

Carnegie Mellon University

Request for Proposals
For
Cleaning & Landscaping Services

Proposal Submittal Due Date

March 31, 2023
(5:00 PM CAT)

Overview

Carnegie Mellon University Africa in Rwanda (“CMU-Africa”) is requesting proposals and quotes from qualified companies to purchase services related to the provision of cleaning and landscaping services as detailed below. The CMU-Africa campus is in the Kigali Innovation City in Bumbogo, approximately 20 minutes out of Kigali town center, and comprises an Academic Building and an Amphitheatre, which house classrooms, laboratories, offices, a cafeteria, student resource center, and bookstore. It has the capacity to hold up to 500 people. The Amphitheater is peripheral to the Academic building, with a 500-seat capacity. The combined size of the Academic building, grounds, and Amphitheatre is approximately 6,500 square meters.

Scope of Work

To manage and oversee all aspects of cleaning and landscaping maintenance services for the campus, including everyday cleaning and heavy-duty cleaning tasks, maintaining a constant level of cleanliness, manicuring lawns, maintaining plants and ensuring general well-being of the CMU-Africa grounds. Specific tasks will include, but not be limited to, the following:

- Sweep and mop all floors daily.
- Empty waste and recycling bins, cleaning and disinfecting where necessary.
- Safely collect, transport, and process all recyclable and non-biodegradable waste.
- Dusting and wiping all furniture.
- Spot clean windows, glass, and any painted surfaces.
- Clean & sanitize bathrooms.
- Monthly heavy-duty and deep cleaning.
- Clean all flat rooftops at least once every 6 months.
- Provide cleaning supplies.
- Ensure continuous replenishment of toilet paper and handwashing soap in bathrooms.
- Support the facilities team in moving and re-arranging furniture and other supplies where necessary.
- Landscaping maintenance services, including:
 - Lawn mowing services.
 - Lawn and flower bed maintenance.
 - Yard cleaning and leaf removal.
 - Trimming, hedging, mulching, and pruning.
 - Watering of internal and external plants.
 - Healthy maintenance of all floras around the campus grounds.

More information about the building can be obtained during the expected site visit scheduled on **Friday, March 24th, 2023, from 9am to 4pm.**

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Timeline & Process

This request for proposal is expected to be completed based on the following timeline:

- Issuance Date 17 March 2023
- Site Visit 24 March 2023
- Response Deadline 31 March 2023
- Selection 14 April 2023
- Contract Implementation 1 May 2023

Any questions regarding this document must be issued via email to africa-finance@andrew.cmu.edu. All questions will be answered via email to all bid participants. **Prospective suppliers may not communicate with any university staff or related third parties regarding this document or process than the university contact.** Doing so may result in immediate rejection of that company from the process.

Responses are due **via email in PDF form** by the deadline listed above.

University Contact

Chipiwa Zimbwa
Chief Operations Officer
Email: africa-finance@andrew.cmu.edu

Response

Prospective suppliers must provide a response to the following bullet points. Repeat each bullet with your response below. The total response is not to exceed 2 pages in length.

General

- Provide a brief overview of your company, including its history, core values and strategy.
- Describe the team that will be assigned to the university including experience in the industry and with your organization.
- Include three current references and one past reference of clients similar to Carnegie Mellon University.

Pricing and Services

- Provide pricing for each of the services below separately:

Service	Price/UOM	Notes
Personnel		
Material supplied		

Other Items

- Include a copy of to your company's audited financial statements.
- Include a copy of your RDB certificate.
- Have you done business with Carnegie Mellon in the past? If yes, please provide details.
- Describe any competitive advantages your company holds that should be considers outside of pricing.
- Carnegie Mellon is committed to Diversity, Equity and Inclusion (DEI) practices and principles which we strongly believe creates opportunity and drives value for our workplaces and communities. We seek

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partners and suppliers who share our passion to these principles. We request all bidders detail their company's policies, processes, and commitment to DEI practices.

Terms & Conditions

Suppliers providing a quote agree to the following terms and conditions:

- The University reserves the right to reject any or all proposals received, to request clarification of any proposal, to waive informalities or irregularities; and to award a contract not based solely on the lowest cost.
- All information contained in this document is considered confidential and cannot be shared without permission by the University.
- Pricing included in your quote must be valid for at least sixty days and may not be modified, withdrawn or canceled.
- The University will not pay for any information requested herein, nor is it liable for any costs incurred by the participant in responding to this request. All proposals submitted become the property of the University; they will not be returned.
- None of the information released either verbally or in writing shall be deemed binding to the University in any manner.
- All proposals or offers must be signed by a duly appointed officer or agent of your company.
- The University payments terms are Net 30.

Should your company's quote be accepted by the university, the standard terms and conditions of university purchase orders apply. To review the standard university terms and conditions, please request from Chipiwa Zimbwa at africa-finance@andrew.cmu.edu.