

***February 4, 2016***

To: Prospective Offerors

Subject: Solicitation number **SEG30016R0002** for Residential Make Ready

Enclosed is a Request for Proposals (RFP) for make-ready services (minor maintenance and repair of residences).

To submit a proposal:

- Follow the instructions in Section L of the solicitation,
- Complete the required portions of the attached document, and
- Submit your proposal to the email address shown below.

The U.S. Government intends to award multiple contracts to responsible companies submitting acceptable offers at the lowest prices. We intend to award contracts based on initial proposals, without holding discussions. However, we may hold discussions with companies in the competitive range if there is a need to do so.

Please email your offer to [JohnsonRR@state.gov](mailto:JohnsonRR@state.gov) on or before **March 06, 2016**.

**The pre-proposal conference will be on February 16, 2016 at 10:00 a.m. at 8, Kamal El-Din Salah Garden City, Cairo, Egypt. The site visit will be done immediately following the pre-proposal conference.**

In order to attend the pre-proposal conference and the site visit for the make-ready solicitation, you are kindly requested to provide the name and Egyptian ID number of each of your representatives that will attend maximum by February 11, 2016. Please e-mail this information to Reta Youakim, [YouakimRR@state.gov](mailto:YouakimRR@state.gov) to prepare for your access to the Embassy premises.”

Sincerely,

Richard Johnson  
Contracting Officer

Enclosure  
As Stated.

<b>SOLICITATION, OFFER, AND AWARD</b> <i>(Construction, Alteration, or Repair)</i>	1. SOLICITATION NO. SEG30016R0002	2. TYPE OF SOLICITATION _ SEALED BID (IFB) x NEGOTIATED (RFP)	3. DATE ISSUED 02/04/2016	Page 2 of 95
	<b>IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.</b>			

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO. PR4488707	6. PROJECT NO.
7. ISSUED BY AMERICAN EMBASSY CAIRO US EMBASSY CAIRO 8 KAMAL EL DIN SALAH, ATTN: PROCUREMENT/CONTRACTING OFFICE CAIRO 11519 EGYPT	CODE EG300	8. ADDRESS OFFER TO AMERICAN EMBASSY CAIRO US EMBASSY CAIRO 8 KAMAL EL DIN SALAH, ATTN: PROCUREMENT (1901) CAIRO 11519 EGYPT
9. FOR INFORMATION CALL: →	A. NAME Hany Gerguis	B. TELEPHONE NO. <i>(Include area code) (NO COLLECT CALLS)</i> 2797-3055

**SOLICITATION**

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder."

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS *(Title, identifying no., date):*

Solicitation number SEG30016R0002 for Residential Make Ready as per the attached specifications

11. The Contractor shall begin performance within calendar days and complete it within 10 calendar days after receiving x award, \_ notice to proceed. This performance period is x mandatory, \_ negotiable. (See .)

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? <i>(If "YES," indicate within how many calendar days after award in Item 12B.)</i> x YES      _ NO	12B. CALENDAR DAYS 15
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13. ADDITIONAL SOLICITATION REQUIREMENTS:

- A. Sealed offers in original and 1 copies to perform the work required are due at the place specified in Item 8 by *(hour)* local time 03/06/2016 *(date)*. If this is a sealed bid solicitation, offers must be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.
- B. An offer guarantee x is, \_ is not required.
- C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.
- D. Offers providing less than calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

**OFFER (Must be fully completed by offeror)**

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)		15. TELEPHONE NO. (Include area code)	
16. REMITTANCE ADDRESS (Include only if different than Item 14)			
CODE	FACILITY CODE		

17. The offeror agrees to perform the work at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government within \_\_\_\_\_ calendar days after the date offers are due. (Insert any number equal to or greater than the minimum requirement stated in Item 13D. Failure to insert any number means the offeror accepts the minimum in Item 13D.

AMOUNTS →

18. The offeror agrees to furnish any required performance and payment bonds.

**19. ACKNOWLEDGMENT OF AMENDMENTS**

*The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each*

AMENDMENT NO.										
DATE										

20A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	20B. SIGNATURE	20C. OFFER DATE
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**AWARD (To be completed by Government)**

21. ITEMS ACCEPTED:

22. AMOUNT	23. ACCOUNTING AND APPROPRIATION DATA	
24. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) →	ITEM	25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO _ 10 U.S.C. 2304(c)( )      _ 41 U.S.C. 253(c)( )
26. ADMINISTERED BY	CODE	27. PAYMENT WILL BE MADE BY

**CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE**

<input type="checkbox"/> 28. NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all work, requisitions identified on this form and any continuation sheets for the consideration stated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications or incorporated by reference in or attached to this contract.	<input type="checkbox"/> 29. AWARD (Contractor is not required to sign this document.) Your offer on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the Government solicitation and your offer, and (b) this contract award. No further contractual document is necessary.
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30A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN (Type or print)	31A. NAME OF CONTRACTING OFFICER (Type or print)		
30B. SIGNATURE	30C. DATE	31B. UNITED STATES OF AMERICA, BY	31C. AWARD DATE

11. SCHEDULE

*(Include applicable Federal, State and local taxes)*

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Solidation number SEG30016R0002 for Residential Make Ready as per the attached specifications Funding Information: Total: \$0.00 -----\$0.00	1.00	AL	\$0.00	\$0.00

## **SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

### **B.1 SCOPE OF SERVICES**

The Contractor shall provide personnel, supplies and equipment for Make-Ready services for U.S. Government- owned and -leased residential units in Cairo and Alexandria, Egypt as described in Sections B and C of this contract, and the exhibits in Section J.

The U.S. Embassy in Cairo has residences (apartments and houses) located in Cairo (Dokki, Zamalek, Mohandessin, and Maadi areas) and Alexandria. The Embassy may bring on additional residences in other residential housing areas in the greater Cairo metropolitan region. These residences range in size from approximately 100 to 400 square meters.

