

# STATEMENT OF WORK (SOW)

## CHIEF OF MISSION RESIDENCE

### GARDENING MAINTENANCE

23 JULY 2014

- 1) INTRODUCTION: This is a Firm Fixed Price Contract for Services at the Temporary Chief of Mission Residence (TCMR), Djibouti. All proposal packages must be accompanied with a work plan and project visit dates for all listed tasks within this work statement.
- 2) U.S. Embassy- Djibouti, Republic of Djibouti: The TCMR is a new leased residence located in Haramous on a street behind the US Embassy, Djibouti. This house is approximately 1000 yards from the New Office Building (NOB) located on the New Embassy Compound (NEC).
- 3) SCOPE OF WORK INTENT: The intent of this contract is for a service contractor to do Gardening Maintenance at the TCMR on a daily basis as part of a yearly contract starting NLT 25 August 2014. The awarded contractor must provide the qualified labor and supervision required for successful completion of this work statement. Each proposal for this project will include all of the tasks listed in this work statement.
- 4) Points of Contact:
  - a) The Contracting Officer is Griffin LeNoir ([linoirgp@state.gov](mailto:linoirgp@state.gov)).
    1. All changes in the Scope of Work must be approved by the Contracting Officer (CO) prior to the work. Performance of work prior to approval is at the sole risk of the contractor and payment may not be made for this work.
  - b) The Contracting Officer's Representative (COR) is Michael Wilson ([wilsonmr4@state.gov](mailto:wilsonmr4@state.gov)).
    1. Michael Wilson is also the U.S. Embassy Djibouti Facility Manager and will be the field contact for reporting all conditions.
- 5) Contractor Scope of Work:
  - a) **Supervisory Tasks:**
    1. Meet with the COR or his representative to coordinate all scheduled work.
    2. Contractor must familiarize themselves with the TCMR lawn, trees, shrubs, ground cover, potted plants, planting beds, equipment and area surrounding the outside front and rear of TCMR.
    3. Contractor must provide supervision for employees during the work.
    4. Contractor must provide all chemicals, gardening equipment and tools for employees during the work including brooms, rakes, shovels, clippers, lawnmowers, trimmers, hoses, hose fittings, and hose sprayers.
  - b) **Landscaping Tasks:**
    1. Lawn Care:

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- (1) All turf/grass areas shall be mowed weekly during the active growing season, and as needed the remainder of the year. The goal is that no more than 1/3 of the leaf blades are removed per mowing.

#### 2. Edging/Trimming

- (1) All edges along streets, driveways, sidewalks, steppingstones, planting beds, around trees and other structures shall be edged every mowing. Turf around sprinklers shall be trimmed as needed.

#### 3. Fertilizing:

- (1) All turf/grass area to be fertilized 6 times per year as a guideline. In some cases more or less application may be required depending on annual weather and turf species. All fertilizers and application schedules must be approved by the COR.

#### 4. Spraying:

- (1) Insect Control: All turf/grass will be monitored during maintenance program to ensure early detection of existing or anticipated problems. Contractors must focus on maintaining a healthy turf/grass. If insects are suspected of causing a problem with the plants, the contractor will contact the COR and suggest a method of pest management to maintain a healthy turf.
- (2) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.
- (3) Weed Control: COR approved treatments will be applied as necessary during the hotter months as required by herbicide labeling.

#### 5. Summer Over seeding:

- (1) Contractor may be required to over seed turf to maintain green color during summer heat as required by herbicide labeling. This depends on the species and location of the turf.

#### 6. Tree Care

##### (1) Trimming:

- (a) Woody Type: Woody type trees should be allowed to form a natural canopy head.
  - (i) A clear trunk of approximately six (6) feet in height will be provided to allow shade and good visibility.
  - (ii) Sucker growth, considered to be all new shoots that appear at the base of the tree trunks or limbs below the foliage canopy will be removed.
  - (iii) Any limbs removed from trees must be removed at the shoulder to insure proper overgrowth of bark and protection from core rot.

