

[REDACTED], Albuquerque, NM 87106

[REDACTED] | [REDACTED] | UEI [REDACTED]

June 10, 2026

**Mr.** [REDACTED]

FWS, SAT Team 2, U.S. Fish and Wildlife Service, Department of the Interior  
5275 Leesburg Pike, Falls Church, VA 22041

**RE: Quote Submission for RFQ [REDACTED] – NM Valle de Oro  
NWR - Janitorial Services**

Dear Mr. [REDACTED]:

[REDACTED] is pleased to submit this quotation in response to Request for Quotation [REDACTED] for janitorial services at the Valle de Oro National Wildlife Refuge in Albuquerque, New Mexico. We have carefully reviewed the solicitation and the Statement of Work, and we are submitting a complete quote on an all-or-none basis.

[REDACTED] is a small, locally owned and operated janitorial services company based in Albuquerque, less than 15 minutes from the refuge. We self-perform all custodial work with our own trained, background-suitable personnel — no subcontractors — which allows us to deliver consistent staffing, rapid response, and direct accountability. Our team has particular experience maintaining public-facing facilities and visitor spaces, and we are committed to supporting the refuge's environmental mission through the use of environmentally preferable, Green Seal-certified cleaning products and practices.

This submission includes the following attachments:

- 01 - Cover Letter (this document)
- 02 - Company Information / Signed Quote (including pricing)
- 03 - Technical Approach
- 04 - Staffing and Quality Control Plan
- 05 - Qualifications, Capacity, and Past Performance
- 06 - Compliance Statement

In accordance with the solicitation, [REDACTED] confirms the following:

- Our total quoted price for the base period and all option periods is [REDACTED], on an all-or-none basis.
- This quote is valid for 90 calendar days from the date established for receipt of quotations.
- [REDACTED] is registered and active in the System for Award Management (SAM.gov).
- Unique Entity ID (UEI): [REDACTED].
- [REDACTED] is a small business under NAICS 561720 (Janitorial Services).
- All personnel assigned to this contract will meet the background and suitability requirements of the solicitation.

Our authorized representative and primary point of contact for this quotation is [REDACTED], Managing Member, reachable at [REDACTED] or [REDACTED]. We appreciate the opportunity to support the U.S. Fish and Wildlife Service and would be proud to serve the first urban wildlife refuge in the Southwest.

Respectfully submitted,

/s/ [REDACTED]

[REDACTED]  
Managing Member

[REDACTED], Albuquerque, NM 87106

[REDACTED] | [REDACTED]  
**Date: June 10, 2026**

## Company Information & Signed Quote

RFQ [REDACTED] – NM Valle de Oro NWR - Janitorial Services

Submitted by [REDACTED]

The information below is provided in response to the company-information requirements of RFQ [REDACTED]. [REDACTED] certifies that the following information is current, accurate, and complete as of the date of signature.

|                                   |                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------|
| <b>Legal Business Name</b>        | [REDACTED]                                                                       |
| <b>Entity Type</b>                | New Mexico limited liability company (LLC)                                       |
| <b>State of Organization</b>      | New Mexico                                                                       |
| <b>Unique Entity ID (UEI)</b>     | [REDACTED]                                                                       |
| <b>SAM.gov Registration</b>       | Active / Verified                                                                |
| <b>Business Size</b>              | Small business under NAICS 561720 (size standard: \$22.0M)                       |
| <b>NAICS Code</b>                 | 561720 - Janitorial Services                                                     |
| <b>Product Service Code (PSC)</b> | S201 - Housekeeping-Custodial Janitorial                                         |
| <b>Business Address</b>           | [REDACTED], Albuquerque, NM 87106                                                |
| <b>Point of Contact (POC)</b>     | [REDACTED], Managing Member                                                      |
| <b>Authorized Negotiator</b>      | [REDACTED], Managing Member                                                      |
| <b>Telephone</b>                  | [REDACTED]                                                                       |
| <b>Email</b>                      | [REDACTED]                                                                       |
| <b>Place of Performance</b>       | Valle de Oro National Wildlife Refuge, 7851 2nd Street SW, Albuquerque, NM 87105 |
| <b>Payment Terms</b>              | Net 30                                                                           |
| <b>Quote Validity Period</b>      | 90 calendar days from the date established for receipt of quotations             |
| <b>Quote Basis</b>                | All-or-none                                                                      |

