

## **UNOFFICIAL TRANSLATION**

### **II - TECHNICAL SPECIFICATIONS FOR 1815 Q St. NW, WASHINGTON, DC 20009**

#### **PURPOSE OF THIS TENDER**

The purpose is to contract cleaning services at the “Argentine Official Residence”, located at **1815 Q St., NW Washington DC 20009**, in accordance with the technical specifications and other documents that govern this Tender.

This Tender includes the provision of labor and all the elements necessary for the service to be completed and adequate for its purpose, in accordance with best practices, technical specifications and the documentation that governs this invitation to bid. If the technical specifications or documents of the Tender do not state all the work necessary to achieve the result or the elements required to carry them out, the Contractor must carry them out and/or provide them, without the right to demand additional compensation.

#### **GENERAL CONSIDERATIONS**

These services will be provided during one (1) daily visit EVERY TWO (2) months.

This service will have duration of TWELVE (12) months, counted from the day after the receipt of the Purchase Order, with the possibility of extending it for a similar period. If this is done, it will be done only by the Co-contractor.

The Co-contractor may not subcontract, assign or transfer in any way the Contract and/or the provision of the cleaning services, unless this is authorized by the Client.

#### **1. PRECAUTIONS**

The cleaning tasks will be carried out in a careful and detailed manner, according to THE “best practices” procedures in use. Care must be taken at all times.

Appropriate elements must be used for the different types of cleaning to be done, as well as the specific products most appropriate for each task.

The diplomatic mission may require the Contracting Party to carry out laboratory tests at their own expense, in order to verify the performance of the cleaning products to be used.

Regarding chemical products to be used to clean the stairs, patios, access, walls and any other surface covered with calcareous marble, etc., they must first be approved by the official designated by the Embassy to carry out the inspection before their use.

Once approved, these products must not leave active residues that could harm the components, either on the surfaces or on the substrates. Therefore, they must be removed immediately after their application so that they do not damage these components.

## **2. CLEANING TEAM**

The Co-contracting Party must submit the list of the employees assigned to these services, ensuring their suitability in the shifts indicated for each case, and with the appropriate equipment.

The employees and equipment must be what is required to comply with the objectives of the service established in these Specifications.

The lists must be updated any time there are changes to the original list of staff, and every time other employees join the team.

## **3. UNIFORMS**

All the workers must use the same uniform, using adequate work clothes (overalls or similar clothes, with shoes for cleaning or maintenance, shirts, pants and shoes for carrying out cleaning tasks). Likewise, they must be provided with all the necessary and adequate protection items to carry out their tasks, for example gloves, rubber boots, etc.

The uniforms must be perfectly clean and without tears or patches, on every day the workers are providing the cleaning services.

## **4. MACHINERY AND EQUIPMENT**

### **4.1 GENERAL CHARACTERISTICS**

The Co-contracting Party must have all the elements required, in adequate operating and safety conditions, for the tasks covered by the contract, as well as the products necessary to carry them out.

## **5. CLEANING SERVICES**

Cleaning services will be carried out as often as required, in accordance with the condition of elements to be treated, or at the request of the person in charge of the Inspection process.

### **5.1 TREATMENT OF INTERNAL WALKWAYS AND OUTSIDE SIDEWALKS**

The sidewalks must be dry at all times, free of paper, tree leaves, residue, debris and other loose or adhered materials, without marks, stains or superficial scratches that have not been caused by the misuse by pedestrians.

5.1.1 Cleaning: First by sweeping.

5.1.2 Washing: With water, detergent and bleach or disinfectant products, taking special care to avoid splashing the adjoining areas (walls, carpentry, etc.).

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## 5.2 TREATMENT OF INTERIOR AND EXTERIOR WALLS, CEILINGS, GROOVES AND MOLDINGS

An objective of the required state of cleanliness refers to surface maintenance; all surfaces should be free of dust, stains, adhesions, spider webs, etc. and those that require it, also polished, according to the type of material. The products applied must not corrode or mark the treated surfaces or leave halos if surfaces are painted or metallic.

Dust and spider webs will be removed daily, as well as other types of dirt attributable to the normal use of the facilities.

These obligations include cleaning the air conditioning vents.

Frequency: The Co-contracting party will adjust the cleaning frequency according to the permanent maintenance needs as mentioned above, adjusting procedures to the different operating situations, or at the request of the person in charge of the Inspection.

## 5.3 TREATMENT OF WOODWORK

### 5.3.1. Wood and smooth veneer doors and windows:

5.3.1.1 Cleaning: Wash with water and detergent or specific products, then use chamois or cellulosic fiber cloth, avoiding abrasive cloths or products that can damage the paint finish.

### 5.3.2 Iron doors, gates, stair railings, and iron stairs:

5.3.2.1 Cleaning: use a cloth or a soft-bristle brush.

5.3.2.2 Deep cleaning: use a damp cloth and mild detergent, and then dry.

## 5.4 CLEANING OF GLASS, STAINED GLASS AND MIRRORS

Includes cleaning of all the interior and exterior glass surfaces; they must be free of dust, spider webs, stains, etc.

5.4.1 Cleaning: Wash with water and detergent or specific products and wipe with a chamois or cellulose fiber cloth. In the case of glass covered with a reflective film, the necessary precautions must be taken to avoid scratching or deterioration.

