

RIO VERDE FACILITY SERVICES LLC

Janitorial & Facility Services · Weslaco, Texas

QUOTE / PROPOSAL

In response to Solicitation FY26R3141015

Janitorial Services — IBWC Mercedes Field Office

U.S. International Boundary and Water Commission

Submitted: [date] | Small Business Set-Aside, NAICS 561720

About this sample: *this is an example of the finished proposal we prepare for you — the document you would email to the contracting officer. The firm, identifiers, references, and figures are illustrative. For your bid, your real price, references, certifications, and signature replace the sample content; everything else is done.*

Rio Verde Facility Services LLC

100 Business Park Dr, Weslaco, TX 78596 · (000) 000-0000 · quotes@rioverteds.example

SAMPLE UEI: SAMPLEUEI001 · SAMPLE CAGE: OSAMP · Small Business

[Date]

Angelica Baca, Contracting Officer
U.S. International Boundary and Water Commission
Via email: angelica.baca@ibwc.gov

RE: Quote — Solicitation FY26R3141015, Janitorial Services, IBWC Mercedes Field Office

Dear Ms. Baca:

Rio Verde Facility Services LLC, a small business located in Weslaco, Texas, is pleased to submit this quote in response to Solicitation FY26R3141015 for janitorial services at the IBWC Mercedes Field Office. We have reviewed the requirement and the posted questions and answers, and we confirm that we are able to perform all services described for the base year and all four option years, furnishing all labor, supervision, equipment, and consumable supplies.

Our crews are based approximately fifteen minutes from the site, enabling dependable daily service and prompt response. Our total evaluated price for the base year and four option years is **\$191,071**. This quote is valid for 90 days from the date above. We acknowledge any amendments issued under this solicitation, and our representations and certifications are current in SAM.gov.

We appreciate the opportunity to support the Commission's Mercedes Field Office and welcome any questions.

Respectfully,

A. Reyna, Managing Member (illustrative)

Rio Verde Facility Services LLC

Volume I — Technical Approach

Prepared to the solicitation's acceptability factors: Technical Approach, Expertise & Qualified Personnel, and Past Performance.

1. Understanding of the requirement

The requirement is routine janitorial service for three buildings at the IBWC Mercedes Field Office — Administration (~4,000 sq ft), Personnel (~3,000 sq ft), and Shop offices/restroom areas (~1,000 sq ft), approximately 8,000 sq ft total. We understand the Commission needs a dependable, low-disruption cleaning presence at an operational flood-control field office. We note the Personnel Building conference room (~1,245 sq ft) is high-traffic and hosts televised meetings quarterly, and we have planned for additional attention there.

2. Technical approach

Scope. We clean all designated spaces — offices, restrooms, hallways, entryways, lobbies, and work areas — including trash removal to the IBWC-provided on-site dumpster, restroom sanitation and restocking, floor care, and surface cleaning, on the schedule established in the Statement of Work.

Supplies. We furnish all consumables — toilet tissue, paper towels, hand soap, and deodorizers — plus all cleaning chemicals and equipment, and maintain par stock so restrooms are never left unstocked between visits.

Method. Crews follow a fixed building sequence with a room-by-room checklist; restrooms and the conference room are serviced first and re-checked at the end of each visit. We use a microfiber cleaning system, HEPA-filter vacuums for carpeted offices, and EPA Safer Choice / Green Seal-certified products.

Quarterly surge. Ahead of each quarterly televised meeting, we perform a detail clean of the conference room and adjoining restrooms the prior day, at no additional cost.

3. Expertise & qualified personnel

Rio Verde has provided janitorial services across the Rio Grande Valley since 2016. For this requirement we assign a two-person daily crew and a working crew lead, overseen by a part-time site supervisor who conducts periodic inspections and serves as the Commission's point of contact. As the small-business prime, Rio Verde self-performs 100% of the work, satisfying the limitation on subcontracting (FAR 52.219-14). All personnel are bilingual (English/Spanish) and background-checked.

Quality control. We maintain an inspection log for each visit, respond to any deficiency within one business day, and hold a monthly review with the Contracting Officer's Representative. Phase-in is minimal: in week one we confirm access, keys/alarm codes, and the cleaning schedule.

4. Past performance

Three relevant, recent references (illustrative):

Reference	Customer	Value / Period	Relevance
County annex	Hidalgo County,	~\$48K/yr; 2022–	Multi-building office + restroom janitorial,

Reference	Customer	Value / Period	Relevance
janitorial	Edinburg TX	present	same county, daily frequency
Branch-network cleaning	RGV Credit Union	~\$72K/yr; 2021–present	Multiple small sites on fixed schedules; reliable recurring staffing
Federal service center	USDA Service Center, Edinburg TX	~\$55K/yr; base + 2 options	Federal customer; janitorial under a base-plus-options contract

Performance has been rated Satisfactory to Very Good, with no quality-related deductions on the county contract over three years. (Illustrative.)

Volume II — Price

Firm-fixed price by contract line item, base year and four option years:

CLIN	Description	Period	Price
0001	Janitorial Services	Base Year	\$35,989
1001	Janitorial Services	Option Year 1	\$37,069
2001	Janitorial Services	Option Year 2	\$38,181
3001	Janitorial Services	Option Year 3	\$39,326
4001	Janitorial Services	Option Year 4	\$40,506
TOTAL EVALUATED PRICE		Base + 4 Options	\$191,071

Basis. Price reflects fully-burdened labor at prevailing Service Contract Act / Executive Order wage levels, contractor-furnished supplies and equipment, and a modest, competitive margin. Pricing assumes the cleaning frequency and building access stated in the Statement of Work and government-provided waste disposal.

Acknowledgments

- Representations and certifications current in SAM.gov (FAR 52.212-3).
- Active SAM.gov registration; UEI and CAGE provided above.
- All solicitation amendments acknowledged.
- Quote valid 90 days; signed by an authorized representative.

End of sample proposal. For an actual bid, the contractor's real price, references, certifications, and signature replace the illustrative content above.