Each year the Embassy requires Make-Ready services on approximately 120 to 160 residences, with a large portion of the work occurring during June, July, August and September.

### **B.2 TYPE OF CONTRACT**

This is an indefinite-delivery, indefinite-quantity contract for Make-Ready services with anticipated award to multiple contractors. The Contractors shall furnish services according to task orders issued by the Contracting Officer. The task orders shall specify the location and type of work requested (see Section B.4 and the example in Section J, Exhibit 1).

The contract will be for a one-year period from the date of the contract award, with 4 (four) one-year options. For each effective year of the contract, the U.S. Government guarantees a minimum order of **EGP 40,000.00** worth of services. The maximum amount of services ordered under each year of the contract will not exceed **EGP 8,000,000.00** worth of services.

### **B.3 PRICES/COSTS**

The Make-Ready work items shall include Basic Services of make ready (painting, repairing and checking carpentry, electric and mechanical systems, and cleaning) prior to occupancy.

Type and quantity of work described in this section is an estimate only based on a quantity of 40 residences (approximately 1/3 to 1/4 of our annual projected requirement) and does not obligate the Government to issue any specific number of task orders against the contract.

The prices listed below shall include all labor, materials, equipment, services, direct and indirect costs, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit unless otherwise specified in Section B.4.4.

**B.3.1 VALUE ADDED TAX**

The Government will not reimburse the Contractor for VAT under this contract. The Contractor shall not include a line for VAT on invoices as the U.S. Embassy has a tax exemption certificate with the host government.

**B.3.2 CURRENCY**

All prices shall be in **Egyptian Pounds**.

**B.3.3 BASE YEAR PRICES** (starting on the date stated in the Notice to Proceed and continuing for a period of 12 months)

<b>CLIN</b>	<b>Specs. Ref.</b>	<b>Description of services</b>	<b>Unit</b>	<b>Price per unit EGP</b>	<b>Estimated quantity</b>	<b>Total Estimate EGP</b>
1	C2	Carpentry work; inspection and minor repairs of carpentry items including adjusting and/or replacing of hardware items as detailed in item C.2.1	Item		2000	
2	C2	Repair/replace double curtain Rod.	Item		600	
3	C2	Repair/replace door stoppers	Item		1000	
4	C2	Repair/replace screen panels	m <sup>2</sup>		300	
5	C3	Aluminum work; inspection and minor repairs of aluminum doors and windows including adjusting of hardware items as detailed in item C.3.1	m <sup>2</sup>		1000	
6	C3	Repair/replace weather stripping	l.m.		1000	
7	C3	Install child lock for sliding windows and doors	Item		80	

8	C3	Replace screen of Aluminum panels	m <sup>2</sup>		300	
9	C4	Patch plaster as required	m <sup>2</sup>		400	
10	C5	Sand and varnish wood floors	m <sup>2</sup>		4000	
11	C6	Polish marble floors including crack repairs	m <sup>2</sup>		2000	
12	C7	Painting work (walls and ceilings, minimum of one coat of latex paint, following surface preparation)	m <sup>2</sup>		10000	
13	C7	Painting work (walls and ceilings, minimum of 2 coats of latex paint, following surface preparation)	m <sup>2</sup>		30000	
14	C7	Painting work (wooden surfaces, minimum of 2 coats following surface preparation)	m <sup>2</sup>		6000	
15	C7	Refinish existing wooden finished surfaces	m <sup>2</sup>		1000	
16	C8	Check and routine maintenance of all plumbing system components for proper function	Item		800	
17	C9	Check and routine maintenance of all HVAC system components for proper function	ea.		400	
18	C10	Check and routine maintenance of all electric system components for proper function	Item		2000	
19	C10	Repair/replace ceiling fans with light fixtures (Government Furnished)	Item		120	
20	C11	Janitorial/initial cleaning services	m <sup>2</sup>		8000	
		<b>Total</b>				

**Base Year Total: EGP**

B.3.4 FIRST OPTION YEAR PRICES

CLIN	Specs. Ref.	Description of services	Unit	Price per unit EGP	Estimated quantity	Total Estimate EGP
1	C2	Carpentry work; inspection and minor repairs of carpentry items including adjusting and/or replacing of hardware items as detailed in item C.2.1	Item		2000	
2	C2	Repair/replace double curtain Rod.	Item		600	
3	C2	Repair/replace door stoppers	Item		1000	
4	C2	Repair/replace screen panels	m <sup>2</sup>		300	
5	C3	Aluminum work; inspection and minor repairs of aluminum doors and windows including adjusting of hardware items as detailed in item C.3.1	m <sup>2</sup>		1000	
6	C3	Repair/replace weather stripping	l.m.		1000	
7	C3	Install child lock for sliding windows and doors	Item		80	
8	C3	Replace screen of Aluminum panels	m <sup>2</sup>		300	
9	C4	Patch plaster as required	m <sup>2</sup>		400	
10	C5	Sand and varnish wood floors	m <sup>2</sup>		4000	
11	C6	Polish marble floors including crack repairs	m <sup>2</sup>		2000	
12	C7	Painting work (walls and ceilings, minimum of one coat of latex paint, following surface preparation)	m <sup>2</sup>		10000	

13	C7	Painting work (walls and ceilings, minimum of 2 coats of latex paint, following surface preparation)	m <sup>2</sup>		30000	
14	C7	Painting work (wooden surfaces, minimum of 2 coats following surface preparation)	m <sup>2</sup>		6000	
15	C7	Refinish existing wooden finished surfaces	m <sup>2</sup>		1000	
16	C8	Check and routine maintenance of all plumbing system components for proper function	Item		800	
17	C9	Check and routine maintenance of all HVAC system components for proper function	ea.		400	
18	C10	Check and routine maintenance of all electric system components for proper function	Item		2000	
19	C10	Repair/replace ceiling fans with light fixtures (Government Furnished)	Item		120	
20	C11	Janitorial/initial cleaning services	m <sup>2</sup>		8000	
		<b>Total</b>				

