

**ExxonMobil**



August 09, 2022

# ExxonMobil Guyana Integrated Facilities Management Overview

# Kickoff

- EEPGL to provide details to allow strong submissions to the RFIs
- Facilitate engagement and networking
- EEPGL's commitment to local content and local participation

# Agenda

- Introduction
- Objective and Procurement Timeline
- Office Complex Overview
- Office Facility Management Services
- Residential Management Services
- Catering, Cafeteria, and Food Management
- SSHE Overview
- Wrap up and Closeout

# Objectives

- Provide further clarification on Request for Information (RFI) to prospective suppliers
- Provide an initial overview on the scope to be included in the Request for Proposal
- Share steps and tentative procurement timeline
- Opportunity for prospective suppliers to ask questions
- Seek alignment and common understanding on operations minimum requirements to continue participation on future procurement next steps

# Scope Intro and Background

EEPGL Plans to put in place agreements for the following:

- Integrated Office Facility Management Services
- Integrated Residential Facility Management Services
- Catering, Cafeteria and Food Management Services



**Office Facility Management**

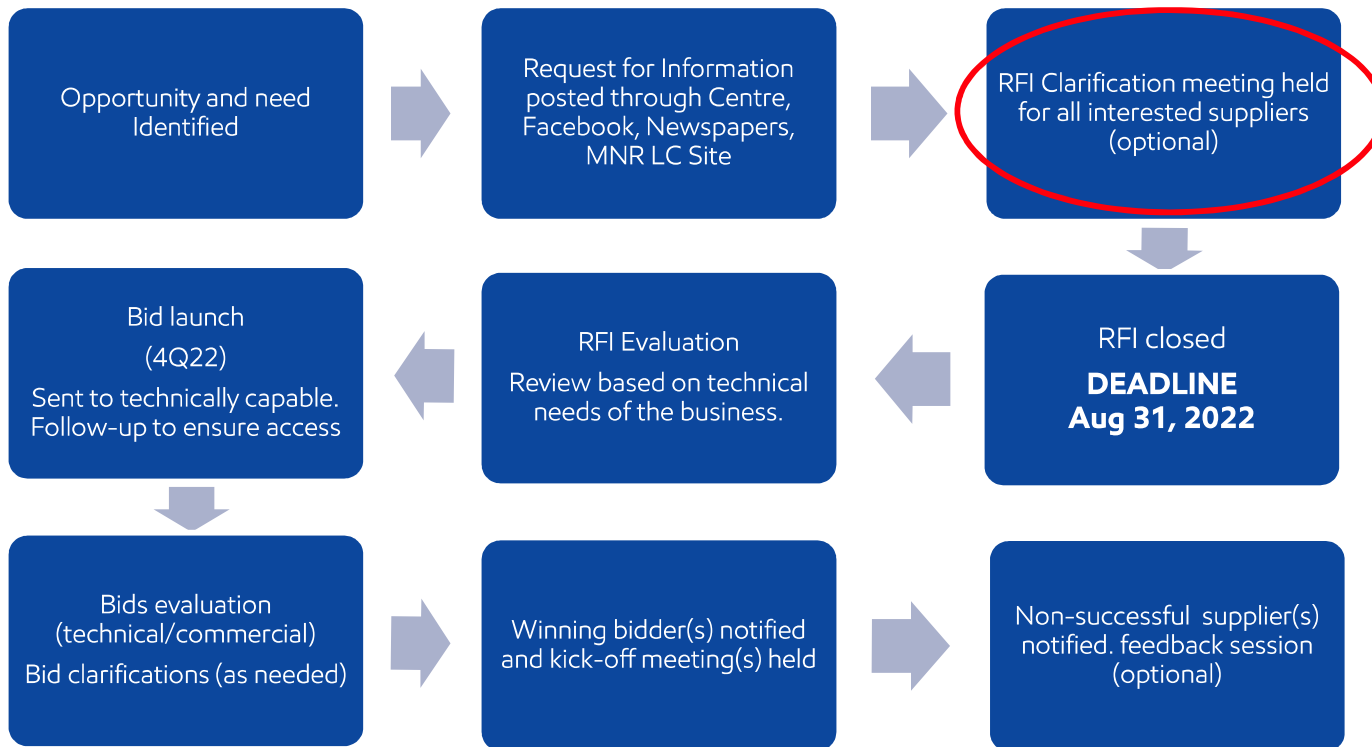


**Residential Facility Management**



**Catering, Cafeteria and Food Management**

# EEPGL Procurement Process/ Notifications



## Successful Communications

- EEPGL has scheduled kickoff meeting(s) after execution of the agreement

## Regret Communications:

### RFI:

- If individual companies reach out and request status EEPGL will provide
- If the submission was close we will request a meeting to explain what shortcomings you had

### Award:

- EEPGL will reach out to inform the non-successful bidders
- Suppliers can request a debrief session

# Request for Information (RFI) - Overview

A Request for Information (RFI) is issued by Procurement to evaluate the capability or availability of Suppliers to meet the requirements of a particular acquisition.

**RFIs are used to:** Obtain further information about potential Suppliers;

- Eliminate potential Suppliers who are evidently not reviewed as capable; or
- Identify Suppliers that have compliance issues.

## **Frequent Causes for Non-Selection (based on 2021 RFI data)**

- Not enough information provided to demonstrate ability to perform scope of work
- Supplier did not meet required certifications/specifications
- Not aligned with local content objectives/abilities
- Did not have local infrastructure
- Others
  - Attention to detail
  - Prospective Business Associates Questionnaire (PBAQ) not completed in full (this becomes a Compliance issue for us)
  - Does not meet technical Qualifications
  - Poor Safety/Environmental Performance
  - Lack of ability to take on full scope
  - Previous claims against supplier
  - Does not pass due diligence scening



# RFI #16-22 Office Facility Management Services

# Office Complex Overview

# Site Location and Plan



Georgetown, Guyana



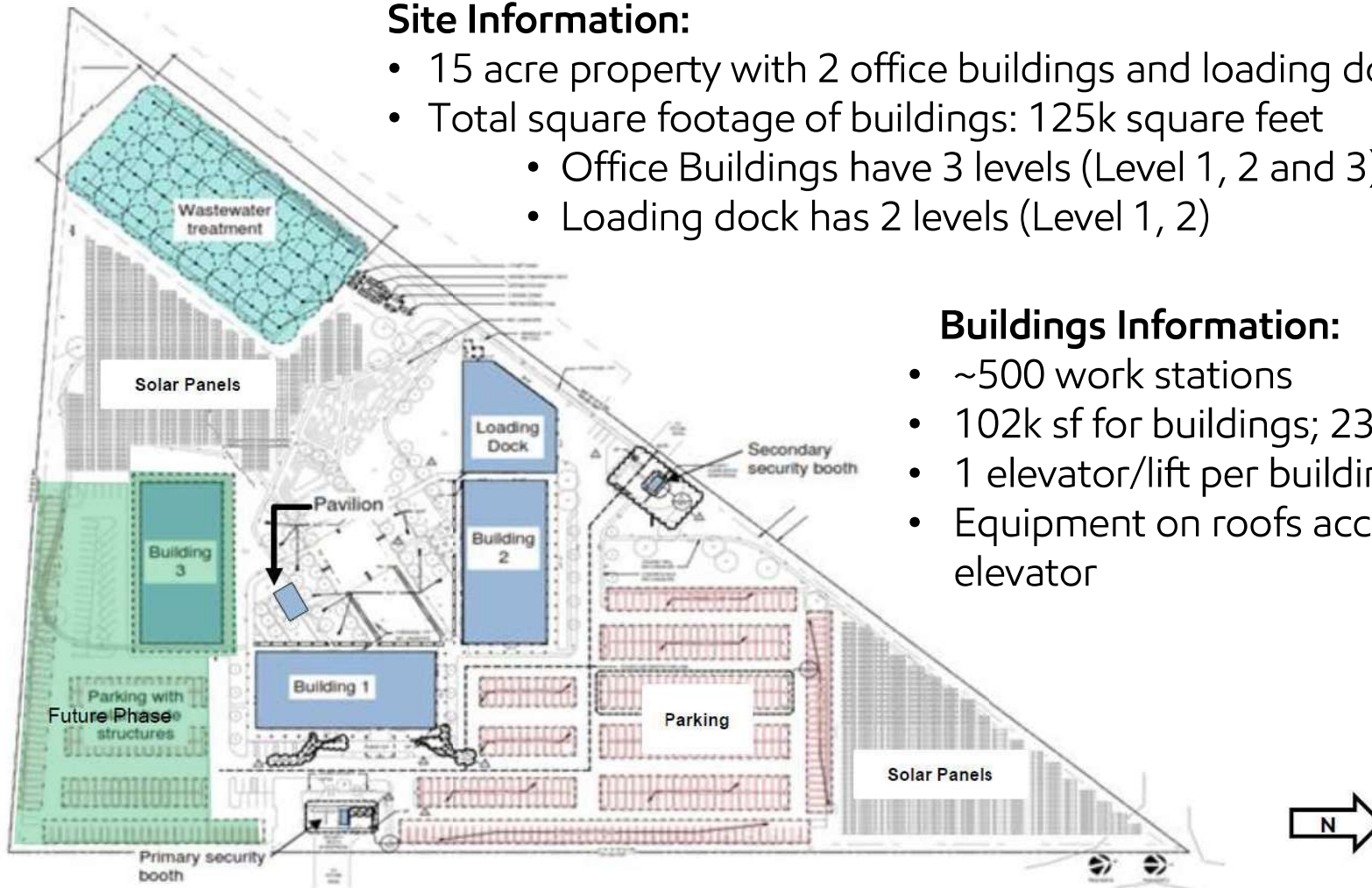
# Site Plan

## Site Information:

- 15 acre property with 2 office buildings and loading dock
- Total square footage of buildings: 125k square feet
  - Office Buildings have 3 levels (Level 1, 2 and 3);
  - Loading dock has 2 levels (Level 1, 2)

## Buildings Information:

- ~500 work stations
- 102k sf for buildings; 23k sf for LD
- 1 elevator/lift per building
- Equipment on roofs accessible via elevator



# Buildings Overview – Building 1

## Building Level 1 Features:

- Lobby and main entrance
- Training center with capacity for 56 persons
- Driver's lounge (external access only)
- Multi-purpose room
- Lockers and Showers (men and women)