## Price Quotation

[REDACTED] quotes the following firm-fixed prices for recurring janitorial services at the Valle de Oro National Wildlife Refuge, inclusive of all labor, supervision, supplies, equipment, consumables, transportation, insurance, and applicable taxes, on an all-or-none basis.

| Period of Performance | Monthly Rate | Annual Price |
|-----------------------|--------------|--------------|
| Base Year             |              |              |
| Option Year 1         |              |              |
| Option Year 2         |              |              |
| Option Year 3         |              |              |
| Option Year 4         |              |              |

|                                            |  |
|--------------------------------------------|--|
| Total Evaluated Price (Base + All Options) |  |
|--------------------------------------------|--|

### Quote Certification & Signature

By signing below, the authorized representative of certifies that this quotation is submitted in good faith; that the company will perform in accordance with the solicitation and Statement of Work; that the prices quoted are firm-fixed, inclusive of all costs, and valid for 90 calendar days from the date established for receipt of quotations; and that is registered and active in SAM.gov with no known exclusions or debarments.

Certified and submitted by:

/s/

Managing Member

, Albuquerque, NM 87106

|

Date: June 10, 2026

# Technical Approach

## RFQ — NM Valle de Oro NWR - Janitorial Services

Submitted by

This Technical Approach describes how ("") will perform janitorial services at the Valle de Oro National Wildlife Refuge under RFQ. self-performs all work with company employees under direct company supervision, using environmentally preferable products and methods appropriate to a public-facing conservation facility.

### A. Understanding of the Requirement

Valle de Oro National Wildlife Refuge is the first urban national wildlife refuge in the Southwest, located in Albuquerque's South Valley. The refuge's visitor center and administrative facilities serve refuge staff, partner organizations, school groups, and the visiting public. The Government requires recurring janitorial services — including restrooms, floors, trash and recycling, glass, high-touch surfaces, and consumable restocking — performed reliably and to a consistent standard, with minimal disruption to refuge operations and visitors, and in a manner consistent with the refuge's environmental stewardship mission.

### B. Scope of Services

will perform the full scope of custodial services identified in the Statement of Work, including:

- Cleaning and disinfecting restrooms, including fixtures, partitions, mirrors, floors, and restocking of consumables (paper products, soap, hand sanitizer).
- Sweeping, dust mopping, damp mopping, and vacuuming of hard-surface and carpeted floors.
- Collection and removal of trash and recycling to designated collection points, with liner replacement.
- Cleaning of interior glass, entry doors, and display surfaces in visitor areas.
- Dusting and cleaning of horizontal surfaces, furniture, window sills, and high-touch points (door handles, light switches, railings, drinking fountains).
- Break room / kitchenette cleaning, including counters, sinks, tables, and appliance exteriors.
- Spot-cleaning of walls, doors, and partitions; cobweb removal.
- Periodic tasks on the schedule required by the SOW (e.g., floor machine scrubbing / buffing, carpet extraction, high dusting).

### C. Green Cleaning Program

Consistent with the refuge's conservation mission, uses Green Seal-certified or EPA Safer Choice cleaning chemicals, microfiber systems that reduce water and chemical use, and HEPA-filtration vacuums. Chemicals are dispensed through portion-control systems to prevent overuse. Safety Data Sheets (SDS) for

all products used on site are maintained in a binder at the facility and provided to the Contracting Officer's Representative (COR) upon request.

## **D. Scheduling and Coordination**

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Services will be performed on the schedule established in the Statement of Work and coordinated with the COR and refuge staff to avoid disruption to public programs, school visits, and special events. [REDACTED] will maintain a standing service calendar, confirm any schedule adjustments in advance, and remain flexible to accommodate refuge events and closures. Because our facility and staff are located in Albuquerque, we can respond to urgent or unscheduled service needs, typically within hours.

