DESCRIPTION/SPECIFICATIONS/WORK STATEMENT
JANITORIAL SERVICES, HAMILTON BERMUDA
RFQ NUMBER 19UK5626Q0032

1. SCOPE OF WORK

The purpose of this fixed price contract is to obtain janitorial services for real property owned or managed by the U.S. Government at American Consulate General, Hamilton, Bermuda. 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 and stairways. The contract will be for a base year from the date of the contract award, plus two option years which will be exercisable at the sole discretion of the U.S. Government.

The contractor shall furnish all managerial, administrative, and direct 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.

1.1 General Instructions

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 contract award. The Contracting Officer's Representative must approve these general instructions before issuance.

1.2 Duties and Responsibilities

Contractor shall schedule routine cleaning requirements in consultation and agreement with the COR 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, Monday through Friday, except local and U.S. Bank Holidays, a list of which will be provided to the contractor at the beginning of each contract year.

1.3 Standard Services shall include the following work:

Daily Cleaning Requirements shall consist of:

1.3.1 Sweeping all floor areas including damp mopping of areas such as tile, linoleum 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. When completed, the floor 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 Dusting and cleaning all furniture including desks, chairs, credenzas, computer tables, bookshelves with or without glass doors, pictures, telephones, computers and computer monitors and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.

1.3. 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.

1.3. 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 refill paper towels and toilet paper in all bathrooms.

1.3. 5 Emptying all wastepaper baskets, and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.

1.3. 6 Removing any grease marks or fingerprints from walls, doors, door frames, windows and window frames, glass desk protectors, reception booths and partitions.

1.3. 7 Removing trash to designated area as directed by the COR, and keeping trash area in a reasonably clean condition.

1.3. 8 Sweeping debris from main entranceways.

1.3. 9 Polishing all surfaces including door and window handles, plaques.

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

1.3.11 Spot cleaning baseboards and walls.

1.3.12 Dusting window sills and blinds.

1.3.13 Cleaning inside window glass and sash of smudges and accumulated dirt.

2.0 MANAGEMENT AND SUPERVISION

2.1 The contractor shall designate a representative and back-up who will be the primary persons for providing service at the Consulate. These persons must be able to pass a security check and have sufficient English language skills to be able to communicate with members staff of the U.S. Consulate General.

2.2 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 as to the personnel to be used and the time frame to perform the service.

2.3 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.

3.0 LOCATIONS FOR JANITORIAL SERVICES

All standard services are to be delivered on regular Consulate working days.

Location	Qty.	Est. Area	Sch. Hrs.	
Building 1, 1st Floor	1st Floor	Total area	8:00- 4:00	Consulate
which consists of: entrance lobby corridors rest rooms kitchen offices				
Building 1, 2nd Floor Consulate		Total area 2nd Floor	8:00-4:00	
which consists of: corridor offices rest rooms				
Total Square Feet	4158			
Building 2 Guard Booth		Total area	8:00-4:00	
which consists of: restroom waiting/screening area hallway				
Total Square Feet	520			
Building 3 Annex		Total area	8:00-4:00	
which consists of: restroom office area supply closet				
Total Square Feet	689			

4.0 SITE VISIT

The Government is planning to conduct a pre-proposal site visit at 10:00 ADT on Tuesday, June 23, 2026 at 16 Middle Road, Devonshire DV 03, Bermuda. Potential Offerors who wish to attend must respond by email to FlemingRE@state.gov before 14:00 ADT on Monday, June 22, 2026 to reserve a place and receive further information.

5.0 SUBMISSION:

The offer shall include:

- A completed SF18 Form, including the cost of Defense Base Act (DBA) Insurance (see attachment).
- Evidence that the Offeror has an established business registered in Bermuda which conforms to all legal requirements for providing janitorial services in Bermuda.
- Certificates of Public Liability and Employer Liability Insurance
- The Contractor's plan for completing all the elements of Section 1 – Scope of Work.
- Minimum of three (3) professional references from clients for whom similar services have been provided within the last three (3) years.
    - References must include:
        - Client organization name and contact details
        - Contract duration and value
        - Description of services provided
        - Contact person name, title, telephone, and email
- The successful Offeror shall provide evidence of having obtained valid DBA Insurance prior to the start date of the contract.

Offers must be sent to Procurement_Box2@state.gov and are due before 17:00 ADT on June 30, 2026. Late offers may not be considered.