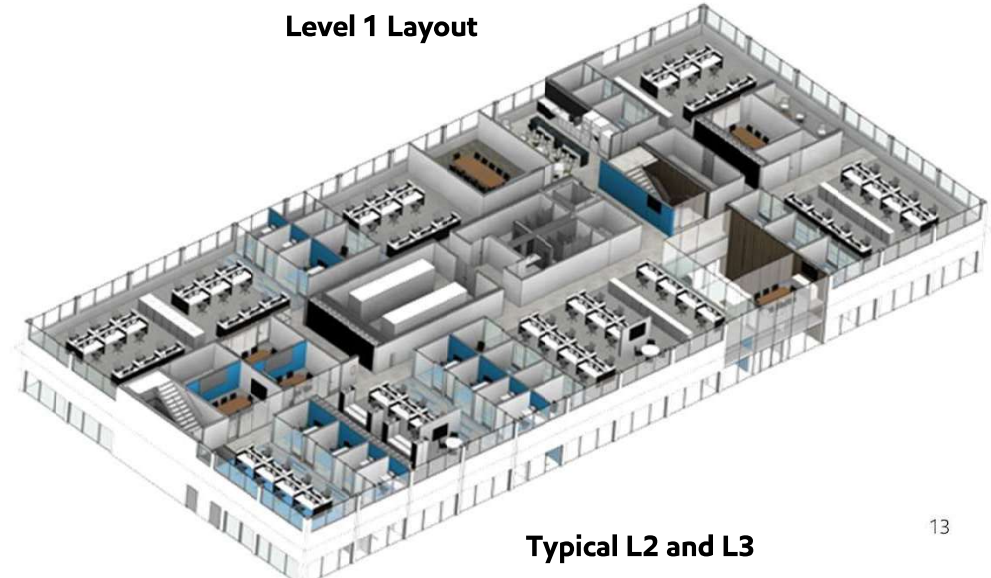
## Common Features on all levels:

- Restrooms
- Town Center (lunch areas)
- Service center (printing, stationary)
- Electrical Rooms and IDF/MDF rooms

Level	Workstations
1	47
2	103
3	114



Level 1 Layout



Typical L2 and L3

# Buildings Overview – Building 2

## Building Level 1 Features:

- Kitchen and Cafeteria; seating capacity 132
- Medical clinic and support spaces
- Industrial hygiene laboratory

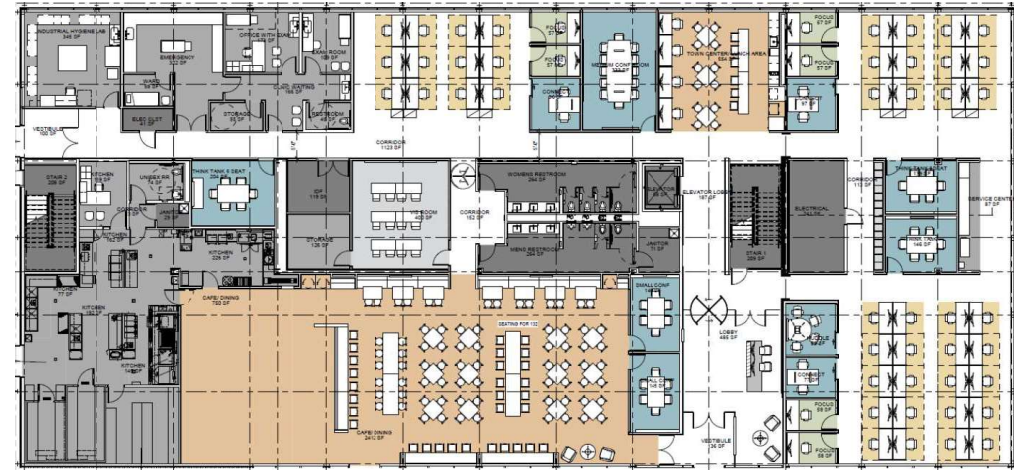
## Building Level 2:

- Control rooms supporting offshore

## Common Features on all levels:

- Restrooms
- Town Center (lunch areas)
- Service center (printing, stationary)
- Electrical Rooms and IDF/MDF rooms

Level	Workstations
1	44
2	67
3	122



Level 1 Layout

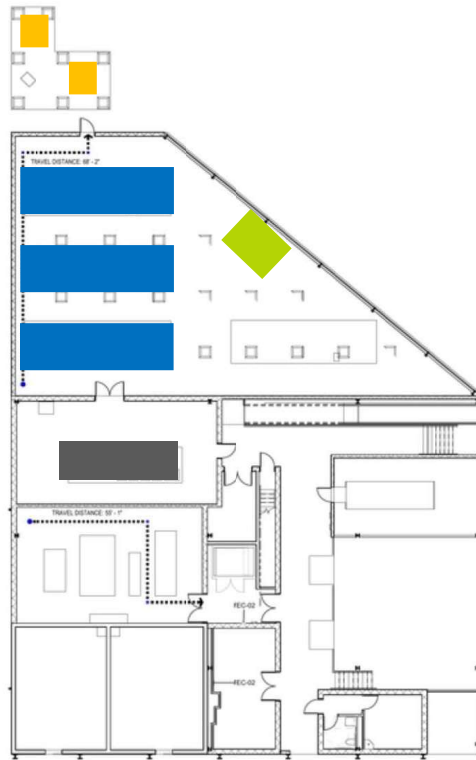


Typical L2 and L3

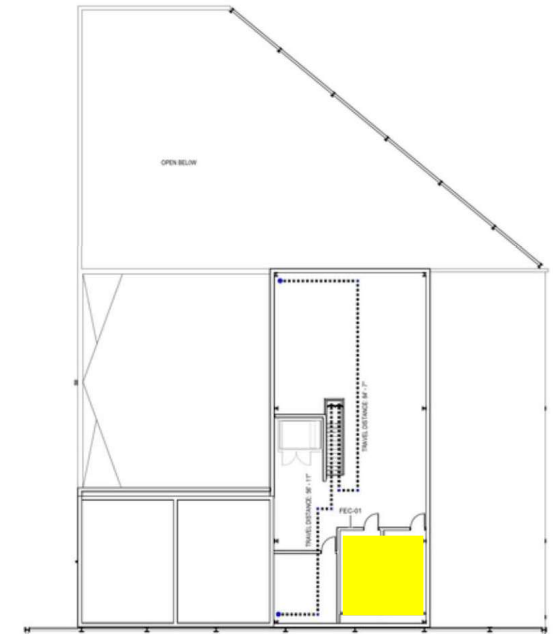
# Buildings Overview – Loading Dock Electrical

## Electrical Components:

- Transformer and Switch ■
- Generators (3) ■
- Battery (1) ■
- Paralleling Switchgear ■
- UPS Rooms ■



Level 1 Layout



Level 2 Layout

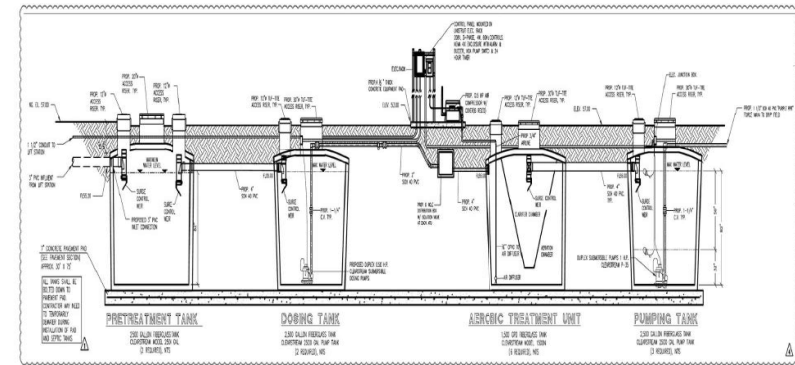
# Buildings Overview – Loading Dock Plumbing and WWTP

## Plumbing and Wastewater Treatment Components

- Water Tanks for storage (accessible via side hatches) ■
- Pump room □
  - Firewater pumps
  - Potable water pumps
  - Chlorinator (potable water)
  - UV and Particulate Filter
- 12 Underground tanks
- Leach field



Water Supply



Water Treatment



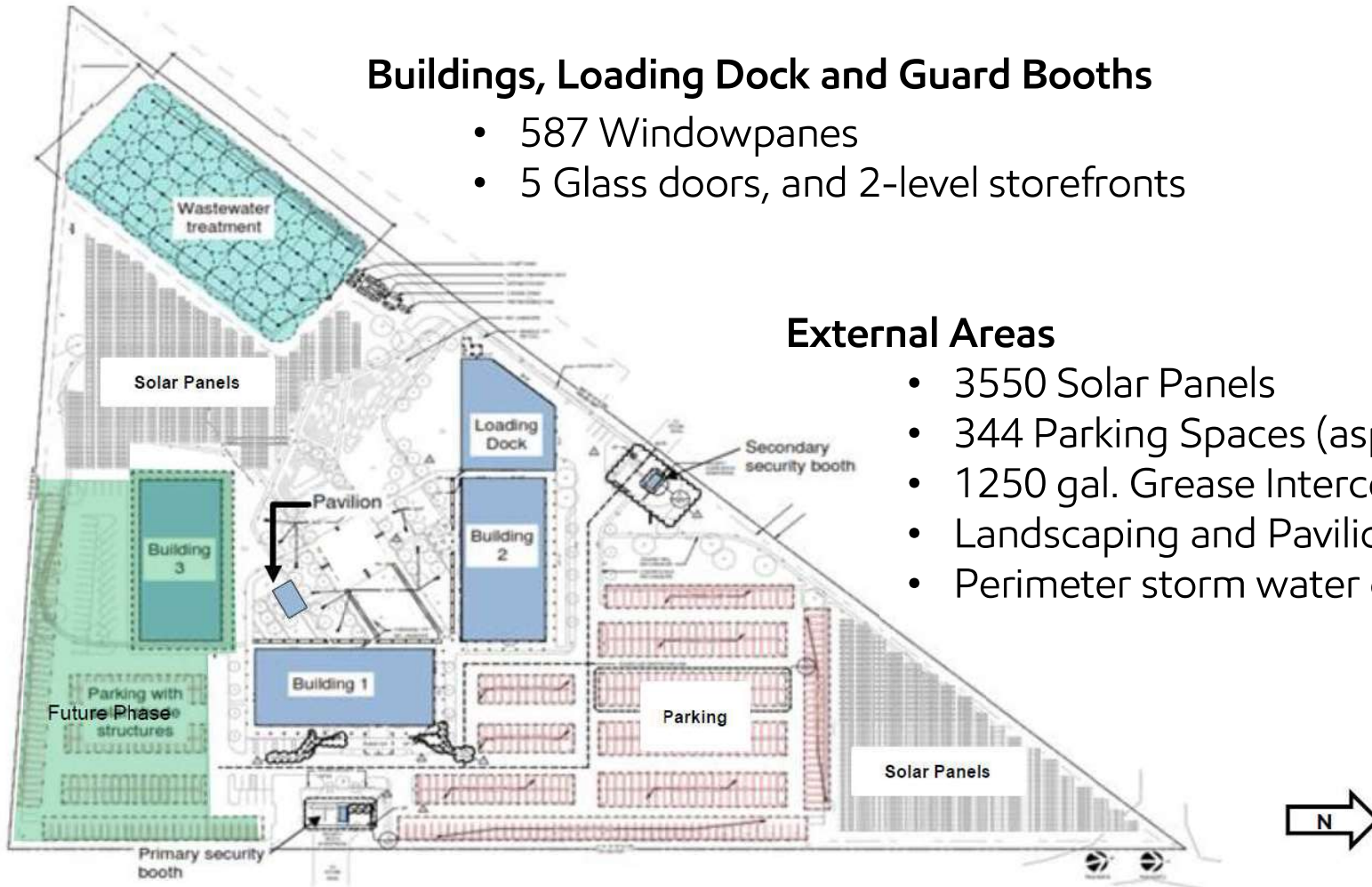
# External Areas

## Buildings, Loading Dock and Guard Booths

- 587 Windowpanes
- 5 Glass doors, and 2-level storefronts

## External Areas

- 3550 Solar Panels
- 344 Parking Spaces (asphalted)
- 1250 gal. Grease Interceptor and Sumps
- Landscaping and Pavilion
- Perimeter storm water drainage