**First Option Year Total: EGP**

B.3.5 SECOND OPTION YEAR PRICES

CLIN	Specs. Ref.	Description of services	Unit	Price per unit EGP	Estimated quantity	Total Estimate EGP
1	C2	Carpentry work; inspection and minor repairs of carpentry items including adjusting and/or replacing of hardware items as detailed in item C.2.1	Item		2000	
2	C2	Repair/replace double curtain Rod.	Item		600	
3	C2	Repair/replace door stoppers	Item		1000	
4	C2	Repair/replace screen panels	m <sup>2</sup>		300	
5	C3	Aluminum work; inspection and minor repairs of aluminum doors and windows including adjusting of hardware items as detailed in item C.3.1	m <sup>2</sup>		1000	
6	C3	Repair/replace weather stripping	l.m.		1000	
7	C3	Install child lock for sliding windows and doors	Item		80	
8	C3	Replace screen of Aluminum panels	m <sup>2</sup>		300	
9	C4	Patch plaster as required	m <sup>2</sup>		400	
10	C5	Sand and varnish wood floors	m <sup>2</sup>		4000	
11	C6	Polish marble floors including crack repairs	m <sup>2</sup>		2000	
12	C7	Painting work (walls and ceilings, minimum of one coat of latex paint, following surface preparation)	m <sup>2</sup>		10000	

13	C7	Painting work (walls and ceilings, minimum of 2 coats of latex paint, following surface preparation)	m <sup>2</sup>		30000	
14	C7	Painting work (wooden surfaces, minimum of 2 coats following surface preparation)	m <sup>2</sup>		6000	
15	C7	Refinish existing wooden finished surfaces	m <sup>2</sup>		1000	
16	C8	Check and routine maintenance of all plumbing system components for proper function	Item		800	
17	C9	Check and routine maintenance of all HVAC system components for proper function	ea.		400	
18	C10	Check and routine maintenance of all electric system components for proper function	Item		2000	
19	C10	Repair/replace ceiling fans with light fixtures (Government Furnished)	Item		120	
20	C11	Janitorial/initial cleaning services	m <sup>2</sup>		8000	
		<b>Total</b>				

**Second Option Year Total: EGP**

B.3.6 THIRD OPTION YEAR PRICES

CLIN	Specs. Ref.	Description of services	Unit	Price per unit EGP	Estimated quantity	Total Estimate EGP
1	C2	Carpentry work; inspection and minor repairs of carpentry items including adjusting and/or replacing of hardware items as detailed in item C.2.1	Item		2000	
2	C2	Repair/replace double curtain Rod.	Item		600	
3	C2	Repair/replace door stoppers	Item		1000	
4	C2	Repair/replace screen panels	m <sup>2</sup>		300	
5	C3	Aluminum work; inspection and minor repairs of aluminum doors and windows including adjusting of hardware items as detailed in item C.3.1	m <sup>2</sup>		1000	
6	C3	Repair/replace weather stripping	l.m.		1000	
7	C3	Install child lock for sliding windows and doors	Item		80	
8	C3	Replace screen of Aluminum panels	m <sup>2</sup>		300	
9	C4	Patch plaster as required	m <sup>2</sup>		400	
10	C5	Sand and varnish wood floors	m <sup>2</sup>		4000	
11	C6	Polish marble floors including crack repairs	m <sup>2</sup>		2000	
12	C7	Painting work (walls and ceilings, minimum of one coat of latex paint, following surface preparation)	m <sup>2</sup>		10000	

13	C7	Painting work (walls and ceilings, minimum of 2 coats of latex paint, following surface preparation)	m <sup>2</sup>		30000	
14	C7	Painting work (wooden surfaces, minimum of 2 coats following surface preparation)	m <sup>2</sup>		6000	
15	C7	Refinish existing wooden finished surfaces	m <sup>2</sup>		1000	
16	C8	Check and routine maintenance of all plumbing system components for proper function	Item		800	
17	C9	Check and routine maintenance of all HVAC system components for proper function	ea.		400	
18	C10	Check and routine maintenance of all electric system components for proper function	Item		2000	
19	C10	Repair/replace ceiling fans with light fixtures (Government Furnished)	Item		120	
20	C11	Janitorial/initial cleaning services	m <sup>2</sup>		8000	
		<b>Total</b>				

**Third Option Year Total: EGP**

B.3.7 FOURTH OPTION YEAR PRICES

CLIN	Specs. Ref.	Description of services	Unit	Price per unit EGP	Estimated quantity	Total Estimate EGP
1	C2	Carpentry work; inspection and minor repairs of carpentry items including adjusting and/or replacing of hardware items as detailed in item C.2.1	Item		2000	
2	C2	Repair/replace double curtain Rod.	Item		600	
3	C2	Repair/replace door stoppers	Item		1000	
4	C2	Repair/replace screen panels	m <sup>2</sup>		300	
5	C3	Aluminum work; inspection and minor repairs of aluminum doors and windows including adjusting of hardware items as detailed in item C.3.1	m <sup>2</sup>		1000	
6	C3	Repair/replace weather stripping	l.m.		1000	
7	C3	Install child lock for sliding windows and doors	Item		80	
8	C3	Replace screen of Aluminum panels	m <sup>2</sup>		300	
9	C4	Patch plaster as required	m <sup>2</sup>		400	
10	C5	Sand and varnish wood floors	m <sup>2</sup>		4000	
11	C6	Polish marble floors including crack repairs	m <sup>2</sup>		2000	
12	C7	Painting work (walls and ceilings, minimum of one coat of latex paint, following surface preparation)	m <sup>2</sup>		10000	

