

STATEMENT OF WORK

CDC Western Kenya, Cleaning Services

1. Project Objective

To provide janitorial services at the CDC office in KEMRI-CGHR in Kisumu, New Office Building.

2. Work Schedule:

- Monday to Thursday 6am – 4pm
- Friday 6am – 6pm
- No work on recognized Kenyan national holidays

3. Period of Performance:

12 months from date of award

4. Site Survey

Prospective contractors are required to participate in a mandatory site survey before submitting their proposals

5. Scope of work

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.

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.
- Replenish washrooms with supplies: toilet paper, paper towels, handwashing soap as needed on a daily basis.
- 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.
- 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

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meetings. Designated staff will also assist to prepare these rooms for scheduled meetings which will include setting up additional tables and chairs as needed.

- 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.

WEEKLY TASKS

- Every Friday, clean inside the fridges.
- Weekly cleaning of window curtains and blinds

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.

QUARTERLY TASKS (to be coordinated with the CDC Administrative Assistant and conducted on the weekend with expected start time no later than 8:30am)

- 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

BI-ANNUAL TASK

- Cleaning of upholstery items to be shampooed and cleaned every six months

IF AN OCCUPANT WITH SUSPECTED/CONFIRMED CORONAVIRUS WAS PRESENT

- Close off area and wait as long as practical (preferably 24 hours) before cleaning and disinfecting all areas (e.g. offices, bathrooms, and common areas) used by occupant with suspected/confirmed coronavirus.
- If surfaces are dirty, clean with detergent or soap and water prior to disinfection.
- Disinfection utilizing a product listed as being effective against the COVID-19 virus such as those listed here: Products with EPA-approved emerging viral pathogens. Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. A bleach solution can be prepared by mixing 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Labeling shall be provided in advance to the COR. If the product is not specifically listed as effective, then labeling must be submitted to the COR for acceptance. The Contractor shall follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

6. Other Requirements

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- Contractor to assign supervisor who will visit no less than twice a week to monitor and ensure all aspects of the contract deliverables are met.
- Contractor should develop a checklist for staff to ensure that all aspects of the contract deliverables are met by assigned staff.
- Contractor will provide all necessary equipment, supplies, and materials necessary to complete the deliverables of the contract.
- Stewards will work under minimal supervision.
- Staff will be well groomed and provided with clean company uniforms and/or company shirt.
- Safeguard all the supply, equipment, tools and machineries
- Staff will maintain identification badge to ensure safety, security and continuous service.
- Staff will be provided with fringe benefits including medical, in and outpatient services.
- Staff will receive continuous training on new cleaning products and equipment available in the market to ensure that the highest cleaning efficiency and standards are maintained.
- The Contractor shall ensure that all workers are trained on safe and effective disinfection procedures as well as measures for protecting themselves including fastidious hygiene practices and personal protective equipment. The Contractor shall provide all protective measures that at a minimum will include those identified on the disinfectant labeling. Generally, personal protective equipment is anticipated to include impervious disposable gloves and eye protection.
- The Contractor shall ensure that all workers adhere to all COVID-19 regulations (e.g. not come to work when sick, hand hygiene, physical distance, and mask wearing).
- **Contractor will not be responsible for removal of bio-hazardous materials or assigned duties outside the contracted building.**

NB:- The vendor to supply all the cleaning supplies, tools, equipment and machineries for cleaning on a daily, monthly, quarterly and bi-annual basis.

Bathroom

1. Paper towels (should not go below half full)
2. Tissue paper (should not go below half full)
3. Urinal mats
4. Windex for the mirror
5. Toilet brush
6. Seat covers
7. Air freshener
8. Color coded gloves, red for bathroom and blue for offices, yellow for kitchen (industrial and disposable)
9. Color coded mop and moping bucket, red for bathroom and blue for common area
10. Color coded wiping clothes, red for bathroom and blue for common area
11. Scourers
12. Multi surface cleaner with bleach
13. Liquid hand soap (should not go below half full)
14. Stripper
15. Disinfectant - Jik, Bactoguard

Office maintenance

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1. General purpose cleaner (GPC)
2. Disinfectant for telephone
3. Trash bags (24 X 32)
4. Feather duster
5. Yellow duster
6. Pledge
7. Disposable gloves
8. Dust pan
9. Broom
10. Dust control mop
11. Mortein Doom for mosquitoes
12. Carpet shampoo for the seats
13. Safety cables for quarterly cleaning of exterior window surfaces

Machineries required for quarterly cleaning and maintenance

1. *Scrubbing/polishing machine and the accessories*
2. *Extension cords with correct plugs for outlets*
3. *Vacuum cleaner*
4. *Extracting machine*
5. *Signage for safety warnings*

7. [Points of contact \(POC\)](#)

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