# Critical Equipment

- Equipment is identified and selected
- Established Procedures
- Disarming and Deactivation/Bypass
- Verification & Measurement



## Critical Equipment Level One (CL1)

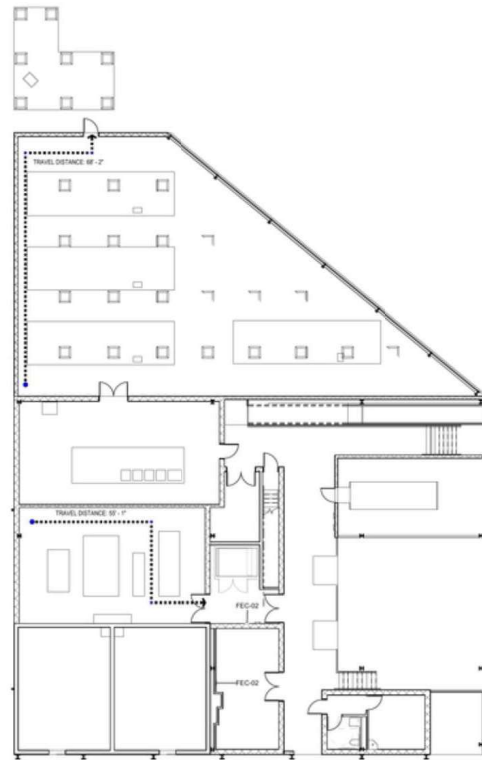
- Generator Paralleling 13.8 kV Switchgear
- Main Switchgear - 13.8 kV
- Generator, Diesel
- Transformers
- UPS 16 KVA 208V Input, 120/208V Output
- Main Fused Disconnect Switch
- Power Panel, Fire Alarm System
- Fire Panel
- Fire Pumps
- Fixed Fire Suppression System
- Fire System Audible Alarm
- Fire System Carbon Monoxide Detector
- Smoke Exhaust Fan
- Duct Detection Sensors
- Smoke Damper Control Panel
- Tamper Switch
- Domestic & Fire Water Storage Tanks
- Emergency Lighting

## Critical Equipment Level Two (CL2)

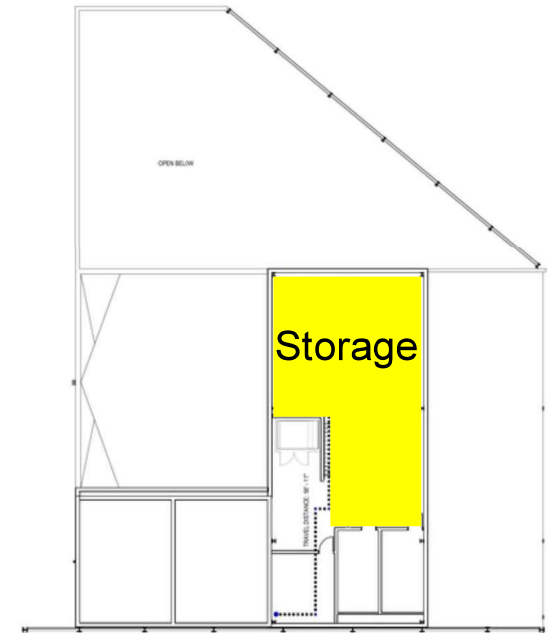
- Grease Interceptors
- Elevator Sump pump
- VRF Air Handling Units
- VRF Air Conditioning Condensers
- Roof Top Units
- Sewage Ejector Pump
- Distribution Panels
- Power Panel, 120/208V
- Waste Water Treatment
- Variable Frequency Drives
- Domestic Water Purification System

# Spare Parts Management

- Planning and aligning inventories
- Resources and processes
- Systems and Maintenance Manuals
- Order points and quantities
- Storage Locations



Level 1 Layout



Level 2 Layout

# Project to Operations Transition

- Codes and Standards
- O&M Manuals
- As-built Drawings
- Warranties
- Training
- Utilizing install contractors

## Project



## Operations



# Office Maintenance Overview

# Office Scope Overview

## Maintenance Management/ Scope of Services

- Operations, Maintenance and Repairs
- Appearance Management
  - Janitorial Services
  - Client Work Orders
  - Optional Services
- Emergency Response

## Building Systems

- Electrical and Lighting Systems
- Water Treatment and Supply
- Waste Management System

## Construction Services

- Misc refurbishment and modifications



# Building Services



## Utility Management

- Water services interfaces
- Power supply interfaces
- General maintenance of Loading Dock/Utility Building inclusive of: water storage tanks; water supply pump and pressurization tanks; Power distribution panels, ATS and changeover devices



## Utility Management

- Waste water treatment system (treatment tanks and leach field)
- Plumbing fixtures and fittings
- Monitoring and maintaining supply levels
- Maintenance of Solar Panels
- Backup generators/ Servicing/Refueling



## Building Envelope

- Inspections of roof, walls, floor, windows, etc.
- Ceiling inspections, repairs, etc.
- Building façade
- Washing of Building exterior



## Grounds/Parking Maintenance

- Landscaping
- Management of parking surface and grounds
- Ensuring clear demarcations
- Free of obstacles, etc.
- Maintenance of drains and catchment areas

# Building Services



## Building Management System

- Roof Top Units (OSA)
- Variable Refrigeration Flow HVAC System
- CRAC Units
- Lighting Controls
- Water Storage System
- Kitchen Demand Control Ventilation
- Sump Pumps
- Exhaust Fans



## Fire and life integrity systems

- Inspections of fire alarms
- Servicing of fire extinguishers
- Maintenance of emergency lights and exits
- Smoke and Heat detection systems inspection
- Maintaining fire hydrants



## Elevator, Stairs & Doors Management

- Elevator
- Inspections and Servicing
- Servicing of all doors including revolving doors
- Stairwell inspection



## Cafeteria Equipment Maintenance

- Inspection of all equipment
- Installation and replacement of damaged equipment
- Servicing of equipment where necessary

# Tenant Services



## Janitorial Services

- Cleaning of workstations, common areas, stairwell, meeting and focus rooms
- Clearing of shredders and document related waste
- Waste collection



## Quality Management

- Water Quality Analysis and support
- Air quality activities



## Pest treatment and Hygienic Controls

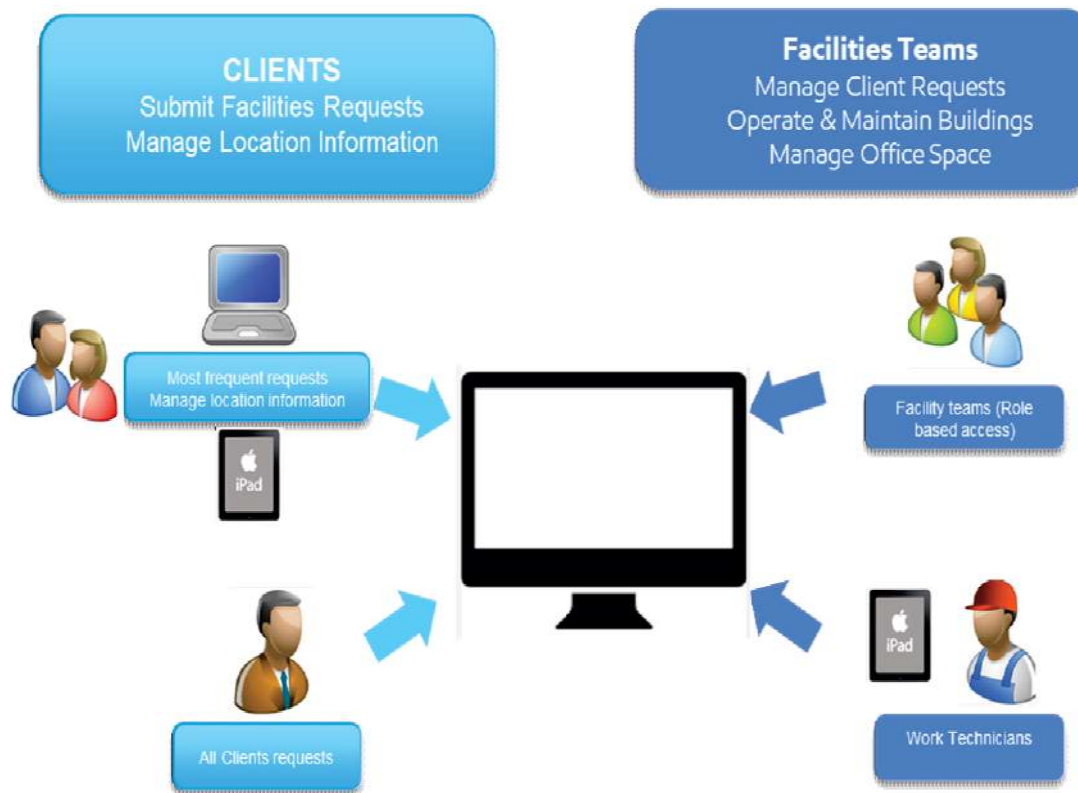
- Pest treatment
- Supply and Refill of sanitary dispensers
- Disposal of sanitary waste



