



Requisition Number: PR9563889

Requisition Title: CDC OD - Western Kenya Cleaning Services

Purchase Request: PR9563889

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY NAIROBI

Issued on Fri, 13 Nov, 2020

Created on Fri, 13 Nov, 2020 by Caroline A. Oulu

Vendor:

NOVENDOR

UNITED STATES

Ship To:

Department of State
U.N. AVENUE GIGIRI; PO BOX 606,00621
ATTN: GSO-WAREHOUSE - 1901.0
NAIROBI
KENYA

Bill To:

Department of State
8900 NAIROBI PLACE
ATTN: FMC
WASHINGTON, DC 20521-8900
UNITED STATES

Funding:

Type	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	\$0.00 USD	\$0.00 USD	-----

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
1	To provide janitorial services at the CDC ...		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD
	To provide janitorial services at the CDC office in KEMRI-CGHR in Kisumu, New Office Building.						
	Performance period:December 1, 2020 to November 30, 2021						
	The scope of work is contained below:The contract will begin with a thorough scrubbing of all floor tiles, sinks and wash basins, doors and walls, removing all stains, inspecting any plumbing needs that need to be undertaken for immediate action.						
	Work Schedule:						
	<ul style="list-style-type: none"> Monday through Thursday 6am-4pm Friday 6am – 6pm No work on recognized Kenyan national holidays Cleaning will occur on all the three floors Contractor will not be responsible for removal of bio-hazardous materials. 						
	NB:- The vendor to supply all the cleaning supplies, tools, equipment and machinery for cleaning on a daily, monthly, quarterly and bi-annual basis.						
	Scope of Work attached:						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
2	DAILY TASKS: • Floor sweeping and mopping, ...		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD

DAILY TASKS:

- Floor sweeping and mopping, wiping and polishing desks, chairs, computer monitors, bookshelves and cabinets in the offices, kitchens, and open areas, thorough cleaning of the workstations for all levels of the building.
- Clean and disinfect keyboards and telephones by wiping with EPA approved disinfectant that does not corrode materials
- Clean and disinfect surfaces frequently touched by multiple people such as doorknobs, light switches, handrails, counters, tables, and keypads every two hours using EPA approved disinfectant that does not corrode materials
- Removal of cobwebs from walls and ceilings and dusting windows
- Windows cleaning and dusting of window blinds
- Dusting of equipment including scanners, printers and photocopiers

*Clean, disinfect/sanitize, deodorize the washroom toilets, sinks, faucets, and floors three times daily on all levels of the building.

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
3	DAILY TASKS: *Replenish washrooms with ...		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD
	DAILY TASKS: *Replenish washrooms with supplies: toilet paper, paper towels, hand-washing soap as needed on a daily basis. <ul style="list-style-type: none"> • Replenish hand sanitizer dispensers with alcohol-based sanitizer as needed on a daily basis. • Cleaning the water dispensers and the microwaves daily • Cleaning hand banister on the staircases at least daily • Remove trash, sweep and mop staircases twice a day (morning and afternoon) for the entire building. Recommended times 9am and 2pm each day. 						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
4	DAILY TASKS: • Remove trash, sweeping, ...		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD
	DAILY TASKS: • Remove trash, sweeping, mopping and dusting of conference rooms twice a day. Times may fluctuate due to meetings, but at a minimum cleaning will take place prior to scheduled meetings. Designated staff will also assist to prepare these rooms for scheduled meetings which will include setting up additional tables and chairs as needed. <ul style="list-style-type: none"> • Removing trash daily from offices, open spaces and bathrooms; replace garbage bags and taking and disposal of trash at the collecting point. • Report any maintenance deficiencies that require immediate and future action to the designated CDC Administrative staff and/or Deputy Director for Management and Operations. 						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
5	WEEKLY TASKS: • Every Friday, clean inside ...		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD
	WEEKLY TASKS: • Every Friday, clean inside the fridges. • Weekly cleaning of window curtains and blinds						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
6	MONTHLY TASKS: • Monthly cleaning of fans ...		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD
	MONTHLY TASKS: • Monthly cleaning of fans and air extractors at the lower level of the building • Monthly cleaning and wiping of air conditioner units (exterior of the unit) for all levels of the building.						

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
7	QUARTERLY TASKS: (to be coordinated with the ...		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD
	QUARTERLY TASKS: (to be coordinated with the CDC Administrative Assistant and conducted on the weekend with expected start time no later than 8:30am) <ul style="list-style-type: none"> • The floor to be stripped thoroughly, cleaned and polished quarterly 						

- Staircase should be cleaned and any stains on the floor tiles removed
- Clean windows inside and outside quarterly
- Cleaning of walls and baseboards quarterly
- Polishing of metal and glass partitions quarterly

Item	Description	Part Number	Unit	Qty	Vendor Delivery	Unit Price	Extended Amount
8	BI-ANNUAL TASK: • Cleaning of upholstery ... BI-ANNUAL TASK: • Cleaning of upholstery items to be shampooed and cleaned every six months		each	1	Sun, 13 Dec, 2020	\$0.00 USD	\$0.00 USD
Total							\$0.00 USD

Status: Submitted

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Not Required	Ready	Approver 6: Watcher - Optional Approver	Nairobi Watcher Group		
Required	Ready	Approver 3: Procurement Team	Nairobi Procurement Team		
Required	Pending	Approver 4: B&F	Nairobi Accounting		
Required	Pending	Approver 5: FMO	Nairobi FMO Group		
Required	Pending	Approver 7: Final Approver	Nairobi Contracting Officers		

Requisition Comments

- Caroline A. Oulu, 11/13/2020:
CAN# 19390FV9542 (Caroline A. Oulu, Fri, 13 Nov, 2020)

Requisition Attachments

- ATTACHMENT by **Caroline A. Oulu** on *Friday, November 13, 2020 at 11:43 AM*
Internal Procurement Request Form_Cleaning Contract WK_SF_EK.pdf (3204369 bytes)

ATTACHMENT by **Caroline A. Oulu** on *Friday, November 13, 2020 at 11:44 AM*
SoW-CDC-WK-Cleaning-Contract-Kisian_Offices_final.pdf (166058 bytes)