13	C7	Painting work (walls and ceilings, minimum of 2 coats of latex paint, following surface preparation)	m <sup>2</sup>		30000	
14	C7	Painting work (wooden surfaces, minimum of 2 coats following surface preparation)	m <sup>2</sup>		6000	
15	C7	Refinish existing wooden finished surfaces	m <sup>2</sup>		1000	
16	C8	Check and routine maintenance of all plumbing system components for proper function	Item		800	
17	C9	Check and routine maintenance of all HVAC system components for proper function	ea.		400	
18	C10	Check and routine maintenance of all electric system components for proper function	Item		2000	
19	C10	Repair/replace ceiling fans with light fixtures (Government Furnished)	Item		120	
20	C11	Janitorial/initial cleaning services	m <sup>2</sup>		8000	
		<b>Total</b>				

**Fourth Option Year Total: EGP**

**B.3.8 GRAND TOTAL PRICE FOR BASE YEAR PLUS FOUR OPTION YEARS**

Base Year Total:	
First Option Year Total:	
Second Option Year Total:	
Third Option Year Total:	
Fourth Option Year Total:	
Grand Total Price for all Years:	

(All prices are given in Egyptian Pounds)

B.4 **ORDERING** - The Government shall issue task orders for ordering all services under this contract. Task orders may be issued from the effective date of the contract until the end of the **Period of Performance**. All task orders are subject to the terms and conditions of this contract. This contract shall take precedence in the event of conflict with any task order.

B.4.1 **ISSUANCE OF TASK ORDERS** - The Contracting Officer may issue task orders orally but will be confirm them in writing within three days.

B.4.2 **SURVEY OF PROPERTY** - Before performing work, the Contractor shall survey the property and verify the work required against the task, to determine if any discrepancies exist. The Contractor shall be responsible for any errors that might have been avoided by such a survey/review. The Contractor shall immediately report any discrepancies to the COR or the Contracting Officer and shall not begin work until such matters are resolved.

B.4.3 **CONTENTS OF TASK ORDERS** - The Contracting Officer shall issue task orders for make ready services on an as-needed basis. See the sample task order at Section J, Exhibit 1. Task orders shall include:

- (a) Date of order
- (b) Contract number
- (c) Order number
- (d) Location of property
- (e) Amount of work (square meters, linear meters, item)
- (f) Point of contact for questions

B.4.4 **COMPLETION DATE** – The Contractor shall complete all services on individual housing units within ten (10) business days of receipt of a task order. The time period specified above shall not begin until the Contractor is afforded reasonable access to the work site.

The time period specified above may be shortened if mutually agreed to by the Contractor and the Government.

The completion date is fixed and may be extended only by a written modification signed by the Contracting Officer.

B.5 ABBREVIATIONS

CLIN: Contract Line Item Number

ILC: Irrevocable Letter of Credit

FAR: Federal Acquisition Regulations

DOSAR: Department of State Acquisition Regulations

Period of Performance: Period of current contractual year

Government: United States Government

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## **SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

### **C.1 GENERAL REQUIREMENTS**

#### **1.1 Character and Scope of Work**

The Contractor shall furnish services according to task orders issued by the Contracting Officer (CO). Task orders shall specify the location and type of work requested. A site visit to the location will be conducted to confirm the task order.

The extent of work for each task order shall include the Services for a regular make ready (painting, check and repair all carpentry, electric and mechanical systems throughout the apartments, and cleaning), prior to occupancy.

Services are listed as CLINs in Section B.3 (Prices/Costs) and the blank task order, Section J Exhibit 2

#### **1.2 Contractor provided services**

All construction and materials shall be in accordance with the International Building Code (IBC), Egyptian Building Code (EBC), National Electric Code (NEC), and the American Society for Testing and Materials (ASTM), and as approved by the Contracting Officer's Representative (COR).

#### **1.3 Reserved**

#### **1.4 Coordination with Embassy sections**

Work under this contract requires coordination with various Embassy sections, including, but not limited to, the facilities, leasing, security, and property offices in order to manage the residential make ready process.

#### **1.5 Work procedure**

- 1.5.1 If work performed under this contract causes damages, the contractor, at the contractor's sole expense, shall make repairs and restore the damaged property to the original condition. Materials and workmanship used in such repair work, unless otherwise indicated or specified, shall conform in type, quality, and appearance to the original existing construction.
- 1.5.2 Trash and building materials associated with this contract shall be removed from the work site on a daily basis. After completion of all work, the Contractor shall remove all remaining materials and any equipment that does not belong to the Government or property owner, leaving the site neat, clean, and fully operational.
- 1.5.3 The acceptance of a task order will be conclusive evidence that the bidder will comply with all conditions related to the character, quality and quantity of work requirements to be performed for each task. No claims for additional time or compensation due to variations between expected and actual conditions

encountered during construction will be honored. Failure of the Contractor to thoroughly inspect and identify defects, if any, shall not release it from the responsibility to guarantee the whole works (existing to remain, and new works) for the period specified for each task.

## **1.6 Security Procedures**

- 1.6.1 All of the Contractor's personnel shall be subject to all the security procedures required for clearance of personnel working inside U.S. Embassy residential compounds. These requirements shall include:
1. Submission of valid fingerprints, addressed to the U.S. Embassy, and a copy of the Egyptian ID two week prior to the required date to access the site.
  2. Access for trucks shall be granted on 48 hours' (two working days) advance notice showing: 1) Driver's name 2) Copy of driver's ID 3) Truck description and plate number, and 4) Date and time access is required.
  3. Access for laborers can be given for three days, with 48 hours' advance notice showing the name of the person(s), Egyptian national ID number(s), date and place of issue, and a copy of the ID. Labors for three days access will be given that for one time only.
  4. All Contractor personnel shall be subject to a daily check (in and out) by Government guard personnel.
- 1.6.2 Failure of the Contractor to fulfill any security requirement in a timely manner shall not be a basis for any time or money extension. Delay or suspension of work due to Government security regulations or requirements shall not be a basis for claims.