## Furniture and Fixtures

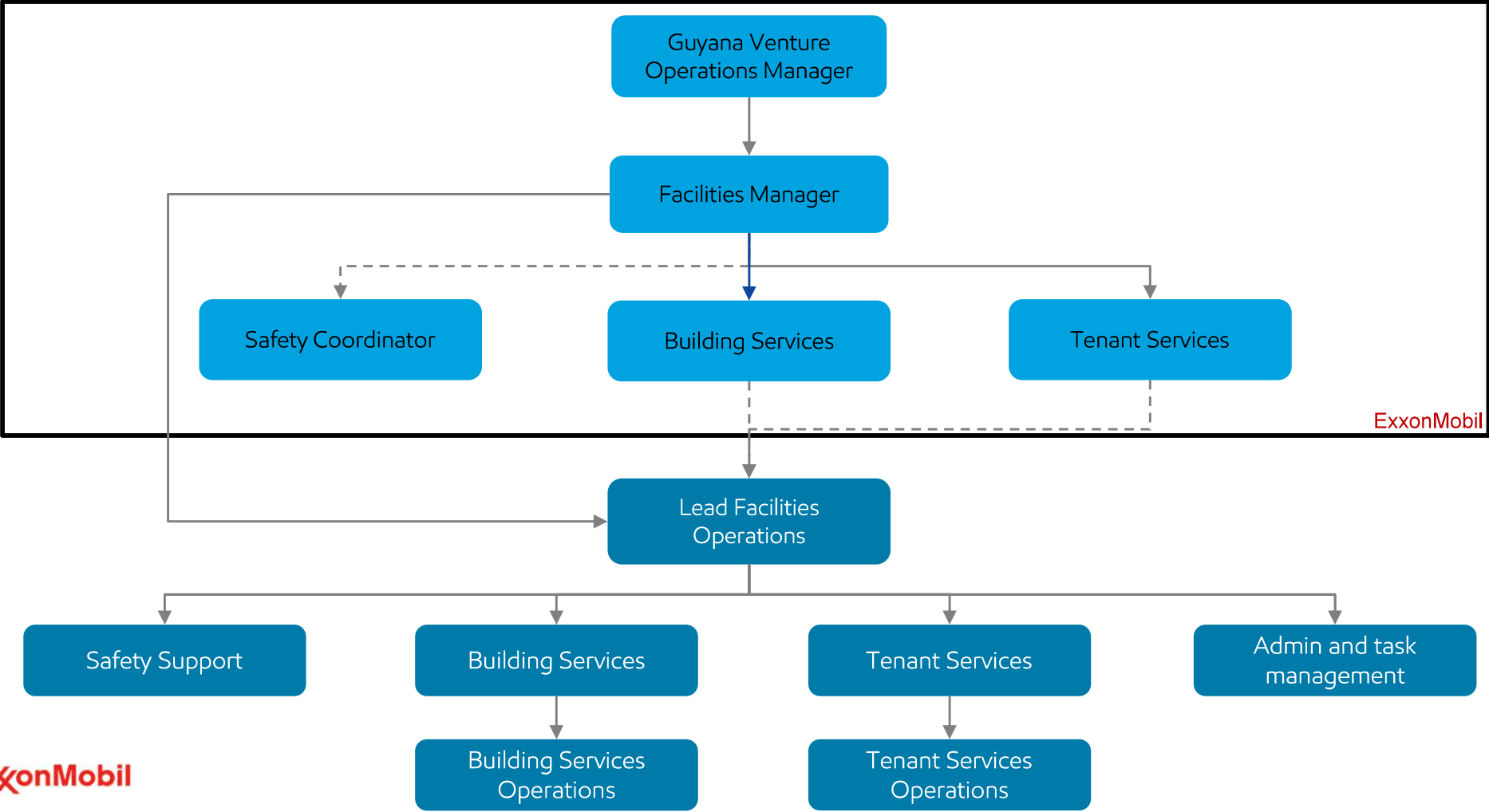
- Repairs and replacement

# Preventative and Demand Maintenance



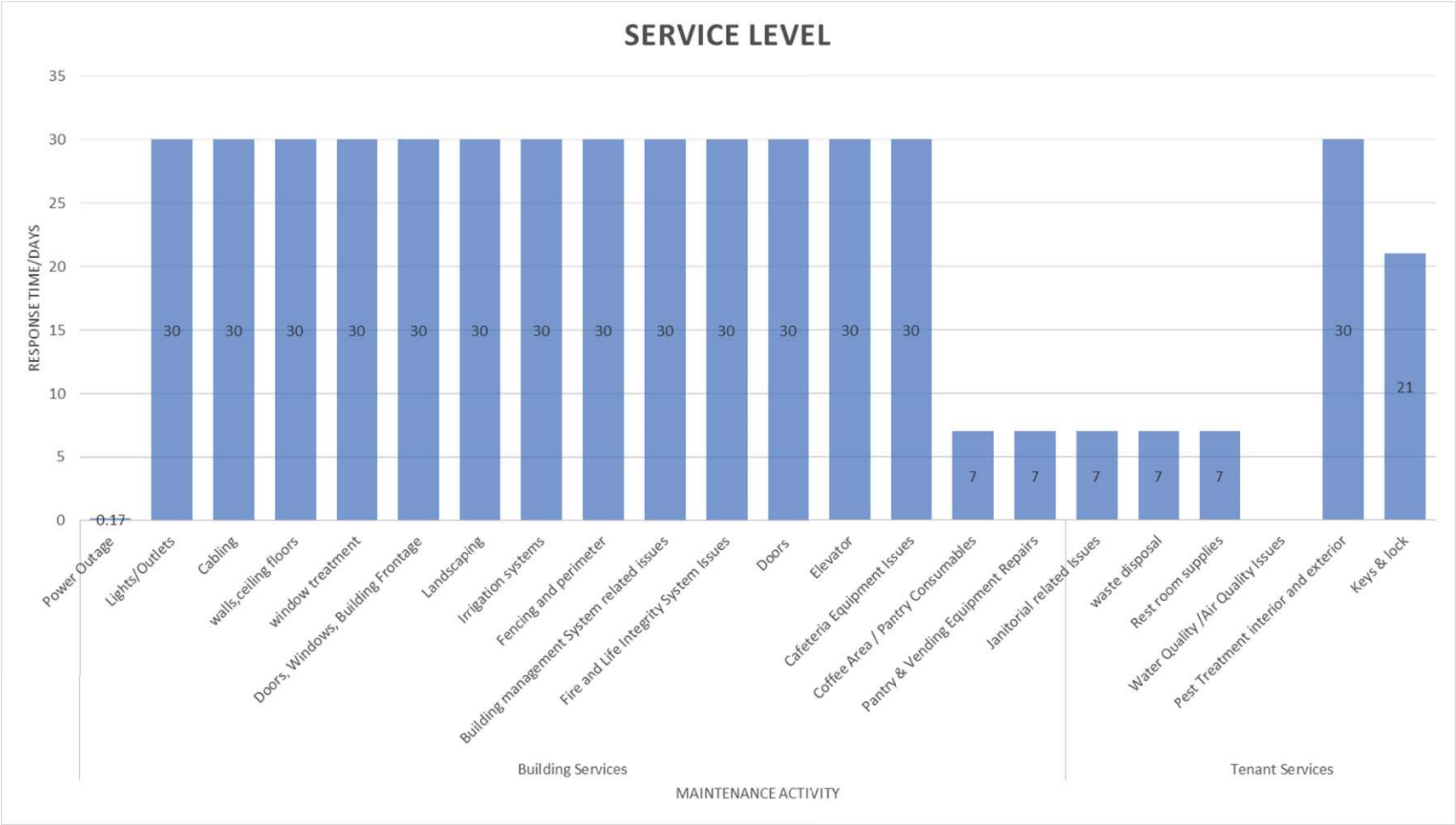
- **Preventive Maintenance** is defined as technical assistance services to maintain the property, building systems and elements.
- **Demand Maintenance:** Refers to requests received that were not planned for initially.
- Maintenance activities throughout their execution cycle is important. The tracking of Preventative and demand maintenance activities will be done via the Facilities Help desk (company provided tool).
- Tickets logged via the software will be classified as:
  - Critical (Critical Level 1, Critical level 2)
  - Non-critical

# Typical Building Operations Model



# Service Level Guide

Reference Only



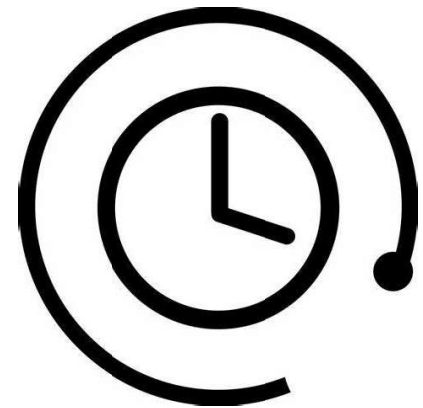
# Key Performance Indicators

## Report management and KPI

- Financial stewardship: Invoicing, accruals, accuracy to budget, etc.
- Total Man-hours Worked
- PM Critical Equipment, MEP systems
- Demand tickets and Call outs
- IAQ Program monthly survey
- Safety related KPIs
  - First Aid Cases
  - Medical Treatment Cases
  - Restricted Work Cases
  - Lost Time Incidents
  - Fatalities
  - LSA Violations
  - Safety partnership Meetings Attended (interface meetings)
  - Safety Meetings Held
  - Daily Toolbox Talks Held
  - E&PS Weekly Toolbox Meetings Attended
  - Safety Lessons Shared
  - LPOs
  - NLs Reported
  - Interventions
  - Safety Hazards Identified
  - Reward and Recognition Conducted
  - Safety Training Attendance
  - Alcohol and Drug test; Background;

