REQUEST FOR INFORMATION (RFI) – 19GE5026N0113

Title: Building Maintenance Services – U.S. Consulate General Frankfurt

Notice Type: Sources Sought / Request for Information (RFI)

Issuing Agency: U.S. Department of State, U.S. Consulate General Frankfurt

NAICS Code: 561210, Facilities Support Services

Set-Aside Status: Full and Open

Response Due Date: July 23, 2026

Point of Contact: David Machen (machendd@state.gov)

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1. Purpose

The U.S. Department of State, U.S. Consulate General Frankfurt, is issuing this Request for Information (RFI) to identify qualified sources capable of providing comprehensive building maintenance services for U.S. Government-owned and leased facilities in the Frankfurt, Germany area. **This is an RFI issued for market research purposes only and does not constitute a solicitation.** The Government will not award a contract based on responses to this RFI and will not reimburse respondents for any costs associated with preparing a response.

2. Background

The Consulate requires a contractor to provide reliable, safe, and efficient operation, maintenance, and repair services for the Consulate General compound and associated U.S. Government-owned and leased residential properties in the Frankfurt metropolitan area. The anticipated contract is a hybrid Firm-Fixed-Price Indefinite-Delivery/Indefinite-Quantity (IDIQ) contract with a 12-month base period and four 1-year option periods (five-year total maximum duration).

3. Anticipated Scope of Services

The Contractor would be expected to furnish all managerial, administrative, and operational personnel, supplies, and equipment necessary to perform:

- **Daily Operations & Monitoring** – 24/7 monitoring of mechanical, electrical, HVAC, boiler, plumbing, and utility systems
- **Preventive Maintenance & Inspection (PMI)** – scheduled inspections, cleaning, lubrication, calibration, and minor parts replacement
- **Routine Unscheduled Work Orders** – minor repairs (≤40 labor hours)
- **IDIQ Task Order Services** – unscheduled/emergency tasks exceeding 40 labor hours
- **Emergency Response** – 24/7 response to life-safety and property-threatening emergencies
- **Apartment Make-Readies** – preparation of vacated residential units for new occupants (approximately 150/year, peak May–September)
- **Compound Minor Maintenance** – approximately 25% of unscheduled work orders at the Consulate compound

4. Locations of Performance

Services will be performed at the U.S. Consulate General Frankfurt compound and at multiple U.S. Government-owned and short-term leased residential properties throughout the greater Frankfurt area, including a multi-building staff housing campus, multi-unit residential complexes, and approximately 85 short-term leased residential units. *(Specific site addresses will be provided to prospective offerors following a capability review or during a controlled site visit process.)*

5. Required Labor Categories

Anticipated key labor categories include: Program Manager (bilingual English/German, Key Personnel), Administrative Assistant, Maintenance Technicians, HVAC Mechanics, Electricians, Plumbers, Carpenters, and Painters. All trade personnel must hold licenses/certifications in accordance with applicable German law.

6. Information Requested

Interested vendors are requested to submit the following information:

1. **Company Information:** Name, address, point of contact, business size classification (small business, 8(a), HUBZone, SDVOSB, WOSB, etc.), and SAM.gov registration status/UEI number.
2. **Capability Statement:** Description of relevant experience performing similar building maintenance services, ideally for U.S. Government facilities or diplomatic/international missions in Germany or the EU.
3. **Staffing Capability:** Evidence of ability to recruit, license, and retain German-licensed tradespeople (electricians, plumbers, HVAC mechanics) and bilingual (English/German) management personnel.
4. **Security Capability:** Experience supporting background investigations, badging, and security compliance requirements typical of U.S. diplomatic facilities.
5. **Past Performance References:** At least two references for similar contracts within the last five years, including contract value, period of performance, and client point of contact.
6. **Contract Vehicle Interest:** Indicate whether your company could perform under a Firm-Fixed-Price IDIQ contract structure as described above.
7. **Level of Effort Pricing:** Monthly rates, with the assumption that the Government provides all materials. Vendor is to proposed example CLIN structure.

7. Submission Instructions

Responses should be no more than **50 pages** and submitted electronically to machendd@state.gov no later than **Thursday, July 23, 2026, at 15:00 CEST**. Please reference **"RFI 19GE5026N0113 – Frankfurt Building Maintenance Services"** in the subject line.

8. Disclaimer

This RFI is issued solely for information and planning purposes and does not constitute a solicitation. It does not commit the Government to issue a solicitation, make an award, or pay for the information submitted. Responses will not be

returned. All information received in response to this RFI that is marked as proprietary will be handled accordingly.