## **1.7 Reserved**

## **1.8 Major Repairs**

The Contractor shall immediately inform the COR of major safety problems and the need for major and/or specialized repairs to any part of the serviced area of the residential unit. The Contractor shall also inform the COR of a major problem in the residential unit in a system or area that is not being serviced as well. The Contractor shall be liable for the costs for any damage that occurs as a result of the Contractor's negligence in its duty to inform the COR. The Contractor shall make efforts to minimize such trouble or damage in systems or areas being serviced until proper corrective action can be taken.

Major and specialized repairs shall be carried out by the Government, independent of this contract.

## **1.9 Contractor Personnel**

All personnel assigned by the Contractor for the performance of the respective services shall be regular employees of the Contractor and shall be supervised by the Contractor. There shall be no employer-employee relationship between the

Government and the personnel. Subcontractors may only be employed with the consent of the Contracting Officer.

#### **1.10 Superintendence by Contractor**

The entire operation of the contracted services shall be superintended by the Contractor's bilingual (English/Arabic) liaison. The liaison shall coordinate the performance of the contracted services with the needs of the Government.

The liaison, or a qualified assistant, shall be on duty throughout the normal operating hours of the Embassy listed in Section F.8. The liaison shall also superintend the performance of the contracted services on weekends, after hours, and on holidays.

#### **1.11 Quality Assurance**

The Contractor shall institute an appropriate inspection system including:

- (a) Develop and maintain checklists of duties to be carried out,
- (b) Ensure these duties are carried out by the supervisory staff and senior employees, and
- (c) Perform inspections at all work locations to determine whether the various services are being performed according to the contract requirements.

The Contractor shall provide copies of all inspection reports to the COR. The Contractor shall promptly correct and improve any shortcomings and/or substandard conditions noted in such inspections. The Contractor shall call to the attention of the Contracting Officer or COR, for disposition, any conditions beyond the responsibility of the Contractor.

#### **1.12 Inspection by the Government**

The services performed and the supplies furnished for this contract will be inspected from time to time by the COR, or his/her authorized representatives, to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

The Contractor shall be responsible for any corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such inspection.

A sample of the Inspection checklist is attached in Section J.

## **C.2 CARPENTRY WORK**

**2.1** Section includes the following Services:

- 2.1.1 Inspection of all wooden cabinets, closets, interior and exterior doors, moldings, panels, stairways, including railings, balustrades, treads, risers and nosings, all toilet paper holders, soap trays, towel racks, shower curtain rods, toilet seats,

medicine cabinets, venetian blind brackets, clothing rails, curtain rods, and any other like items.

- 2.1.2 Minor repairs shall be made to all items listed above, including adjusting and/or replacing hinges, latches, closet rods, shelves, moldings and wood panels, cracks and chips, bathroom accessories, and caulking and staining repaired areas to match the color of the original wood.
- 2.1.3 Repair /replace double curtain rods. (Government provided curtain rods.)
- 2.1.4 Repair/replace door stoppers. (Government provided door stoppers.)
- 2.1.5 Repair/replace wooden screen panels. (Government provided materials.)

## **2.2 Execution**

- 2.2.1 Inspect woodwork to be level, plumb, and straight. Adjust hardware to provide unencumbered operation. Repair/replace hardware and accessory items as required. (Government provided hardware.)
- 2.2.2 Repair damaged and defective woodwork, where possible, to eliminate functional and visual defects. Adjust joinery for uniform appearance.
- 2.2.3 Clean, lubricate, and adjust hardware.
- 2.2.4 Clean woodwork on exposed and semi exposed surfaces. Touch up shop-applied finishes to restore damaged or soiled areas.
- 2.2.5 Install all doors with proper alignment and equal clearance, fix hardware for proper operation.
- 2.2.6 Install door-stoppers for all room doors.
- 2.2.7 Curtain rods: install all curtain rods above windows.

## **C.3 ALUMINUM WORK**

**3.1** Section includes the following Services:

- 3.1.1 Inspection of all aluminum doors and windows for proper operation and sealed lock and air infiltration.
- 3.1.2 Minor repairs shall be made including adjusting hardware items.
- 3.1.3 Repair /replace weather stripping.
- 3.1.4 Install child locks on sliding doors and/or windows as required.
- 3.1.5 Replace damaged screen

## **3.2 Execution**

- 3.2.1 Inspect all Aluminum windows for proper function and proper hardware operation.
- 3.2.2 Inspect windows, frames, and screen panels, to include weather stripping and thresholds to prevent the uncontrolled penetration of air and water under normal weather conditions from the interior and the exterior. Glass shall be sealed into the window frame from outside to provide full insulation. Provisions for condensation water drainage should be clear.
- 3.3.3 Adjust operating hardware to function properly, without binding, and to provide tight fit at contact points and weather stripping.

#### **C.4 PLASTER WORK**

**4.1** Section includes patching plaster as required for repairs of existing surfaces.

#### **4.2 Products**

- 4.2.1 Cement: ordinary Portland cement or approved equal conforming to the American Society for Testing and Materials (ASTM) C150.
- 4.2.2 Sand: Natural desert sand, hard, clean and free from any adherent coating, clay or any deleterious material likely to affect adversely the hardening, strength, durability or appearance of the plaster.

#### **4.3 Execution**

- 4.3.1 Examine all surfaces that are to receive plaster patch for good suction (ability to absorb water) or mechanical key (surface roughness), or both.
- 4.3.2 A dash-bond coat shall be applied and shall be proportioned 1 part by volume of cement to 1 parts by volume of sand, mixed to a slurry consistency.
- 4.3.3 Apply two coats (brown and finish coat) directly over plastered masonry substrates.
- 4.3.4 Plaster thickness: Apply total plaster thickness to a minimum dimension of 15 mm.
- 4.3.5 Finish plastered surfaces plumb, leveled and true to lines.
- 4.3.6 Cut, patch, and repair plaster as necessary to restore cracks, dents and imperfections. Repair or replace work to eliminate blisters, buckles, excessive crazing and check cracking, dry-outs, efflorescence, sweat-outs and similar defects, including areas of the work where bonding to the substrate has failed.