# Expectations

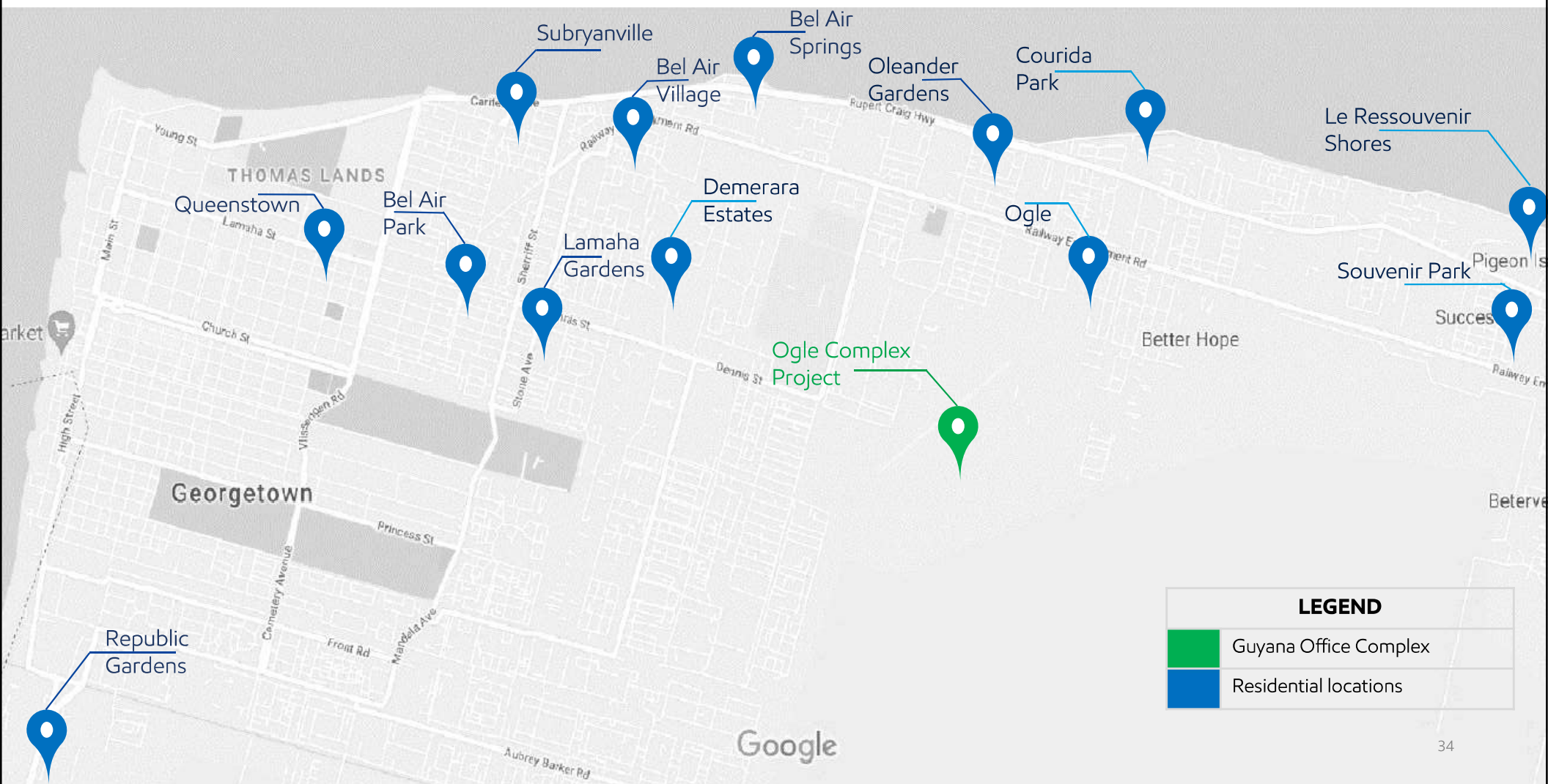
- Provide 24/7 service and response for Office site and operations
- Manage facilities help desk operations







# RFI #15-22 Residential Facility Management Services

# Residential Services Location Map



LEGEND	
	Guyana Office Complex
	Residential locations

# Portfolio Summary



Interfaces: 34



Housing Units: 54



Apartment Units: 63



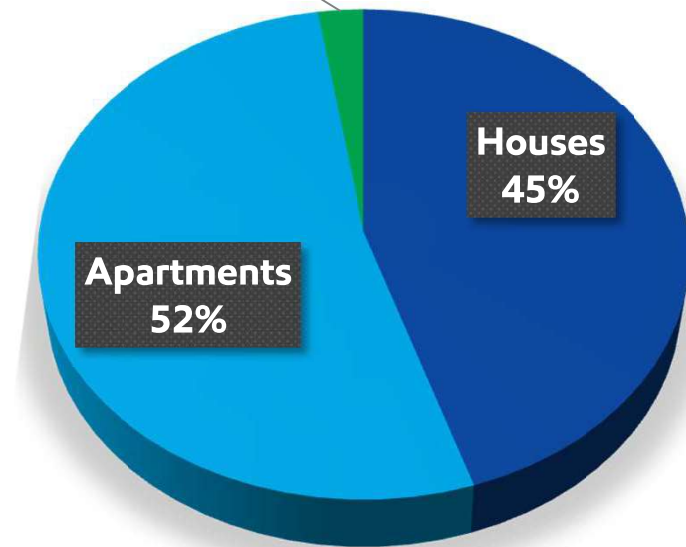
Staff Houses: 3



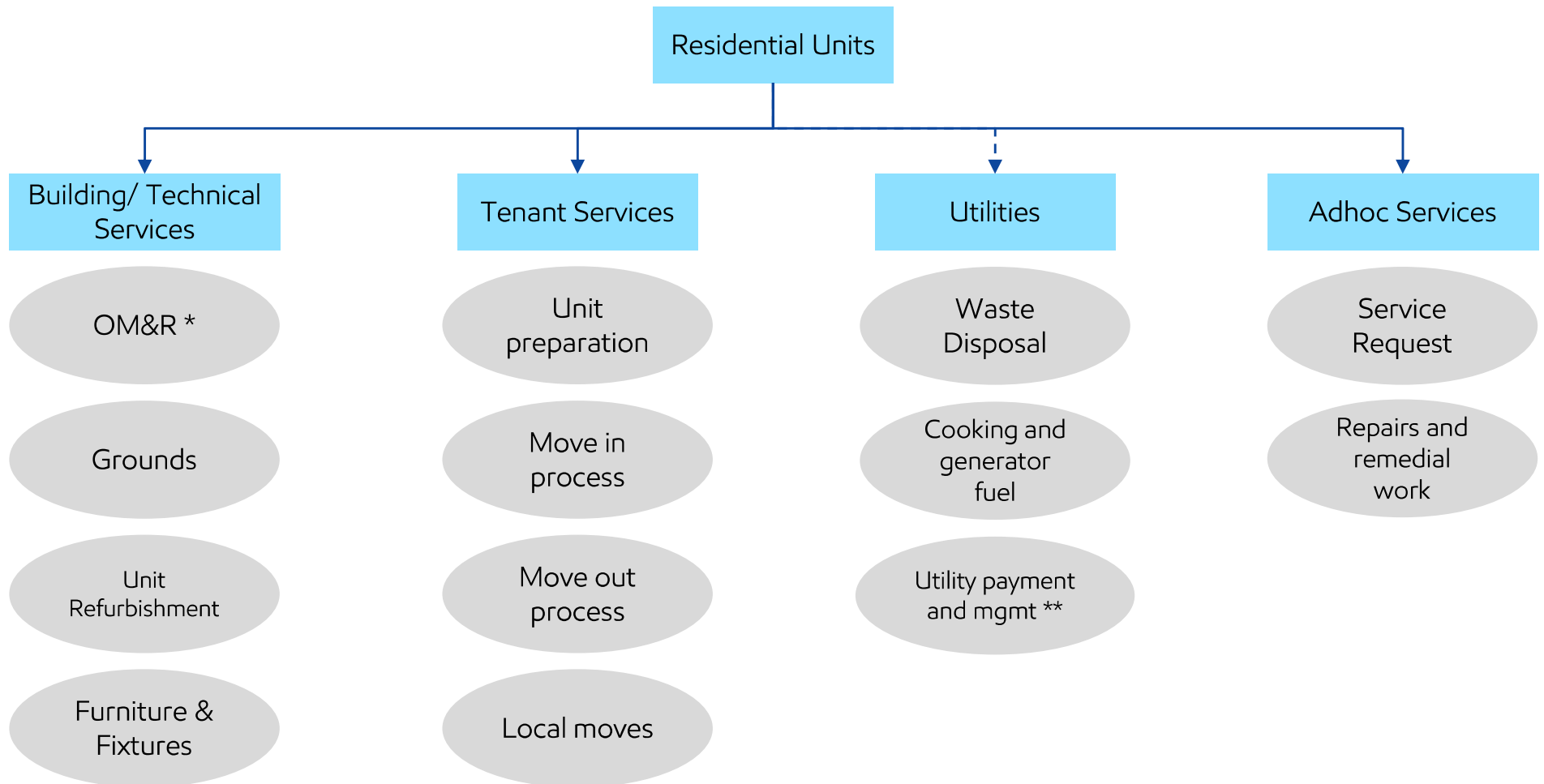
Persons Served: 400+

## Breakdown

Staff Houses  
3%



# Residential Services Overview



# Building/ Technical Services

## Operations, Maintenance and Repairs



- Reliable utilities (power, gas, potable water, sewage disposal/treatment)
- Operational testing of plumbing and HVAC systems.
- Servicing and inspection of AC Units.
- Frequency: Quarterly

## Power/Electrical systems



- Generator Inspections/Servicing
- Refueling
- ATS maintenance
- Frequency: Quarterly

## Water Systems



- Maintenance of UV Bulbs
- Frequency: Once per year
- Changing of water filters.
- Frequency: Every 2 Months
- Cleaning of water Tanks
- Frequency: Every 6 months

## Fire systems



- Inspection of Fire alarms.
- Servicing of fire extinguishers
- Smoke and Heat detection system inspection.
- Frequency: Yearly

## Ground Maintenance



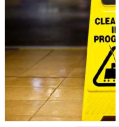
- Routine watering, fertilizing, mowing/trimming, edging of lawns/grass as needed.
- Frequency: Once per Week
- Full cleaning services of the premises and yard facilities on a regular basis. This shall include washing and sanitization of surfaces and removal of debris
- Frequency: Every 6 Months

## Pest Control



- Vector control and eradication of pests.
- Frequency: Quarterly

# Tenant Services



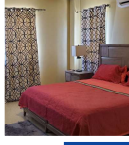
## Janitorial and Cleaning Services

- Ensuring that all residential units are cleaned and prepared inclusive of placement of soft pack



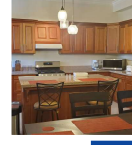
## Local moves

- Providing move and packing services for relocation of residents



## Move in Process

- Check off and verification of starter pack
- Conduct unit walkthrough to demonstrate features of residential unit and check condition.
- Provide Starter Pack, a starter kit of household items



## Service Request

- Conduct unit walkthrough with Resident to inspect condition of unit utilizing Resident Occupancy Process Forms



