealings with the Embassy.</p> <p>1.2.9 The Contractor shall bear complete responsibility for safe performance of work at site and comply with all local laws pertaining to construction labor and safety. In addition, the safety requirements relative to this SOW as contained in the USACE Manual EM 385-1-1 shall apply. In case of a conflict between the local laws and the requirements of EM 385-1-1, the stringent of the two shall apply. A soft copy of the USACE Manual EM 385-1-1 is available in the following link: http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1_English_2003.pdf</p>	

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		<p>1.2.10 The Contractor shall prepare and implement a safety management plan specific to the SOW based on hazards analyses of the activities. A copy of the safety management plan shall be provided to the COR for reference. The Contractor shall promptly report all mishaps/accidents at site to the COR.</p> <p>1.2.11 The Contractor shall prepare and implement a quality management plan specific to the SOW. The plan shall describe the standard operating procedures for cleaning methods, utilization of cleaning equipment, chemicals and its associated materials. A copy of the quality management plan shall be provided to the COR for reference.</p> <p>1.2.12 The Contractor shall comply with security requirements and be responsible for conduct of employees and subcontractors at work site.</p> <p>1.2.13 The Contractor shall be liable for the damages caused by the Contractor's negligent performance of any of the services furnished under this contract.</p> <p>1.2.14 At the end of each work day, the Contractor needs to make sure</p>		

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		the key/s that were collected from Post 1 / FM office, are duly returned back to the concerned offices and cleaning equipment and/or its associated tool, materials are secured at the appropriate place.	
		Standard Services shall include the following work:	3.6.1.3 Types of Services
		<p>1.3.1 Minimum Daily Cleaning Requirements shall consist of</p> <p>1.3.1.1 Sweeping all floor areas including damp mopping of areas such as tile, linoleum, marble floors, staircases, elevators, industrial areas, and public areas. Floors shall be free of dirt, 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 dusty. 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.</p> <p>1.3.1.2 Dusting and cleaning all furniture and equipment including desks, chairs, credenzas, computer tables, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, pictures,</p>	3.6.1.3.1 Daily Cleaning

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		<p>maps, telephones, computers and screens, lamps and other common things found in an office environment. When completed, all items shall be free of dust, dirt and sticky surfaces / areas.</p> <p>1.3.1.3 Vacuuming all 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. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.</p> <p>1.3.1.4 Thorough cleaning of toilets, bathrooms, mirrors, shower facilities, pantries and cafeteria (excluding kitchen) using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall refill toilet paper towels and/or paper rolls for the hand towel equipment, toilet seat (paper) covers, paper cups, and soap (See requirement for Green cleaning products). The Contractor shall check those areas used by personnel visiting the chancery several times daily to ensure that the supplies are</p>		

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		<p>adequate and the facilities are always clean and neat.</p> <p>1.3.1.5 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 (See requirement for recycling).</p> <p>1.3.1.6 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 so that a presentable appearance is maintained.</p> <p>1.3.1.7 Removing any grease marks or fingerprints from walls, doors, door frames, windows and window frames, glass desk protectors, reception booths and partitions.</p> <p>1.3.1.8 Removing trash to designated area within the facility as directed by the COR, and keeping trash area in a reasonably clean condition. The Contractor shall remove trash more than once daily to ensure that the trash cans are not overflowing and the facilities are always clean and neat.</p>	

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		<p>1.3.1.9 Removing trash from the designated trash area in the facility and legally dispose outside the facility on daily basis. The Contractor shall be responsible for coordinating the trash disposal in accordance with local Municipality rules.</p> <p>1.3.1.10 Cleaning of elevator call buttons, push bars on doors, door handles, drinking water fountains and such metal surfaces, that are handled multiple times daily, with approved disinfectant.</p> <p>1.3.1.11 Skimming of debris from top of water surfaces of interior and exterior fountains.</p>		
		<p>1.3.2 Minimum Periodic Cleaning Requirements shall consist of:</p> <p>1.3.2.1 Polishing all brass and metal surfaces including door and window handles, plaques and elevators.</p> <p>1.3.2.2 Dusting tops of tall furniture, tops of picture frames and areas not covered in daily dusting.</p> <p>1.3.2.3 Spot cleaning baseboards and walls.</p> <p>1.3.2.4 Spot waxing and polishing floors as needed.</p> <p>1.3.2.5 Shampooing (small area spot clean; as needed) carpets.</p> <p>1.3.2.6 Dusting window sills and blinds.</p>	3.6.1.3.2	Periodic Cleaning

