



## Request for Quote – Cleaning Services

**Date:** February 05<sup>th</sup>, 2024

**Invest Puerto Rico Description:** Invest Puerto Rico (InvestPR) is the new economic development organization for Puerto Rico with the mission to promote Puerto Rico as a competitive investment jurisdiction to attract new business and capital investment to the island. Invest PR is a 501 ( c ) 3 not for profit entity organized under the laws of Puerto Rico. The vision of InvestPR is to be a transformational and results-oriented accelerator of economic development in Puerto Rico. While these concepts have been agreed upon by diverse stakeholders including political leadership, the board of directors, and the business community, how they translate into our activities will ultimately be determined by the work, initiatives, projects, and campaigns that staff champions and how those reflect the aforementioned mission and vision. While the practice of economic development has some clear best practices, InvestPR confronts this work in a different political, legal, cultural, organizational and social context that demands building on traditional practices with innovative ideas and approaches tailored specifically for Puerto Rico.

**Description of Services:** InvestPR seeks outsourced cleaning services for a 4,714sf office headquarters.

**Scope of Services Required:** The firm must be able to provide the following services: Cleaning services for offices, kitchen, conference rooms, common area, reception, amongst others (no restrooms included):

- **Cleaning company must supply materials and equipment**
- **Cleaning hours will be Monday to Friday from 5:00pm to 9:00pm (available extra hours, if needed)**
- **Office areas include desks, phones and files.**
- **Cleaning and organizing two (2) Conferences rooms and a Reception area**
- **Trash removal and take out, replacement of trash bag when needed.**
- **Daily glass door and glass window cleaning with proper products**
- **Daily loading of dishwasher and storage of silverware and dishes**
- **Daily cleaning of kitchen appliances (microwave, small oven, fridges and coffee machine)**
- **Floor cleaning including conference rooms, kitchen, common areas and underneath every desk or furniture and corner**
- **Empty shredder bin**

**Timeline of Services:** One-year contract with renewal clause

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**Response:** Please include the following in your proposal:

- Firm and key personnel qualifications
- Description of approach and workplan towards providing the scope of services described above
- Two (2) recent references concerning your firm's performance on comparable work. Indicate the name, title, telephone number and email address of a reference who is knowledgeable about the work and who may be contacted by proposal evaluators.
- Background check of employees assigned
- Monthly Fees

**Deadline for Submission:** March 05<sup>th</sup>, 2024 (5pm) via email [acruz@investpr.org](mailto:acruz@investpr.org)

**Criteria for Selection:**

- Ability and Capacity to Perform Services
- Costs, Fees and Expenses
- Relevant Experience and recommendations

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