## Move out Process

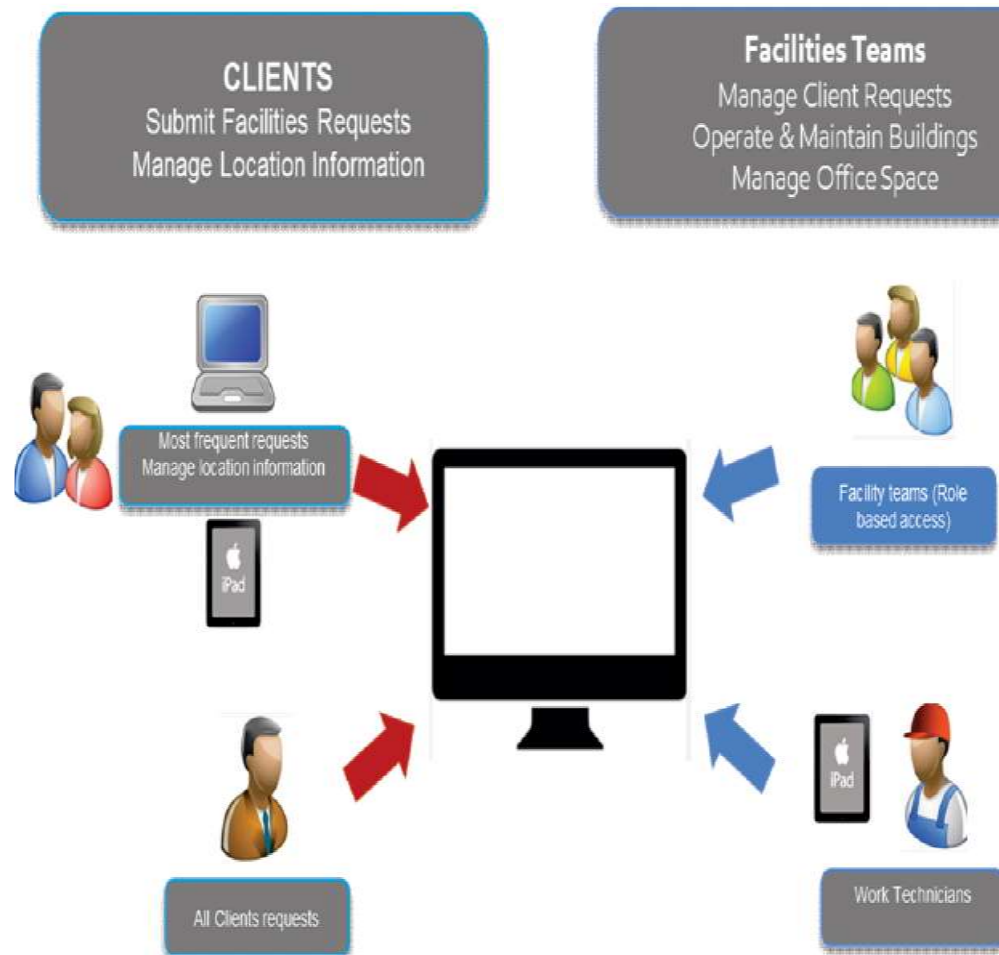
- Conduct unit walkthrough with Resident to inspect condition of unit utilizing Resident Occupancy Process Forms



## Adhoc Request

- Routine requests for maintenance such as:
- change overhead light bulb requiring ladder
- minor plumbing leak, stopped toilet, HVAC inoperable

# Task Management and 24 hr Callout Services



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- **Demand Maintenance:** Refers to requests received that were not planned for initially.
- Maintenance activities throughout their execution cycle is important. The tracking of Preventative and demand maintenance activities will be done via the Facilities Help desk (company provided tool).
- Tickets logged via the software will be classified as:
  - Critical (Critical Level 1, Critical level 2)
  - Non-critical

## Support Services–Emergency Response

- A 24-Hour Hotline to give every Resident access to immediate emergency support services for maintenance.
- A 24-Hour Hotline to give every Resident access to immediate emergency medical, fire and security response. Every Resident will be provided with emergency phone numbers at Orientation.



# Summary of Services

DESCRIPTION OF SERVICES	RESIDENTIAL
Water System Maintenance ( Backwashing, filter replacement, chlorine flush, cleaning of storage tanks, etc); Inclusive of emergency call out services	☒
Electrical maintenance and repairs	☒
Emergency inspection	As requested
Cleaning and sanitization of external compound and yard	☒
Janitorial services and cleaning	☒
Cleaning and Preparation of units	☒
Refueling of generator (some residences use LPG gas for fuel supply)	☒
HVAC maintenance	☒
Gardening and landscaping maintenance	☒
Maintenance of FPS (Fire protection systems) incl. alarms, extinguishers, smoke detectors, etc.	☒
Pest Treatment Services	☒
Waste collection and management	☒
Move services	☒
Utility payment and management	As requested
IAQ monitoring	As requested

# Key Performance Indicators

## Report management and KPI

- Financial stewardship: Invoicing, accruals, accuracy to budget, etc.
- Total Man-hours Worked
- PM Critical Equipment, MEP systems
- Demand tickets and Call outs
- IAQ Program monthly survey
- Safety related KPIs
  - First Aid Cases
  - Medical Treatment Cases
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  - LPOs
  - NLs Reported
  - Interventions
  - Safety Hazards Identified
  - Reward and Recognition Conducted
  - Safety Training Attendance
  - Alcohol and Drug test; Background;

# Portfolio Photos and Overview

[Residential Portfolio Video](#)

# RFI #17-22 Catering, Cafeteria, and Food Management Services

# Catering, Cafeteria and Food Services Scope Overview

## Kitchen Operations

- Food preparation
- Kitchen area
- Dining area

## TownCenter

- Replenish supplies for coffee/ tea bar
- Supply and maintain stock

## Catering

- Meetings
- Events

# Scope Overview

## Kitchen/ TownCenter/ Catering

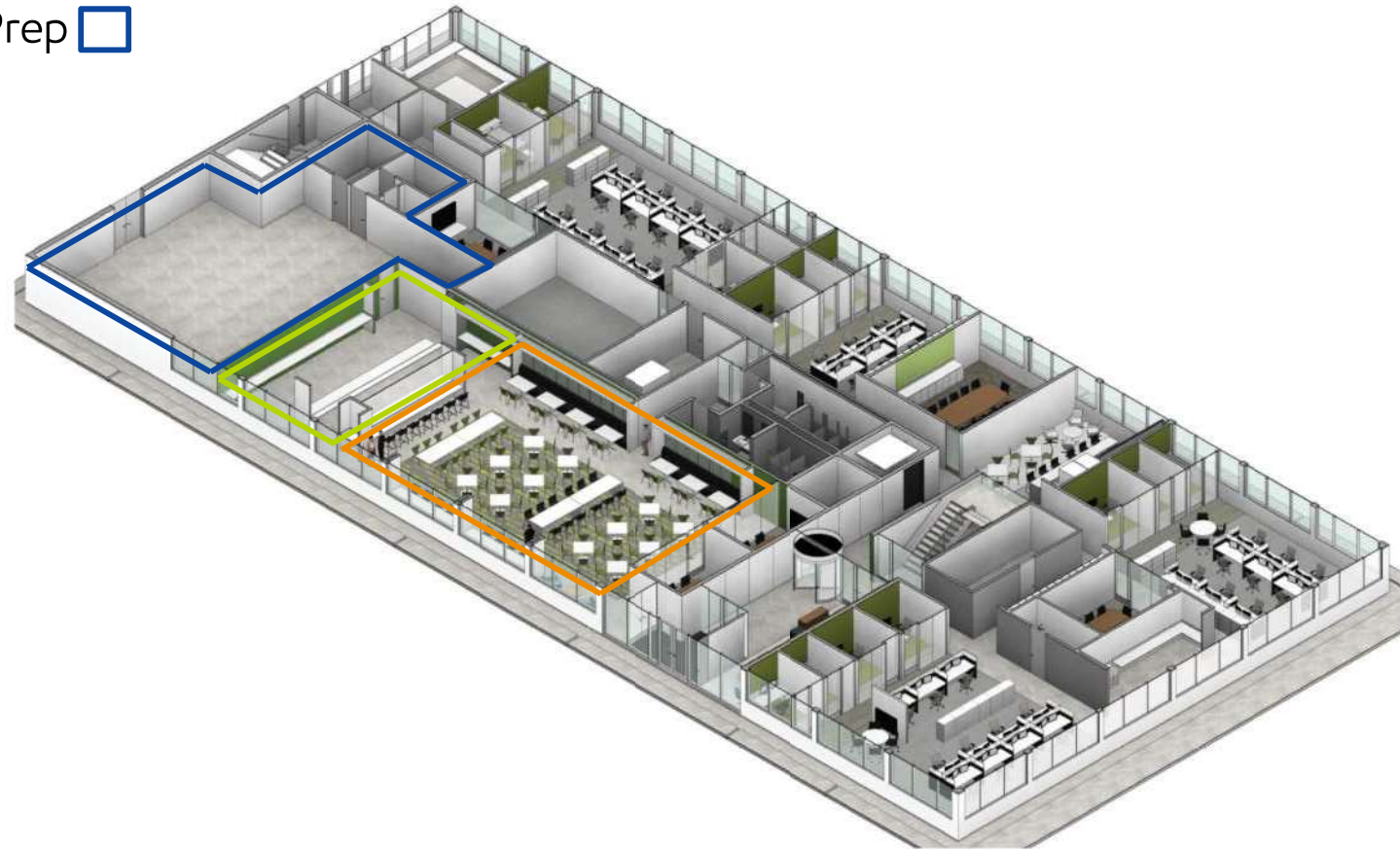
Provisions of food, kitchen and cafeteria services for a population of approximately 500 persons (initial capacity) within the 15 acre Ogle Campus.

- Food, kitchen and cafeteria services inclusive of food and beverage during commercial hours
- Café/ dining preparation area will be available for use to prepare meals on a daily basis
- Equipment and cold storage will be available and provided by Company, **Kitchen utensils are not included**
- Meals for meeting and event catering inclusive of delivering meals to offices and conference rooms within the office site
- Special functions catering
- Replenish TownCenters and refreshment areas; maintain stock and supply on a monthly basis hot and cold beverages including coffee, tea, water, soft drinks, milk, etc. Machines/ equipment will be company provided
- Provide consumables as discretionary request