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		<p>1.3.2.7 Cleaning shutters as required.</p> <p>1.3.2.8 Sweeping and washing terraces and balconies to remove all accumulated dirt and debris.</p> <p>1.3.2.9 Change drinking water bottles on water coolers as needed, where water is provided by U.S. Government, but before dispenser is completely empty. Bottled drinking water for offices is not provided by U.S. Government, so individual office occupants procure and move bottles. Where bottled water is supplied by the U.S. Government, the Contractor shall move water bottles from a designated supply point near compound entrance in the facility.</p> <p>1.3.2.10 Cleaning of exterior water fountain basin, checking water level, chemical treatment / testing of water, skimming water surface of debris, power washing fountain basins and structures. Water should remain clear, clean and free of any biological buildup.</p> <p>1.3.2.11 Cleaning of interior water feature basins, checking water levels, chemical treatment / testing of water, skimming water surface of debris, washing fountain basins and structures. Water should remain clear, clean and free of any biological buildup.</p>	

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		1.3.3 Minimum Monthly Cleaning Requirements shall consist of: 1.3.3.1 Cleaning major office appliances / equipment inside and out including vacuuming dust from around motor areas. 1.3.3.2 Wiping window blinds with a damp cloth to ensure that all smudges are removed. 1.3.3.3 Cleaning inside window glass and sash of smudges and accumulated dirt. 1.3.3.4 Moving all furniture and vacuuming or polishing the floor under the furniture.	3.6.1.3.3 Monthly Cleaning
		1.3.4 Minimum Quarterly Cleaning Requirements shall consist of: 1.3.4.1 Shampooing the entire surface of carpets in the high traffic areas. Minimal water shall be used such that water does not penetrate the carpet joints on to the metal floor tiles. This is important in order to protect the floor against corrosion. 1.3.4.2 Cleaning and sanitizing the trash holding area. 1.3.4.3 Dusting and wiping interior light fixtures and chandeliers. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks. Notify COR of any light bulb replacement requirements.	3.6.1.3.4 Quarterly Cleaning
		1.3.5 Minimum Annual Cleaning Requirements shall consist of:	3.6.1.3.5 Annual Cleaning

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		<p>1.3.5.1 Stripping wax coats and seal coats to the bare floor surface; cleaning the bare surface, and reapplying a seal coat.</p> <p>1.3.5.2 Shampooing carpets in all areas.</p> <p>1.3.5.3 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.</p>	
		<p>1.4.1 Green cleaning products protect environmental health and indoor environmental quality. Unlike conventional cleaning products, they contain no carcinogens or chemicals that may cause reproductive health problems, or irritate the eyes or skin, and contain reduced concentrations of VOC that diminish indoor air quality. Green cleaning products minimize the introduction of pollutants into building without compromising product performance or maintenance cost.</p> <p>1.4.2 The Contractor shall use Green certified cleaning products which have been tested for toxicity, biodegradability, air quality degradation, and their potential to negatively impact human health and environment. These products often have citrus, oxygen, soy or other</p>	3.6.1.4 Green Cleaning Products

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		<p>biodegradable base vehicle. The Contractor shall provide product data to COR for all Green Cleaning products (refer attachment 4 for requirement) before contract award. Following are the criteria for evaluating alternative cleaning products:</p> <p>1.4.2.1 Use Green Seal GS-37 certified (or equivalent certified) standard cleaning products</p> <p>1.4.2.2 Use products that meet products that meet California Code of Regulation (maximum allowable VOC (Volatile Organic Compounds) levels for flooring, such as carpet cleaners, floor finishes or strippers.</p> <p>1.4.2.3 Use disposable janitorial paper products and trash bags that meet the minimum requirements of the US EPA's Comprehensive Procurement Guidelines.</p> <p>1.4.2.4 Construct a matrix to assist in the evaluation of alternative products and provide a quick comparison or product attributes, applicable standards, and relative cost / value metrics.</p> <p>1.4.3 Equipment (refer attachment 3 for requirement): When Existing</p>	