5.4.2 Glass doors, windows, access on the ground floor and/or on balconies and/or terraces and stained glass: Wash with water and detergent or specific products and wipe using a cellulosic chamois cloth.

5.4.2.1 Doors and windows: Wash with water and detergent or specific products, then wipe with a chamois or cellulose fiber cloth on both sides.

5.4.2.2 Access to the building: Wash with water and detergent or specific products and wipe with chamois or cellulose fiber cloth on both sides.

#### 5.5 TREATMENT OF METALLIC SURFACES

In general, metal surfaces will be polished as often as necessary to ensure they look impeccable at all times, avoiding opacity, finger and/or hand marks, stains, etc. For this purpose, cleaning products of recognized quality will be used.

These tasks will be carried out with the necessary care to avoid stains or marks in surrounding areas, such as walls, floors, ceilings or furniture.

#### 5.6 TREATMENT OF CURTAINS

They must be free of dust and stains. Special care must be taken to avoid tearing or premature deterioration.

#### 5.7 TREATMENT OF STAIRS

The stairs must be permanently kept clean, dry, and free of dust, adhesions and any other element that hinders free movement or may cause accidents to users, both in their regular use or in emergency evacuations. Shine should be achieved using anti-slip products.

The railings, baseboards and sides will be cleaned to eliminate all traces of fingerprints or marks on the walls next to the stairs.

**A deep cleaning of the carpets on stairs should take place when works begin on June 1<sup>st</sup> 2023, as well as on February 1<sup>st</sup>, 2024.**

#### 5.8 TREATMENT OF ROOFS

The terraces must be free of dirt, dust, debris, tree leaves and any other type of material not pertaining to their infrastructure.

The Co-contracting party will be in charge of keeping the roofs free of loose elements that could cause damages to the infrastructure.

#### 5.9 TREATMENT OF OPEN INTERNAL AREAS

The parking space located behind the building will be undertaken in the time frame agreed to with the Administration Department of the Argentine Embassy.

#### 5.10 TREATMENT OF ELEVATOR CABINS

These specifications do not include treatment of the elevator.

***The Co-contracting party must not, under any circumstances, intervene in any of the elevators.***

### 6. TERM OF THE CONTRACT

The duration of these services is set at TWELVE (12) months from the day following the receipt of the Purchase Order.

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7. Company Background

The Offeror must submit a list of current clients along with their contact information, and at least ONE (1) verifiable background information of providing cleaning services in agencies or institutions with similar building characteristics and uses, for a period of not less than TWO (2) years, and which are not older than FIVE (5) years. Annex D.

Maintenance and building companies will be taken into consideration as well.

IT SHOULD BE NOTED THAT THIS BUILDING HAS NO RUNNING WATER OR ELECTRICITY, WHICH MEANS THE CO-CONTRACTOR MUST PROVIDE WATER AND THEIR OWN LAMPS TO BE USED THROUGHOUT THE BUILDING.

THE BUILDING HAS AREAS WITH LEAKS AND DAMPNESS; THEREFORE, THE CO-CONTRACTOR SHOULD TAKE INTO ACCOUNT THE NECESSARY INTERVENTIONS AND SAFETY MEASURES.

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**ANNEX A**

**QUOTE FORM**

The undersigned, .....  
..... Document (*Type and No.*) .....

on behalf of and representing the ..... Company, legal  
address at .....

Telephone ..... E-mail..... , duly  
authorized to act on its behalf, after becoming familiar with the specific and technical conditions that  
govern this proposal, hereby quote the following prices:

DESCRIPTION	QUANT.	UNITS/ MONTH	TOTAL ANNUAL PRICE (B)
Cleaning services at the "Argentine Official Residence", located at 1815 Q St., NW, Washington DC 20009, in accordance with the technical specifications and other documents that govern this Tender.	<b>One (1) daily visit EVERY TWO (2) months for TWELVE (12) MONTHS</b>		

The price quoted is in US Dollars.

*Write down the total amount of the offer, using LETTERS AND NUMBERS.*

**This price includes all taxes.**

Washington D.C.,..... , 2023

Signature and name of the Offeror  
or Legal Representative

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**ANNEX B**

**PROOF OF VISIT**

I HEREBY CERTIFY that .....

..... (*names*), from the .....

..... Company, visited the facilities on ....., 2023, as set forth

in the paragraph titled "Visits" contained in the General Terms and Conditions..

Washington D.C.,....., 2023

Signature and name of the Official

**ANNEX C**

**SWORN STATEMENT OF COMPLIANCE WITH INSURANCE AND REGULATIONS**  
**ON HYGIENE AND SAFETY AT WORK**

The undersigned, in his/her capacity as .....  
....., of the ..... company,  
DECLARES UNDER OATH that he/she will comply with the mandatory insurance and  
the local regulations in force regarding hygiene and safety at work.

Signature: .....

Name: .....

Place and date: .....

**ANNEX D**

**LIST OF PREVIOUS WORKS CARRIED OUT**

The undersigned, in his/her capacity as .....  
....., of the ..... company,  
DECLARES UNDER OATH the following background information on works undertaken,  
in compliance with item 9 of these Technical Specifications.

<b>Name of client or company</b>	<b>Address</b>	<b>Contact information Email/Phone number</b>	<b>Dates of start and end of services provided</b>

Signature: .....

Name:.....

Place and date:.....