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- (b) Palms: To be trimmed as needed to keep clear of all obstacles. All dead fronds to be removed as soon as stems turn brown. Seedpods will be removed after the flower has set to seed to discourage unnecessary growth of additional seedpods.
- (c) All tree crowns/canopies, including those thirty feet (30ft) above the ground and higher, are included in this contract
- (d) Tree Fertilizing: Upon COR approval, trees to be fertilized 2 times per year as a guideline. Other nutritional supplements will be added if a deficiency exists.
- (e) Spraying: All trees will be monitored during maintenance period to ensure early detection of existing or anticipated problems.
  - (i) Contractor program to focus on maintaining healthy plants that stimulate their natural defense system.
  - (ii) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.
  - (iii) However, if pests become a problem, the contractor will recommend to the COR a method to maintain a more natural balance.
  - (iv) COR MUST approve all applications of insect (pest) control chemicals PRIOR to application. No exceptions.
- (f) Stakes & Guying: Newly planted trees with existing stakes and guides will be kept adjusted for the appropriate time period. A buffer will be used on all guy wiring to insure that the trees are not damaged by the guy.

#### 7. Shrub Care

- (1) Trimming: Proper pruning techniques are to be used to maintain the most appealing look of all shrubbery. Heading back, thinning, and shaping will be performed as needed
- (2) Fertilizing: All shrubs should be fertilized 3 times per year as approved by COR. In some cases more or less applications may be required depending upon the annual weather and plant species.
- (3) Spraying: All shrubs will be monitored during this maintenance program to ensure early detection of existing or anticipated problem. This gardening program focuses on maintaining healthy plants that stimulate their natural defense system.
  - (a) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.

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- (b) However, if pests become a problem, the contractor will recommend to the COR a method to maintain a more natural balance.
- (c) COR MUST approve all applications of insect (pest) control chemicals PRIOR to application. No exceptions.
- (4) Stakes & Guying: Newly planted shrubs with existing stakes and guides will be kept adjusted for the appropriate time period.

#### 8. Ground Cover/ Vine Care

- (1) Trimming: Proper pruning techniques are to be used to maintain the most appealing look to all groundcover/vines. Heading back, thinning, and shaping will be performed as needed
- (2) Fertilizing: All groundcover/vines to be fertilized 3 times per year as directed but COR. In some cases more or less applications may be required depending upon the annual weather and plant species
- (3) Spraying: All groundcovers/vines will be monitored during this maintenance contract to ensure early detection of existing or anticipated problems. The contractor program should focus on maintaining healthy plants that stimulate their defense systems.
  - (a) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.
  - (b) However, if pests become a problem, the contractor will recommend to the COR a method to maintain a more natural balance.
  - (c) COR MUST approve all applications of insect (pest) control chemicals PRIOR to application. No exceptions.
- (4) Stakes & Guying: Vines requiring guiding with eye hooks will be installed at owners request and billed on a material basis. Copies of receipts will be attached to monthly invoice.

#### 9. Planting Bed Care:

- (1) Maintenance: Planter beds will be maintained reasonably free of weeds using manual hand pulling removal methods. Contractor may request permission in writing from COR to use approved herbicides to control weed growth in open areas.

#### 10. Potted Plant Care:

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- (1) Pots will be maintained on day of service. This includes hand weeding, pruning, fertilizing, insect control and hand watering as needed. NOTE: Broken or cracked Pots to be noted and information pass onto the COR.

#### 11. Annual Care

- (1) Maintenance: All annuals will be maintained in good health and appearance. Annuals will be installed two times per year spring and fall months. Contract includes routine replacement. Discuss annual preferences with COR.

#### 12. Mulch

- (1) Maintenance: All areas where mulch is to be used or present at acceptance of contract shall be top dressed with one inch of mulch. Mulch type to be determined by COR.
- (2) This service to be performed once a year and scheduled during the months of October through December.