# Cafeteria Components

## Electrical Components:

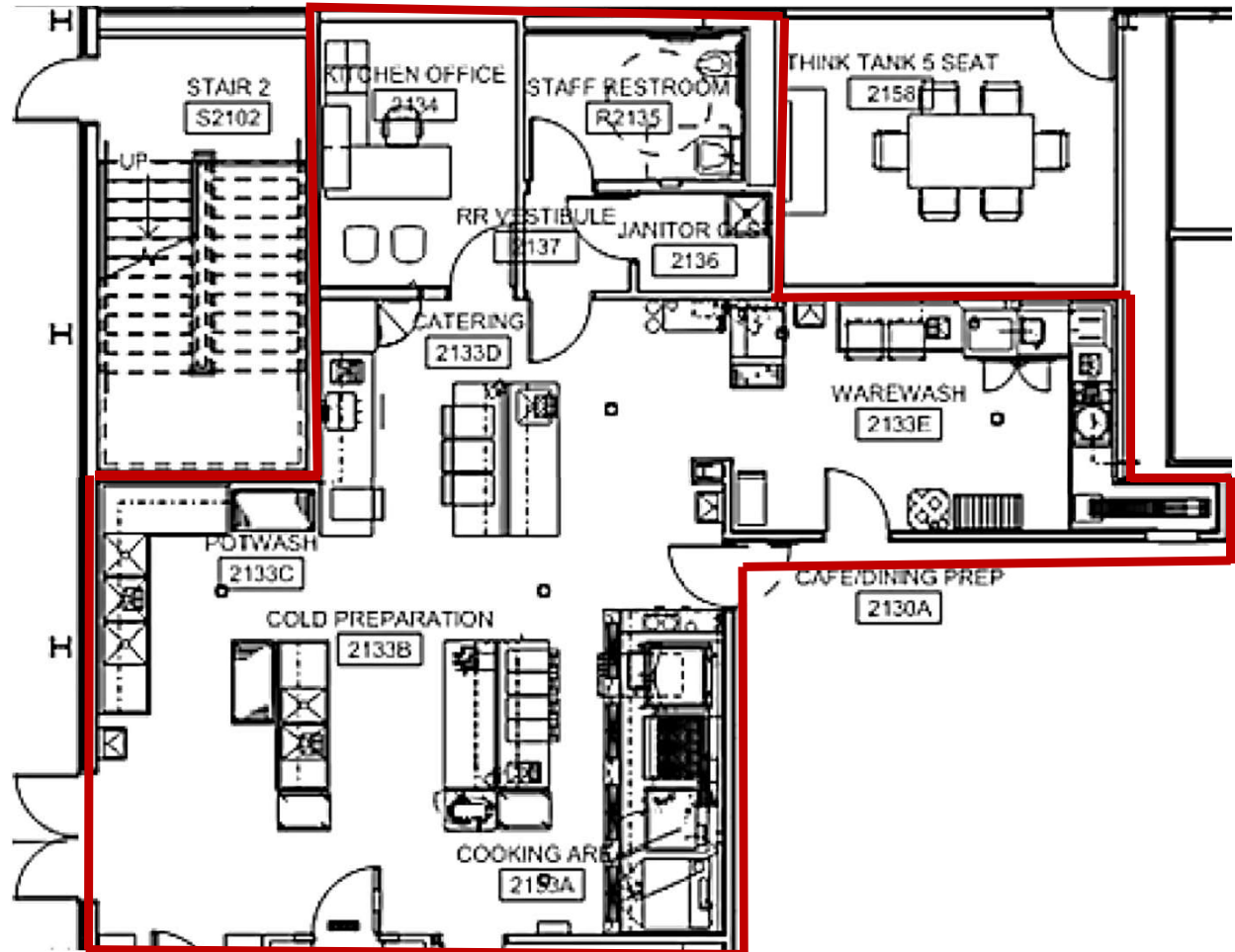
- Cooking/ Catering Area Prep
- Café/ Dining Prep
- Café/ Dining



# Cooking/Catering Area Prep Layout

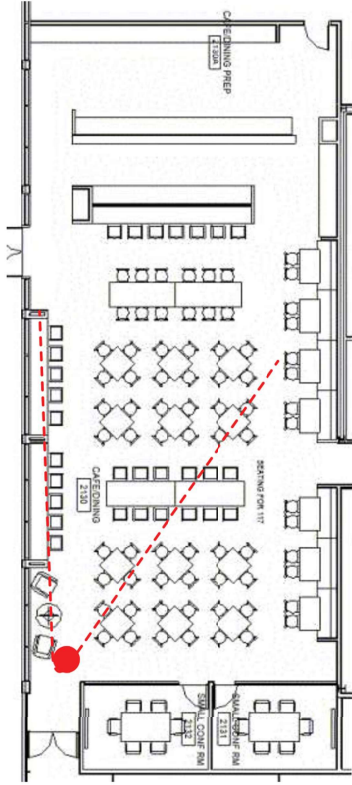
Description	Specifications
Area	
# of persons served/ daily	~500
Seating capacity	134
Equipment	

Areas	
	Cold Preparation
	Cooking Area
	Washing area
	Catering
	Office
	Restroom
	Ware washing
	Janitor closet

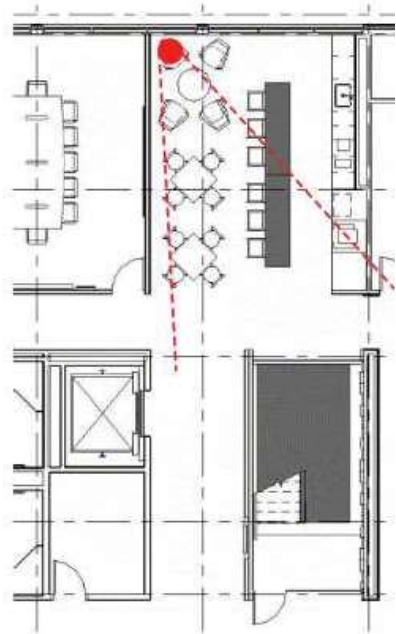




# Cafeteria



# Town Center



## Expectations/ Roles

- Food Safety Management system to address operational and sanitation conditions. Program should include:
  - Personal hygiene of employees providing food service
  - Food safety as a criterion in selection of subcontractors
  - Sanitation
  - Time and temperature requirements for food storage, cooking, staging, holding and serving;
  - Identification of critical control points and records of temperature measurements, time logs and food supply receipt inspections
  - Sanitation procedures for dinner ware, cooking ware, food preparation utensils and equipment and food preparation surfaces
  - Equipment maintenance
  - Training of employees in food safety

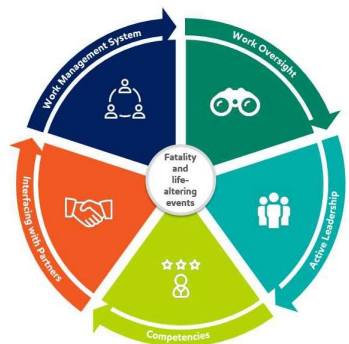
# Safety, Security, Health & Environmental Overview

# Creating Safety Value

HOW STANDARDIZED SAFETY PREPLANNING WILL DELIVER TANGIBLE VALUE FOR GUYANA

## FOCUS AREAS

Emphasizes areas of focus



## CONSISTENCY

Allows for the site to be deliberate and consistent when identifying risk and work oversight.



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## LEADERSHIP

Focus on Safety Leadership in the field to build strong teams and safety culture.



## RIGHT SIZING

Early engagement with proper resourcing to support early risk identification and mitigation plan.



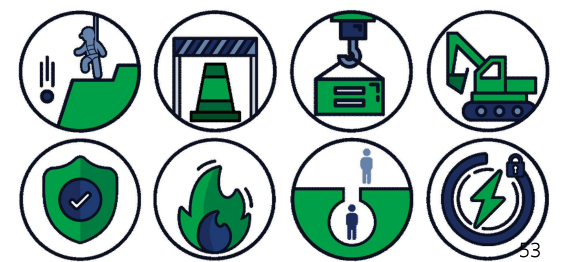
## ACCOUNTABILITY

Establish Safety accountability early and often.



## DEFINES EXPECTATIONS

Clearly defines expectations upfront at each site and work oversight is understood.



# The Process

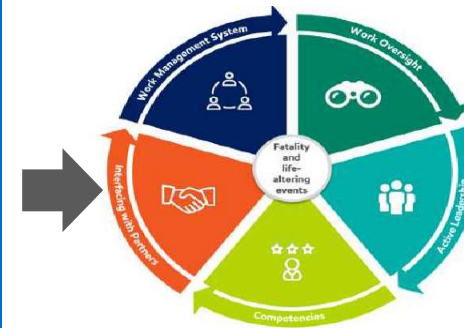
## Risks and Complexities

- Life Saving Actions
- Frontier Environments
  - Language or cultural barriers
- Short Service Workers
- Personnel Experience & Competencies
- Operational Site requirements
  - Permitting
  - Emergency response
  - Ops interfaces
- Environmental risks
- Third party interfaces
- Security

## Effective use of Tools

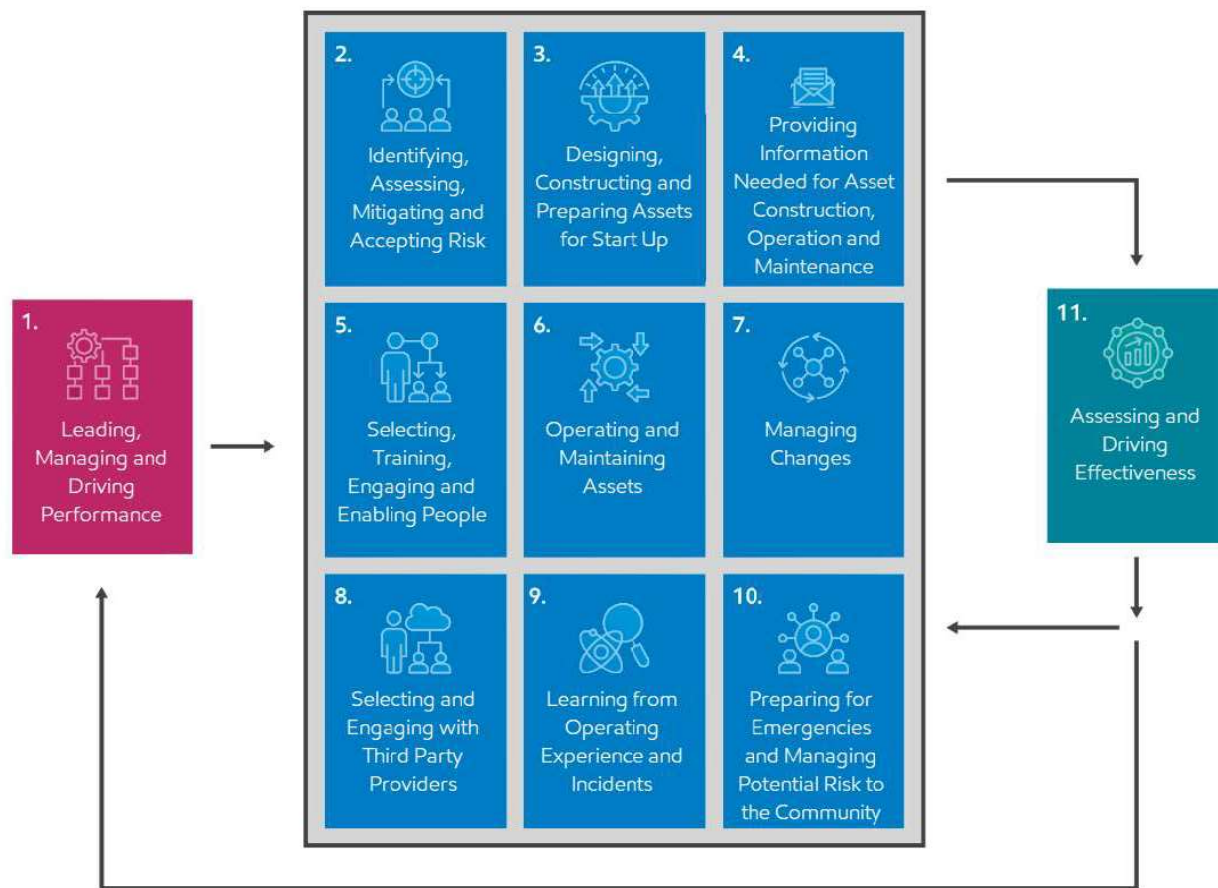
- ✓ OIMS Processes
- ✓ LPS
- ✓ Human Performance
- ✓ Risk Register
- ✓ Minimum Safety Expectations