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		<p>equipment is in need of replacement, consider the following guidelines:</p> <p>1.4.3.1 Use vacuum cleaners that meet Carpet and Rug Institute “Green Label” Testing Program – Vacuum Cleaners Criteria and that are capable of capturing 96% of particulates 0.3 microns in size, and that operate with a sound level less than 70dBA.</p> <p>1.4.3.2 Select hot water extraction equipment for deep cleaning carpets capable of removing sufficient moisture such that carpets can dry in less than 24 hours</p> <p>1.4.3.3 Use powered maintenance equipment including floor buffers, burnishers and automatic scrubbers equipped with vacuums, guards and/or other devices for capturing fine particulates, and that operate with sound level less than 70dBA.</p> <p>1.4.3.4 Choose automated scrubbing machines equipped with variable-speed feed pumps to optimize use of cleaning fluids.</p> <p>1.4.3.5 Use active microfiber technology to reduce cleaning chemical consumption.</p>	

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		<p>1.4.3.6 Select ergonomically designed power equipment to minimize vibration, noise, and user fatigue.</p> <p>1.4.3.7 Select equipment with rubber bumpers to reduce potential damage to building surfaces.</p> <p>1.4.4 The janitorial equipment shall be stored such that facility occupants' exposure is reduced.</p>	
		<p>1.5.1 The Contractor shall establish a recycling program in accordance with Abu Dhabi Municipality / Third Party guidelines. Contractor shall provide details of COR for review of the program and coordination with facility users. At a minimum, the following materials should be part of an effective recycling program: paper, glass, plastics, cardboard, and metals.</p> <p>1.5.2 Recycling, in the form of inherent value of the recycled materials, may accrue economic benefits to the Contractor.</p>	3.6.1.5 Recycling
			3.6.2 Management and Supervision
		<p>2.1 The Contractor shall designate a full time on-site representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the</p>	3.6.2.1 On-Site Supervision

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		<p>Contractor and shall be the point of contact with</p> <p>U.S. Government personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The supervisor shall have supervision as his or her sole function. The on-site supervisor will be issued a cell phone by the contractor for professional communication purposes during normal duty hours.</p>	
		<p>2.2 The Contractor shall prepare and maintain work 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. The work schedules shall be submitted to COR for both the daily routine and the periodic cleaning activities, also indicating total personnel on site and their work hours. For those items other than routine daily services, the Contractor shall provide the COR with a detailed plan as to the personnel to be used and the time frame to perform the service.</p>	3.6.2.2 Work Schedules
		<p>2.3 The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular</p>	3.6.2.3 Quality Control

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		basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract.		
		2.4 The Contractor shall develop and maintain a quality control program to ensure janitorial services are performed in accordance with quality performance requirements stated in this performance based contract document. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. Service frequency schedules need to be forwarded COR on monthly basis. As minimum the Contractor shall develop quality control procedures to address all cleaning requirements identified in this SOW. Service will be rated on a 1-5 scale with 3 being contract acceptable. On a monthly basis if average quality control scores fall under 3.0 the Contractor will be evaluated as not performing to contract specification. The Contractor shall develop metrics to measure the performance and identify corrective action items. See attached metrics criterion for scoring the services.	3.6.2.4	Quality Control Program
		2.5 The Contractor shall follow cleaning procedure/practices for FEBR doors at the Compound, as	3.6.2.5	Cleaning Procedure/Practices for FEBR Doors

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		directed by Embassy COR or his representative.	
		2.6 The Contractor shall make sure the duty site supervisor and cleaners are in well cleaned and washed uniform. The color and model of the uniform shall be approved by Embassy.	3.6.2.6 Cleaned and Washed Uniform
		2.6 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.	3.6.2.7 Control Overtime
		2.7 The Contractor shall conduct monthly training/s (at least one) to all workers at site to make sure to follow Contractor's Standard Operating Procedure (SOP) to accomplish the expected quality service. The training shall also include but not limited to guide the workers to maintain standard work practices, personal hygiene, use of appropriate clean uniforms, PPEs and to follow safety practices on handling chemicals / solvents related to cleaning, at all times. 2.7.2 The Contractors shall ensure cleaners are trained to handle the equipment that Contractors provided to the site for the intended service.	3.6.3 Trainings