#### **C.5 WOOD FLOORS**

**5.1** Section includes sanding and varnishing all wood floors.

#### **5.2 Products**

- 5.2.1 Urethane finish system: complete system with compatible components may be from product brands including Minwax, Jotun, or alternate brands that are

included in the MPI (Master Painters Institute) Approved Products List, semi-gloss finish.

- 5.2.2 Wood filler: formulated to fill and repair seams, defects, and open-grain hardwood floors; compatible with finish system components and recommended by filler and finish manufacturers.

### **5.3 Execution**

- 5.3.2 Machine-sand to remove offsets, ridges, cups, and sanding-machine marks that would be noticeable after finishing. Vacuum and tack with a clean cloth immediately before applying finish.
- 5.3.3 Apply floor sealer according to finish manufacturer's written instructions.
- 5.3.4 Apply filler for open-grained hardwood, repair seams and defects.
- 5.3.5 Apply stain to match approved sample if required.
- 5.3.6 Apply floor finish according to manufacturer's written instructions. Apply the number of coats recommended by finish manufacturer for application indicated, but not less than three.

## **C.6 MARBLE AND GRANITE WORK**

- 6.1 Section includes polishing marble and/or granite floors.

### **6.2 Execution**

- 6.2.1 Repair cracks by using the specific marble caulking for filling holes and cracks, colored to match the marble.
- 6.2.2 Polish and finish all marble work using proper machinery to obtain required finish as approved by the COR.

## **C.7 PAINT**

- 7.1 Section includes painting and finishing of all exposed walls, ceilings, painted doors and closets, and refinishing stained wooden surfaces such as kitchen cabinets, main door, and other built-in wooden surfaces. "Paint" as used herein means all coating system materials including primers, emulsions, fillers, and other applied materials whether used as prime, intermediate, or finish coats.
  
- 7.2 Paint all exposed surfaces whether or not colors are designated in schedules, except where a surface or material is specifically indicated not to be painted. If color or finish is not designated, the COR will select these from standard colors or samples submitted by the Contractor. Painting is not required on pre-finished items, concealed surfaces, or mechanical parts.

### **7.3 Products**

- 7.3.1 Manufacturers

Available Manufacturer: subject to compliance with requirements. Acceptable product brands include Jotun, SCIB, or alternate brands that are included in the MPI (Master Painters Institute) Approved Products List.

### 7.3.2 Finish paint materials

All paint shall be lead-free.

1. Latex-based white primer: latex-based primer coating used on interior walls under a flat latex paint or an alkyd semi-gloss enamel.
2. Enamel undercoat: ready-mixed enamel for use as an undercoat over a primer on plaster under full gloss or odorless semi-gloss enamels.
3. Enamel undercoat: ready-mixed enamel for use as an undercoat over a primer on ferrous or zinc-coated metal under alkyd semi-gloss enamel or a full-gloss alkyd enamel.
4. Flat odorless enamel: low-odor, flat enamel for use over a primer and undercoat on interior walls.
5. Alkyd semi-gloss enamel for use over a primer and undercoat on zinc-coated metal surface.
6. Latex-based, acrylic matt emulsion, for interior and exterior use on walls, plaster, stucco filler, and gypsum boards.

### 7.3.3 Paint schedule:

Plastic paint for walls

Semi-gloss enamel paint for the bathrooms and kitchen walls and ceilings

Semi-gloss enamel for all wood work (doors & windows frames)

Semi-gloss for all metal work and grilles

Wood stain natural for oak wooden doors, trims and cladding

All paint materials shall be Contractor furnished and subject to compliance with requirements. Acceptable products brands include Jotun, SCIB, or alternate brands that are included in the MPI (Master Painters Institute) Approved Products List.

### 7.3.4 Paint colors shall be selected by the COR.

## 7.4 EXECUTION

### 7.4.1 Preparation

1. General procedures: remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, for complete painting of the items and adjacent surfaces. Cover all the wood works, aluminum work, built in work and windows to protect them during the painting operation.
2. Prepare the surfaces to be painted by removing efflorescence, chalk, dust, dirt, grease, oils, and by roughening as required to receive paint primers. For newly plastered walls, apply sufficient layers of primers necessary for receiving paint. For previously painted walls, remove the deteriorated and damaged paint layers as required. For wooden frames and trims, remove previous paint layers by sanding and scraping and prepare surfaces as required

to receive new paint. Use washed enamel technique to have smooth finished surfaces. For the corner beads, sand previous paint layers and prepares to reach aligned and true vertical corners.

3. Schedule cleaning and painting so that dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
4. Stir material before application to produce a mixture of uniform density; stir as required during application.
5. Use only thinners approved by the paint manufacturer, and only within recommended limits.

#### 7.4.2 Application

1. Apply paint in accordance with manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied and to ensure full and adequate coverage.
2. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
3. Provide finish coats that are compatible with primers used.
4. Apply a minimum of two coats; do not apply succeeding coats until the previous coat has cured as recommended by the manufacturer. Sand surfaces between applications to produce an even and smooth surface in accordance with the manufacturer's directions.
5. Apply additional coats when undercoats, stains, or other conditions show through final coat of paint until paint film is of uniform finish, color, and appearance.
6. Texture of finish: roll and redistribute paint to an even and fine texture. Leave no evidence of rolling such as laps, irregularity in texture, or other surface imperfections.
7. Following completion of painting operations in each space or area, have items reinstalled by workers skilled in the trades involved

#### 7.4.3 Cleaning

1. Cleanup: at the end of each workday, remove empty cans, rags, rubbish, and other discarded paint materials from the site.
2. Upon completion of painting, clean glass and paint- spattered surfaces. Remove spattered paint by washing and scraping using care not to scratch or damage adjacent finished surfaces.
3. Do not scrape window glass as this will damage the Mylar plastic film on all exterior glass surfaces.