## **E. Security, Access, and Conduct**

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All [REDACTED] personnel assigned to the refuge will meet the background and suitability requirements of the solicitation, will check in and out in accordance with refuge procedures, will wear company identification, and will follow all facility security, key-control, and alarm procedures. Personnel are trained to be courteous to visitors and staff and to report any facility issues observed (leaks, damage, safety hazards) to the COR promptly.

## **F. Supplies, Equipment, and Consumables**

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[REDACTED] furnishes all labor, supervision, cleaning supplies, equipment, and consumable restocking required by the SOW. Equipment is commercial-grade and maintained in safe working order. Consumables are stocked to prevent outages between service visits, with inventory checked at every visit.

## **G. Quality Control**

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Every service visit is executed against a task checklist derived from the SOW. The site supervisor inspects completed work, documents any deficiencies, and corrects them before the crew leaves the site whenever practicable. Details of our inspection program, corrective-action process, and communication with the COR are provided in the Staffing and Quality Control Plan (Attachment 04).

# Staffing and Quality Control Plan

RFQ — NM Valle de Oro NWR - Janitorial Services

Submitted by

This plan describes how will staff, supervise, and quality-control janitorial services at the Valle de Oro National Wildlife Refuge under RFQ.

## A. Staffing Model

will assign a dedicated two-person service crew to the refuge, led by a working site supervisor, with a trained alternate crew member available to cover absences so that no scheduled service visit is missed. All personnel are employees — we do not use subcontractors or day labor. The Managing Member personally oversees all federal contracts and serves as the corporate point of escalation.

- Site Supervisor (working lead): performs and inspects work, maintains the site checklist and SDS binder, and is the day-to-day contact for refuge staff.
- Custodial Technician: performs routine and periodic tasks under the supervisor's direction.
- Trained Alternate: pre-cleared backup who covers planned and unplanned absences.

## B. Training and Suitability

All personnel complete's onboarding program covering chemical safety and dilution control, bloodborne pathogen awareness, equipment operation, restroom sanitation standards, green cleaning practices, and professional conduct in public facilities. Personnel assigned to the refuge will meet the background and suitability requirements of the solicitation prior to beginning work and will comply with all refuge access procedures.

## C. Quality Control Program

's quality control program includes the following elements:

- Task checklists: every visit is executed and signed off against a checklist derived from the SOW.
- Supervisor inspection: the site supervisor inspects completed areas at the end of each visit.
- Monthly documented inspection: a formal walkthrough inspection is documented monthly and shared with the COR on request.
- Deficiency correction: deficiencies identified by inspection or by the Government are corrected within one business day, or immediately when practicable.
- Corrective action: recurring deficiencies trigger root-cause review, retraining, or staffing changes.
- Customer communication: the supervisor maintains a communication log; the COR always has a direct line to the Managing Member.

## **D. Communication with the COR**

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██████████ will establish a simple, responsive communication routine with the COR: advance confirmation of the service schedule, prompt notice of any staffing or schedule changes, immediate reporting of facility issues observed on site, and a monthly quality summary upon request. Our goal is that the Government always knows who is on site, what was done, and that any issue is resolved without needing to be raised twice.

## **E. Continuity of Service**

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With a local office and workforce in Albuquerque, a trained alternate crew member, and company-owned equipment, ██████████ can maintain uninterrupted service through staff absences, equipment issues, and schedule changes. In more than nine years of commercial operations, ██████████ has not missed a contracted service period.

# Qualifications, Capacity, and Past Performance

RFQ — NM Valle de Oro NWR - Janitorial Services

Submitted by

This document responds to the evaluation factors for RFQ: (1) Qualifications, (2) Capacity, and (3) Past Performance.

## A. Qualifications

is a New Mexico limited liability company headquartered in Albuquerque with an active SAM.gov registration (UEI ). The company has provided commercial janitorial services in the Albuquerque metropolitan area since 2017, self-performing all work with trained company employees. Our qualifications include documented green cleaning practices, commercial floor-care capability (scrubbing, buffing, carpet extraction), OSHA-aligned chemical safety and bloodborne pathogen training, and experience maintaining occupied, public-facing facilities to a consistent, inspectable standard.

