

Statement of Work (SOW)
US Embassy Bahrain
Granite Floor Restoration

1.0 Scope of work

US Embassy requires professional services with respect to floor care system. Granite floor tiles on the exterior main entrance to the chancery have severe wear and tear. Due to extreme weather and poor maintenance the granite has severe discoloration. The stone work is highly visible as VIPs and visitors enter the Chancery. Post would like to restore to achieve positive visible impact on flamed granite finish & water fountains. The restoration and damage will require replacing the granite tiles in areas where tiles are cracked and fallen apart. Due to several un-level tiles this is a trip hazard and creates unsafe condition.

The works includes but not limited to removal of cracked and damaged tiles, floor preparation & re-installation of new granite tiles. Re-grouting and leveling of new surfaces, chemical treatment and restoration parameters to remove scale build-up and seal surface with appropriate protective coat.

The total floor outdoor area to be treated almost 436m² including guard room, 3 water fountains of almost 26m² in total and 143 m² of internal flamed granite floor. It is the contractor's responsibility to confirm floor measurements and all relate project materials should be inclusive in a lump sum price. The contractor should give at least 6 months -1 year warranty on floor treatment. The contractors will be required to do a trial treat an area of 1m².

2.0 Personnel

The Contractor shall provide construction services providing certified skilled personnel with requisite facilities technical knowledge and experience to support the U.S. Embassy Bahrain. Contractor shall provide construction materials, tools and personal protective equipment according to facilities maintenance requirements. The cleaning and removal of debris is the responsibility of contractor. Working days are Sunday to Thursday and working hours are 08:00 to 17:00. 12:00 till 13:00 will be a lunch break. Project tasks within this (SOW) shall be accomplished under the Contracting officer's Representative (COR) management and as per his/her daily work load requirements. The server shutdown should be outside of normal working hours.

3.0 Supervision & Escort

The U.S Government (USG) shall provide supervision/Escort and direct oversight to accomplish prescribed tasks at our Government-Owned properties.

4.0 Contractor-Access

The contractor is required to submit a list of personnel and vehicles to the Embassy for the purpose of access. This process takes 1 to 2 weeks. Once approved only personnel on approved list will be authorized access during construction project.

5.0 Period of Performance

This contract period of performance is 8 weeks starting from the date specified in the Notice to Proceed letter. The contractor is required to submit project schedule indicating starting and finishing dates.

6.0 Administration

1. CONTRACTING OFFICER'S REPRESENTATIVE (COR): The designated COR for this Task Order is the Facilities Manager (FM) Olivia Fisher and can be reached at telephone 1724-2844. All administrative matters, and request for technical clarifications and assistance regarding this Task Order shall be directed to the COR.
2. POINT OF CONTACT (POC): The Contractor shall appoint a project manager to act on behalf of the Contractor as the POC for all communications between Contractor and COR. The contractor shall provide this POC contact number/s and email.
3. The US Embassy will hold no liability for third party damages caused by contractor's personnel actions. US Embassy shall hold no responsibility or liability for medical requirements or accidents as a result of actions by Contractor's personnel. Contractor shall cover complete financial obligations and other project requirements to correct situations caused by contractor personnel actions.
4. PAYMENTS: Invoice shall be submitted to the COR upon completion of each project, which mean that the contractor should submit individual quotes for each project. Any missing services should be deducted and explained at invoice. Invoice shall include the contract number. The total project amount will be processed with 25 days of project completion/invoicing date.
5. TERMINATION: If, for convenience to the Embassy, any phase or task of the delivery order is deemed unfeasible, the United States Government may at this point pay the Contractor for the work done to date and terminate the remaining portion of the delivery order.

6. The Contractor shall NOT conduct any work that is beyond this Statement of Work (SOW) unless directed in writing by the COR. Any work done by the Contractor beyond this SOW without direction from the COR will be at the Contractor's own risk and at no cost to the Government.
7. The contractor must provide project schedule upon material delivery. Contractor must submit accurate staff list for access to premises.

Your proposal response to this to this request should be addressed to:

Jason J. Beck
The Contracting Officer
American Embassy
Manama - Kingdom of Bahrain