SWM Wheel



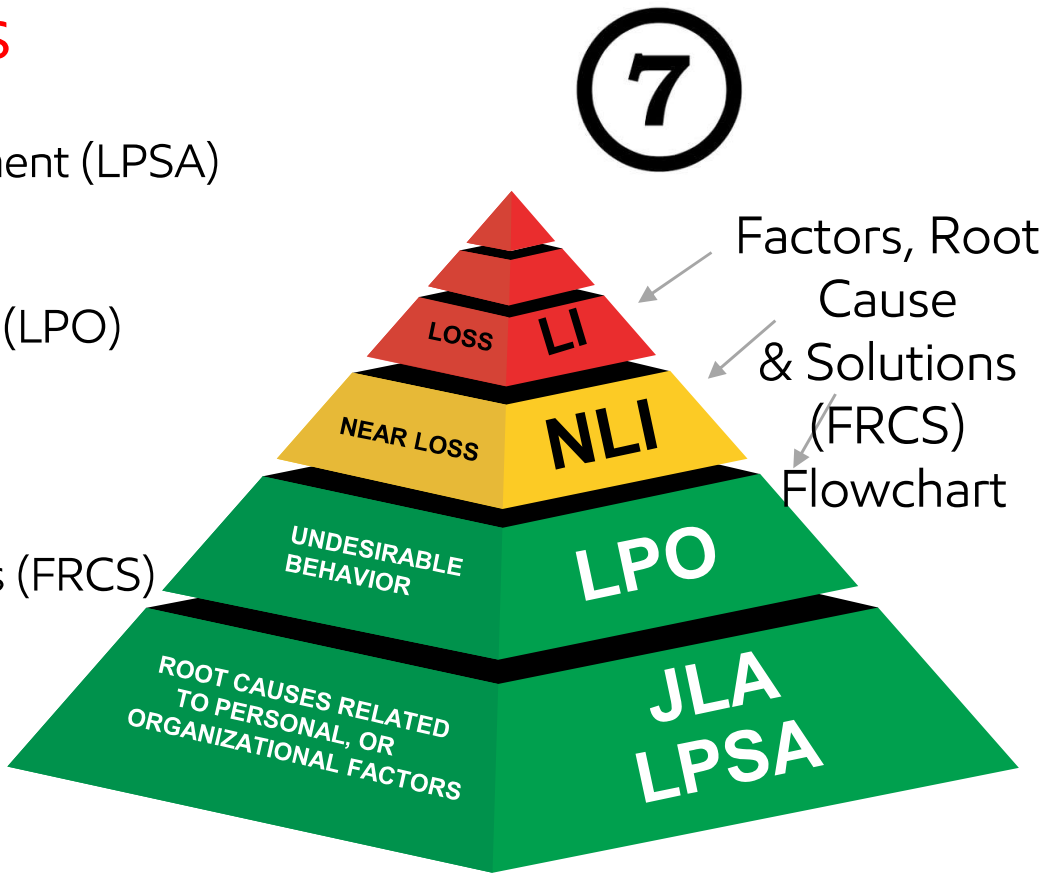
# OIMS Framework

- The OIMS Framework establishes common worldwide expectations for managing the safety, security, health, and environmental risks in our business.
- Each of the 11 elements of OIMS contains an underlying principle and a set of expectations that apply to all ExxonMobil operations worldwide.



# LPS/BBS Tools and Processes

- Loss Prevention Self Assessment (LPSA)
- Job Loss Analysis (JLA)
- Loss Prevention Observation (LPO)
- Loss Investigation (LI)
- Near Loss Investigation (NLI)
- Factor, Root Cause, Solutions (FRCS)
- Stewardship (no acronym 😊)



**STEWARDSHIP**



# Life Saving Actions - LSA

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK



**PREVENT FALLS & DROPPED OBJECTS**  
Use fall protection;  
secure tools and materials

Environmental & Property Solutions

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK




**RESTRICT ACCESS TO SUSPENDED LOADS**  
Establish and control  
crush and drop zones

Environmental & Property Solutions

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK



**ISOLATE ENERGIZED SYSTEMS**  
Lock out, tag out,  
confirm zero energy state

Environmental & Property Solutions

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK



**ESTABLISH / MAINTAIN SAFE CONFINED SPACE**  
Test and monitor atmosphere

Environmental & Property Solutions

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK



**PROTECT FROM MOVING EQUIPMENT/VEHICLES**  
Establish and control red zones  
and/or traffic

Environmental & Property Solutions

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK



**DIG WITH CAUTION**  
Locate underground  
hazards, prevent collapse

Environmental & Property Solutions

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK



**PREVENT HOT WORK EXPLOSIONS/FIRES**  
Remove flammable  
materials; gas test

Environmental & Property Solutions

**LIFE SAVING ACTIONS**  
will prevent serious injury or fatality **and are mandatory.**

**STOP** IF NOT CLEAR HOW TO DO THE WORK



**RESPECT CRITICAL SAFETY DEVICES**  
Follow defeat procedures

Environmental & Property Solutions

# How They Work Together

## Safe Work Management Process

- Perform Safe Work Management Discussion (planning activity)
- Identify Risk/ Considerations
- Discuss Tools to be used

**Safe Work Management – Template**

Disclaimer: This is specific to highlight Safety Oversight not full Team Structure

SSHE Considerations & Risks	SWM Wheel	Safety Work Oversight
<ul style="list-style-type: none"> <li>Determine if this is a safety stewardable site/facility</li> <li>Highlight Key SSHE Risks &amp; Considerations specific to the project</li> <li>E.g. Proximity to Operating Site</li> <li>Excavation</li> <li>Work at Heights</li> <li>Energy Isolation</li> <li>Hazardous Material</li> </ul>	<ul style="list-style-type: none"> <li>Right-Click on chart</li> <li>Select "Edit Data"</li> <li>Enter specific % per category</li> </ul> <p>The wheel represents the proposed pre-execution situation</p> <ul style="list-style-type: none"> <li>Explain the rationale for each "segment" of the pie</li> <li>(If more focus is needed, the segment is larger)</li> </ul>	<p><b>Safety Work Oversight</b></p> <p>ExxonMobil Regional Manager (1)</p> <p>ExxonMobil Engineer (1)</p> <p>Site Safety Lead (1)</p> <p>General Contractor (1)</p> <p>Sub-Contractor (2-3)</p> <p>GC Safety Representative</p> <p>Additional Safety Representative</p> <p>Insert any relevant clarifications/support</p> <p><b>Tools</b></p> <p>LPS Fit for Risk: Model 1, 2, 3 or 4</p> <ul style="list-style-type: none"> <li>If using LPS, identify the model that fits for the risk on your project/activity/facility</li> <li>Insert applicable specific tools for safety oversight</li> <li>(E.g. LSA/MSE training, Upfront Planning, Jitty Start, Mutt Free Execution, Finish Strong)</li> </ul>



## BBS/LPS Tool Application

(Output of a planning activity)

- 1.) Determine your LPS/BBS Model
- 2.) LPS Tool use – which tools would apply

### Human Performance Concepts & Principles (Bolsters LPS Tool Usage)

We apply Behavior Based Safety to our work systems, processes, and tools and enhance that process by incorporating HP principles and concepts (LPSA, JLA, LPO, FRCS/Incident Investigations, Stewardship)



**SAFE WORK ENVIRONMENT**

## OIMS Tools and Processes

**How the mind works**

BIAS

**Error prone situations & Interrupters**

Hold Point

# Security and Emergency Response

- Security Related Practices
  - Pre-employment police clearance and background checks
  - Site Security Activities
  - Personal Security / Situational Awareness
- Emergency Preparedness and Response
  - Response procedures
  - Drill Planning and Execution

# Health and Regulatory Compliance

- Health Related Practices (as appropriate) – Global Health Practices
  - IDOM
  - Food Safety
  - BBP
  - Sanitation and Hygiene
  - Fatigue Management
  - Fitness for Duty
  - Noise and Hearing Conservation
  - Respiratory Protection
  - Hazardous Materials Communication – SDS, Labeling and Storage

## Environmental and Regulatory compliance

- Licensing and Permit requirements – Waste handling, emissions, food Handlers Permit et al.
- Equipment compliance with regulations
- Occupancy Requirements

# Wrap up and Closeout

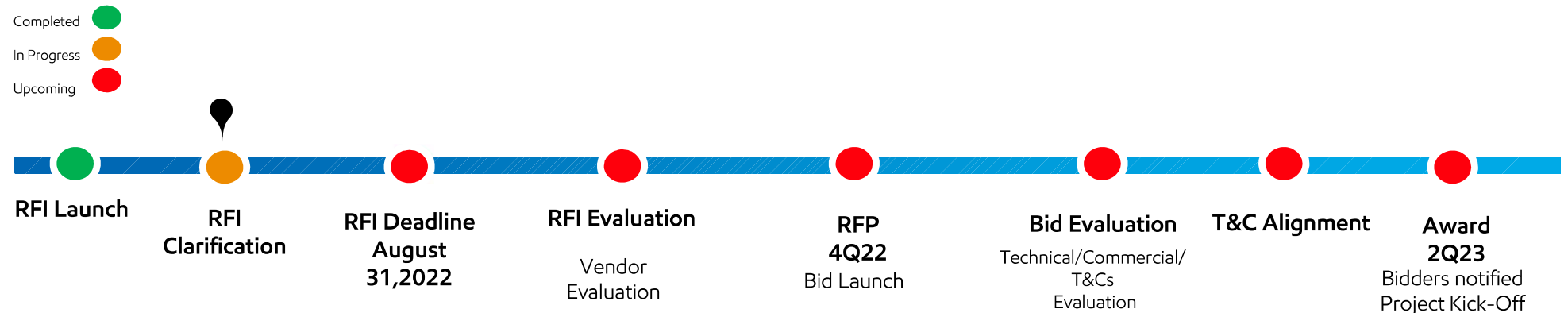
# Submission Reminders for RFI phase

## How to Submit:

1. Complete Required Documents and include in an email
  - Completed Questionnaire (Word document)
  - Completed PBAQ
  - Copy of the company's Articles of Incorporation (including the page with the Directors/Management and details of nationality)
  - Copy of the company's Certificate of Registration (company TIN) from the Guyana Revenue Authority
  - Copy of company's organizational chart with details on nationality of all personnel's.
2. Send Email with the following title format:  
E.g Your Company Name – **Integrated Residential Facilities Management Services RFI# 15-22**– Final RFI Submission

3. Send email to: [EM.Guyana.Procurement@exxonmobil.com](mailto:EM.Guyana.Procurement@exxonmobil.com)

**Note: Pricing is not required at the RFI stage, rates provided at this stage will not be reviewed.**



Thank you

**ExxonMobil**