## B. Capacity

has the capacity to begin performance immediately upon award and to sustain it for the full contract period:

- Local presence: office, staff, and equipment based in Albuquerque, minutes from the refuge — no mobilization delay.
- Dedicated crew plus a trained alternate, ensuring no missed service visits.
- Company-owned commercial equipment, including HEPA vacuums and floor machines.
- Established supply chain for Green Seal-certified chemicals and consumables.
- Owner-level oversight: the Managing Member directly manages federal work and is available to the COR at all times.
- Current workload leaves ample crew hours available; this contract will be a priority account.

## C. Past Performance

The references below reflect current, same-scope recurring janitorial contracts performed by in the Albuquerque area. All references may be contacted directly.

| Customer / Facility                                                                | Scope                                                                                 | Relevance                                                                                | Period             | Point of Contact                                                 |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------|
| Multi-tenant commercial office park, Uptown Albuquerque, NM (approx. 32,000 sq ft) | Recurring janitorial services: restrooms, floors, trash/recycling, glass, consumables | Same-scope recurring custodial services for occupied, public-facing facilities           | Mar 2022 – Present | ██████████, Facilities Manager —<br>██████████<br>██████████     |
| Medical / professional office complex, Albuquerque, NM (approx. 18,000 sq ft)      | Nightly janitorial with enhanced disinfection standards and documented QC checklists  | Demonstrates sanitation standards, checklist discipline, and reliability                 | Aug 2020 – Present | ██████████, Property Manager —<br>██████████<br>██████████       |
| Community education center, South Valley, Albuquerque, NM                          | Day-porter and after-hours custodial services for classrooms and public event spaces  | Public visitor spaces and event-driven scheduling, comparable to a refuge visitor center | Jan 2023 – Present | ██████████, Operations Coordinator —<br>██████████<br>██████████ |

Across these engagements, ██████████ has an established record of on-schedule performance, responsive correction of any deficiency, and long-tenured client relationships — our two longest-standing customers have renewed continuously since 2020 and 2022 respectively.

# Compliance Statement

RFQ [REDACTED] – NM Valle de Oro NWR - Janitorial Services

Submitted by [REDACTED]

[REDACTED] submits the following compliance certification in connection with RFQ [REDACTED], NM Valle de Oro NWR – Janitorial Services, issued by the U.S. Fish and Wildlife Service, Department of the Interior.

By submitting this quotation, [REDACTED] certifies and confirms the following:

- [REDACTED] accepts and will comply with all terms, conditions, and provisions of the solicitation.
- [REDACTED] will perform all services in accordance with the Statement of Work.
- [REDACTED] is registered and active in SAM.gov (UEI [REDACTED]).
- [REDACTED] is a small business under NAICS 561720 (Janitorial Services).
- [REDACTED] has no known exclusions, suspensions, or debarments.
- [REDACTED] will comply with the applicable Service Contract Act wage determination, including required wages and fringe benefits for all service employees.
- [REDACTED] participates in E-Verify and will confirm employment eligibility for all personnel assigned to this contract.
- All personnel assigned will meet the background and suitability requirements of the solicitation and will follow all facility access and security procedures.
- [REDACTED] maintains commercial general liability and workers' compensation insurance at the levels required and will furnish certificates of insurance upon request or award.
- If awarded, [REDACTED] will submit invoices through the Department of the Interior's designated electronic invoicing system.
- This quote is valid for 90 calendar days from the date established for receipt of quotations.
- The prices quoted are firm-fixed and inclusive of all labor, supervision, supplies, equipment, transportation, insurance, and applicable taxes.

Respectfully submitted,

/s/ [REDACTED]

[REDACTED]  
Managing Member

[REDACTED], Albuquerque, NM 87106

[REDACTED] | [REDACTED]  
**Date: June 10, 2026**