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		<p>2.7.2 The cleaners who are assigned to do cleaning work in Health unit required to attend yearly training on handling Blood borne pathogens related wastes/disposable materials, provided by Embassy Health unit.</p> <p>2.7.3 The Contractor's personnel and their work practices shall be inspected by Embassy Assistant Post Occupational Safety Health officer (APOSHO) to make sure the standard Safety work practices are followed at all times. APOSHO shall provide Safety and hygienic trainings to the cleaners.</p>	
		<p>Identify types and quantities of equipment, supplies and materials required for performance of services under this contract. Identify if the offeror already possesses the listed items and their condition for suitability and if not already possessed or inadequate for use how and when the items will be obtained;</p> <p>5.0. MATERIALS AND EQUIPMENT</p> <p>5.1 The Contractor shall provide all necessary janitorial supplies and equipment (refer attachment 3 for requirement), including vacuum cleaners, carpet cleaning equipment, scrubbers, man-lift, ladders, trolleys,</p>	<p>3.6.4 Required Types, Quantities of Equipment, Supplies and Materials</p>

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		<p>mops, brooms, dust rags, detergents, cleaners, etc. to perform the work identified in this contract.</p> <p>5.2 The Contractor shall also furnish all consumable products (refer attachment 4 for requirement) such as toilet tissue, paper towels and/or paper rolls for the hand towel equipment, toilet seat covers, paper cups, as well as hand soap for the restrooms and kitchens.</p> <p>5.3 The Contractor shall furnish executive grade products such as toilet tissue, paper towels and/or paper roll for the hand towel equipment, paper cups, as well as hand soap for the restrooms and kitchens in the executive office at level 4.</p> <p>5.4 The consumable products shall be of good quality and samples with product data shall be submitted to COR for approval.</p> <p>5.5 All equipment and tools used in the Embassy must be new at start of contract and kept in clean and good working order. Any repair to the cleaning equipment will be the responsibility of the Contractor.</p>	

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		<p>5.6 The Contractor shall keep enough spare supplies, materials, cleaning equipment at the allocated place to provide the requested services on time without compromising the expected quality.</p> <p>5.7 The Contractor shall deliver supplies and equipment to site as can be properly stored in the designated areas in coordination with COR.</p>		
c) Plan of ensuring quality of services including but not limited to contract administration and oversight; and			3.6.5	Quality of Services
d) (1) If insurance is required by the solicitation, a copy of the Certificate of Insurance(s), or (2) a statement that the Contractor will get the required insurance, and the name of the insurance provider to be used.			3.6.6	Certificate of Insurance
(7) Provide a list of proposed Green Product of supplies and materials details.			3.7	Proposed Green Product of Supplies and Materials Details
(8) An audited financial statement for the last three years to the minimum.			3.8	Audited Financial Statements
(9) Provide Safety Plan associated with the requested service.			3.9	Safety Plan
(10) Provide Risk assessment Plan associated with the requested service.			3.10	Risk Assessment Plan
(11) Recruitment and housing plans per FAR Clause 52.222-50 – Combating Trafficking in Persons.			3.11	Recruitment and Housing Plans
RECRUITMENT OF THIRD COUNTRY NATIONALS FOR PERFORMANCE ON			4	Recruitment of Third Country Nationals for Performance

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DEPARTMENT OF STATE CONTRACTS (October 17, 2012)				
1. On contracts exceeding \$150,000 where performance will require the recruitment of non-professional third country nationals, the offeror is required to submit a Recruitment Plan as part of the proposal. Contractors providing employer furnished housing are required to submit a Housing Plan.				
2. Recruitment Plan			4.1	Recruitment Plan
a. State the anticipated number of workers to be recruited, the skills they are expected to have, and the country or countries from which the Contractor intends to recruit them.			4.1.1	Anticipated Number, Skills and Countries
b. Explain how the Contractor intends to attract candidates and the recruitment strategy including the recruiter.			4.1.2	Attract Candidates and Recruitment Strategy
c. Provide sample recruitment agreement in English.			4.1.3	Sample Recruitment Agreement
d. State in the offer that the recruited employee will not be charged recruitment or any similar fees. The Contractor or employer pays the recruitment fees for the worker if recruited by the Contractor or subcontractor to work specifically on Department of State jobs.			4.1.4	Recruitment Charges
e. State in the offer that the Contractor's recruitment practices comply with recruiting nation and host country labor laws.			4.1.5	Recruitment Practices Compliance with Recruiting Nation and Host Country Labor Laws