### **C. 8 PLUMBING WORK**

- 8.1** Section includes inspection and routine maintenance and repair of all plumbing work including pipes, ducts, valves, fittings, waste water and sewer lines, traps, catch basins, hot water heaters, toilet fixtures, plugs, chains, hoses, down-spouts, and gutters for clogging and loose joints, restrictions, leaks, and other faulty conditions;

## **8.2 Execution**

- 8.2.1 The contractor shall furnish all supplies and equipment needed for the inspection and repair work.
- 8.2.2 Perform routine service to include retightening, caulking, lubricating, and performing first echelon maintenance.
- 8.2.3 Replace washers of leaking or dripping faucets and stops.
- 8.2.4 Clean fixtures, trim, and strainers using manufacturers recommended cleaning methods and materials.
- 8.2.5 Apply the proper joint sealant and silicone as needed for all joints around all the finished fixtures and accessories as required to ensure sealed installations.

## **C.9 HVAC WORK**

- 9.1 Section includes inspection and routine service of all HVAC system components including pipes, ducts, valves, filters, dampers, fittings, drains for clogging, leaks, and other faulty conditions for proper function.

## **9.2 Execution**

- 9.2.1 The contractor shall furnish all supplies and equipment needed for the inspection and repair work.
- 9.2.2 Perform routine service to include retightening, caulking, lubricating, and performing first echelon maintenance.
- 9.2.3 Perform cleaning, washing and/or replacing of all air filters and cleaning air handling and fan coil units. The term "cleaning" means "dusting" where unwashable filters are used, "washing", where washable filters are used, and "replacing" where unwashable/throwaway filters are used. (Replacement Filters provided by Government.)
- 9.2.4 Make insulation tests, adjust relays, reset circuit breakers, and clean contact surfaces.
- 9.2.5 Inspect pumps for abnormal temperature, vibration, noise, and other trouble symptoms, and adjusting as necessary.
- 9.2.6 Inspect valves for restriction, leaks and other trouble symptoms, and adjusting as necessary.

## **C.10 ELECTRIC WORK**

- 10.1 Section includes inspection and routine maintenance service of all components of the electric system for proper operating conditions and safety of all systems and equipment.

This shall include, but is not limited to, electrical outlets, switches, wiring, installed appliances, doorbells, intercoms, ceiling fans, light fixtures, water heaters, circuit breakers, fuse boxes and feed line connections, resetting circuit breakers fixing loose connections, etc. This shall also include reporting any electric problems that will require additional work.

## **10.2 Execution:**

- 10.2.1 The contractor shall furnish all supplies and equipment needed for the inspection and repair work
- 10.2.2 Perform routine service to include resetting circuit breakers or replacing fuses with Government furnished fuses, fixing loose connections, replacing switches, etc.
- 10.2.3 Megger test for cables and wires.
- 10.2.4 Performance test for light fixtures, receptacles, A/C system, etc.
- 10.2.5 Test for grounding and inform COR of results
- 10.2.6 Replace light bulbs throughout the apartment with government furnished light bulbs.

## **C.11 JANITORIAL/CLEANING**

**11.1** Section includes for every make ready, cleaning services performed on two stages:

- 11.1.1 Initial cleaning: Shall be performed after the completion of the Contractor's work and will involve removal of all Contractor's materials, tools and construction debris remainders and cleaning all surfaces to prepare the unit for receiving furniture, appliances, and furnishings.
- 11.1.2 Final cleaning: Shall be done after the delivery and setting of all furniture, appliances, and furnishings and will involve thorough and deep cleaning of all surfaces, appliances, and furnishings to prepare the unit for occupancy.

### **11.2 Quality Assurance**

The Contractor shall adhere to standard of performance included herein and expect inspection of the cleaning services according to the checklist included as attached in Section J, Exhibit 2.

### **11.3 Products**

The Contractor shall perform all the cleaning and janitorial services using the proper equipment and cleaning materials. All detergents and cleaning agents used shall be submitted along with the material data sheets for the approval of the COR.

### **11.4 Execution**

11.4.1 Initial cleaning:

Shall be done after the completion of the make ready activities for all surfaces to remove and clean any remaining construction materials and painting and prepare the unit for receiving the furniture and furnishings, this includes, but is not limited to floors, walls, tiles, openings, glass and glazing, bathrooms and kitchen fixtures, mixers, and accessories, etc..

11.4.2 Final cleaning

Shall be done after the unit is furnished, drapes are installed, and all equipment is connected and tested, and shall be the final step of the make ready before the occupant moves in.

Final cleaning shall include all spaces, furniture, furnishings, and shall be thoroughly inspected by FAC and Housing according to the checklist included in Section J, Exhibit 2.

#### 11.4.3 **STANDARDS OF PERFORMANCE**

These standards are an outline of general expectations of cleanliness but are not meant to replace or supersede materials and equipment manufacturers' recommendations.

Each of the Contractor's employees shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of the Contractor's employees at all times while carrying out their duties.

##### **1. Service Level (Acceptable Quality):**

The level of services as outlined in these Specifications shall consistently be maintained.

##### **2. Cleaning Methods:**

- A. **Blinds:** Blinds shall be cleaned with a vacuum cleaner using tools designed for cleaning blinds.  
**Standard:** Blinds shall be free of dust and give an overall clean appearance.
- B. **Carpets and Mats:** Carpet & mats shall be vacuumed with a commercial vacuum before spot cleaning.  
**Standard:** There shall be no dirt left on surfaces.
- C. **Chrome Surfaces:** Cleaning chrome requires the removal of surface spots, fingerprints, smudges, etc., with the appropriate chrome polish.  
**Standard:** Surfaces will present a clean uniform shining appearance free of all soils, marks, smudges, streaks.
- D. **Damp Mopping:** Damp mopping requires the use of cotton or similar yarn type string mops (24 oz.) that have been mechanically wrung/squeezed to remove excess solution for purposes of removing light soil, dirt, liquid or other foreign material from a floor that does not require the complete mopping of the area or when the area is not soiled sufficiently to require wet mopping.  
**Standard:** A damp mopped floor shall be free of all dirt, debris soil, liquids or other foreign material. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the damp mopping task. All items moved to accomplish this task shall be returned to their original positions.
- E. **Dispenser Cleaning and Service:** Dispenser cleaning/service requires damp wiping dispensers with a disinfectant, checking all towel, toilet tissue, seat covers,

soap, or any other dispensers which may be identified by the Contract Administrator.