#### 13. Hardscape Areas

- (1) Concrete/Pavers/Shell/Gravel/Tile: Maintenance: All areas will be blown and/or raked of debris on day of service. All weeds will be hand pulled or chemically treated. Areas requiring additional shell/gravel will be installed at U.S. Government request.

#### 14. Embassy Instructions

- (1) The U.S. Embassy Facility Management Section (FAC) will provide maintenance for the TCMR irrigation system to include pump, pipe, valves, and other equipment. Contractor will notify COR when such work is needed.

#### 15. WORK STANDARDS:

- (1) This Statement of Work requires the awarded contractor to provide qualified workers.
- (2) *The contractor shall furnish required Personal Protection Equipment, and properly supervise all site personnel.*
- (3) *ALL contractor personnel will report to work in clean matching uniforms provided by the contractor. The uniforms will have the person's name and the name of the contractor (company) on the shirt.*
- (4) Contractor shall submit with their proposal personnel qualification statements describing the type of work performed, equipment worked, etc.

#### 16. Other Site Work Required:

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- (1) The Contractor will check the water level in both storage tanks daily prior to commencing work and at the end of the day. If tanks are at or below 50%, the Contractor will notify the COR immediately to have them filled.
- (2) All work shall be completed in accordance with this statement of work, specific task/delivery order requirement and in accordance with manufacture instruction

#### **17. Service Interruptions:**

- (1) The contractor shall plan, coordinate, and schedule all work which will cause noise, dust, and/or an interruption in service (loss of use) for TCMR compound areas with the COR or his representative.
- (2) Notification of all planned maintenance work must be made to the Contracting Officer's Representative (COR).
- (3) Notification shall include the hours and dates of the service interruption and must be made AT LEAST 48 hours in advance.
- (4) The contractor must schedule work to maintain flexibility since maintenance work may not be granted on the date(s) requested.

#### **18. Site Restoration:**

- (1) The contractor shall ensure that the gardening areas receiving this work shall be left in a condition acceptable to the COR

#### **19. Disposal of Material:**

- (1) The contractor shall be responsible for the disposal of all trash created while performing this work statement.
- (2) The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site, and shall ensure that all items removed through this work are disposed of properly.

**20. Safety:** Safety is the highest priority U.S. Embassy Projects. The contractor shall direct all those under his charge to work safely. Weekly Safety Meetings shall be held among On-Site Contractor Personnel, and Safety concerns shall be brought to the attention of the COR.

#### **21. Requirements and Deliverables:**

- (1) **The Contractor must submit a list of personnel with ID type and numbers to the COR within 1 week of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the TCMR and commencement of work. Security clearances may take several weeks to more than a month.**

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- (2) A Site Visit will be organized on Monday 4 August 2014 at 9h00. The vendors have to send the names of participants to the following email [DjiboutiProcurement@state.gov](mailto:DjiboutiProcurement@state.gov) by no later than Sunday 03 August 2014 at 12.00 AM.
- (3) The Contractor must notify the COR, in writing, within 1 week of award all tools and chemicals they will use in this contract.
  - (a) The site visit report must outline site conditions, note discrepancies, operational condition of equipment, and related safety concerns.
- (4) Work reports:**
  - (a) The Contractor shall provide a summary report after the initial site visit and each month after during the duration of the contract, delivered to the COR.
    - (i) The report must include verification of SOW completion, equipment/tool status for the month, any outstanding discrepancies that were not corrected under this site visit.
    - (ii) Provide a section on chemicals used and the dates those were used.
  - (b) The selected contractor shall provide assessments, inspections, and recommendations for any equipment/materials used found to be defective, or otherwise deemed hazardous.

**\*\* End SOW \*\***

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QUOTE FORMAT

Please provide pricing using the format below.

	Monthly Fees
Base Year	
Option Year 1	
Option Year 2	