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f. State in the offer that the Contractor has read and understands the requirements of FAR 52.222-50 Combating Trafficking in Persons			4.1.6	Understanding of Combating Trafficking in Persons
g. Contractor and subcontractors shall only use bona fide licensed recruitment companies. Recruitment companies shall only use bona fide employees and not independent agents.				Use of Bona Fide Licensed Recruitment Companies
h. Contractor will advise the Contracting Officer of any changes to the Recruitment Plan during performance.			4.1.8	Notification of Changes in Recruitment Plan during Performance
3. The offeror will submit a Housing Plan if the Contractor intends to provide employer furnished housing for TCNs. The Housing Plan must describe the location and description of the proposed housing. Contractors must state in their offer that housing meets host country housing and safety standards and local codes or explain any variance. Contractor shall comply with any Temporary Labor Camp standards contained in this contract. In contracts without a Temporary Labor Camp standard, fifty square feet is the minimum amount of space per person without a Contracting Officer waiver. Contractor shall submit proposed changes to their Housing Plan to the Contracting Officer for approval.			4.2	Housing Plan
4. Department of State contractor and subcontractors will treat employees with respect and dignity by taking the following actions:			4.3	Treat Employees With Respect and Dignity

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RFP Sections			Proposal Sections	
Proposal Instructions L	Evaluation Criteria	SOW	Para #	Proposal Heading
<p>a. Contractor may not hold employee passports and other identification documents longer than 48 hours without employee concurrence. Contractors and subcontractors are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document to prevent or restrict the person's liberty to move or travel in order to maintain the services of that person, when the person is or has been a victim of a severe form of trafficking in persons.</p> <p>b. Contractor shall provide employees with signed copies of the/their employment contracts, in English and the employee's native language, that define the terms of employment, compensation, job description, and benefits. Contracts must be provided prior to employee departure from their countries of origin.</p> <p>c. Contractor shall provide all employees with a "Know Your Rights" brochure and document that employees have been briefed on the contents of the brochure. The English language version is available at http://www.state.gov/tp or from the Contracting Office.</p>				

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RFP Sections			Proposal Sections	
Proposal Instructions L	Evaluation Criteria	SOW	Para #	Proposal Heading
<p>d. Contractor shall brief employees on the requirements of the FAR 52.222-50 Combating Trafficking in Persons including the requirements against commercial sex even in countries where it is legal and shall provide a copy of the briefing to the Contracting Officer Representative (COR).</p> <p>e. Contractor shall display posters in worker housing advising employees in English and the dominant language of the Third Country Nationals being housed of the requirement to report violations of Trafficking in Persons to the company and the company's obligation to report to the Contracting Officer. The poster shall also indicate that reports can also be submitted to the Office of the Inspector General (OIG) Hotline at 202-647-3320 or 1-800- 409-9926 or via e-mail at OIGHotline@state.gov.</p> <p>f. Contractor and subcontractors shall comply with sending and receiving nation laws regarding transit, entry, exit, visas, and work permits. Contractors are responsible for repatriation of workers imported for contract performance.</p> <p>g. Contractor will monitor subcontractor compliance at all tiers. This includes verification that subcontractors are aware of, and understand, the requirements of FAR 52.222-50 Combating Trafficking in</p>				

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RFP Sections			Proposal Sections	
Proposal Instructions L	Evaluation Criteria	SOW	Para #	Proposal Heading
<p>Persons and this clause. Contractors specifically agree to allow U.S. Government personnel access to contractor and subcontractor personnel, records, and housing for audit of compliance with these requirements.</p> <p>h. The Contractor agrees to include this clause in all subcontracts over \$150,000 involving recruitment of third country national for subcontractor performance.</p>				
			5	Section 5 – Representations and Certifications

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