**Standard:** Dispensers will be disinfected, present a clean uniform shining appearance free of all soil, marks, smudges, streaks and will be fully functional.

- F. **Dusting:** Normal or low dusting includes all levels up to six (6) feet in height. All high dusting will be above six (6) feet high. Dusting includes the interior of built-ins or wardrobes that are in place in a property.

**Standard:** Items shall be free of any laden airborne materials, streaks, smudges, and cobwebs. Laden airborne matter shall be removed by either mechanical, chemical, or manual means. Devices that merely displace or redistribute the matter, such as feather dusters, will not be used unless treated to attract and hold the matter. All items moved to accomplish this task shall be returned to their original position.

- G. **Fixtures:** Cleaning of restroom & kitchen fixtures and faucets require the removal of dust, dirt, debris, spots, stains, and smears from sinks, slop sinks, toilets, urinals, and fountains with a germicidal solution.

**Standard:** Fixtures will be disinfected and there shall be no dust, dirt, spots or debris on the fixtures.

- H. **Furniture:** Cleaning of furniture and tables requires dusting and/or damp wiping.

**Standard:** Surfaces are to be free of dirt, dust, debris, marks, and film.

- I. **Glass/Window:** Glass and window cleaning requires the removal of dirt, soil, smudges, fingerprints, and other foreign material from glass window, doors, partitions, or any other items, which may consist in whole or part of a glass, or similar material including mirrors.

**Standard:** Glass surfaces shall be free of all dirt, soil, smudges, streaks, smears, film, or any other foreign substances. All excess spray/solution must be removed from any surrounding trim or surfaces and glass/window surfaces shall have a uniformly bright appearance. Any items moved to accomplish this task must be returned to their original positions.

- J. **Policing:** Policing is picking up paper, trash, empty bottles, containers, and other discarded materials; spillages, accidents, plumbing failures, and dust or debris caused by inclement weather.

**Standard:** Area(s) being policed shall be free of debris. Area(s) shall present an overall clean appearance.

- K. **Polishing:** Polishing requires the use of a high-speed floor machine and a clean pad designed for polishing or buffing.

**Standard:** The floor should have a “non-yellowed” high-gloss appearance.

- L. **Refrigerators and Freezers:** Requires cleaning interior and outside surfaces, especially the handles, with a detergent solution.

**Standard:** All surfaces shall present an overall clean appearance and be free of mold, mildew, and any other residues.

- M. **Restrooms:** Cleaning of restrooms requires the removal of trash, cleaning of floors, fixtures, toilets, receptacles, faucets, handles, dispensers, walls, partitions, and doors with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine.  
**Standard:** Restrooms shall be considered properly cleaned when floors are mopped and fixtures, toilets, waste receptacles, wash basins, faucets, handles, dispensers, partitions, and doors are cleaned with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine, waste receptacles emptied and cleaned.
- N. **Scrubbing:** Machine scrubbing requires the use of mechanized scrubbing/vacuum machines to be more aggressive than wet mopping; this may include large areas such as halls, lobbies, garages, ramps, or similar large areas which would otherwise require extensive labor to complete in a reasonable time period.  
**Standard:** Machine scrubbing shall be held to the same quality standard as wet mopping and shall remove all scuff marks.
- O. **Shower Curtain/Doors:** Cleaning of curtains/doors requires the removal of soap scum, mold, stains, and odors from surfaces (including grout) and cleaning the entire enclosure with a germicidal solution or steam cleaning.  
**Standard:** Washed with a germicidal solution with no mold, residue and/or odor remaining.
- P. **Shower Stalls:** Cleaning of shower stalls is defined as the removal of soap scum, mold, stains, and odors from surfaces (including grout) and cleaning the entire enclosure with a germicidal solution or steam cleaning.  
**Standard:** Walls, ceiling, enclosures, grout, and fixtures are cleaned with a germicidal solution and chrome is buffed to shine. There shall be no mold and/or odor remaining.
- Q. **Shower Safety Mats:** Cleaning of mats requires washing mats with an approved cleaner that will eliminate fungus and mold.  
**Standard:** Shower safety mats shall be considered properly cleaned when they are washed with a germicidal solution.
- R. **Spot Cleaning:** Spot cleaning requires the removal of dirt, soil, debris, liquids, stains, or other foreign materials from carpeted areas which can be accomplished by cleaning only the immediately affected area where cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling. Carpet spots shall be removed with an approved carpet cleaning solution in such a manner, which will not leave rings or discoloration.

- Standard:** Spot cleaning shall remove completely any evidence of the soiling which necessitated the cleaning, and return the finish of the area affected to its pre-soiled condition without evidence of occurrence or cleaning.
- S. **Sweeping or Dust Mopping:** Sweeping/dust mopping requires the removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods, as appropriate for the location and situation.  
**Standard:** A swept area shall be free of all loose dirt, grit, lint, dust, debris, or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt shall be returned to their original location.
- T. **Trash/Waste Removal:** Trash/waste removal requires the collection of all materials, which have been placed into appropriate containers, and taken to a specified site for disposal.  
**Standard:** All trash/waste and soiled liners shall be removed from all trash/waste containers, and a new trash/waste liner shall be fitted into all such containers.
- U. **Vacuuming:** Vacuuming requires the mechanical removal of loose dust, dirt, soil, debris, and other foreign material from carpeted floors and other items (e.g. couches, chairs, walls, curtains/drapes), which require this method of cleaning.  
**Standard:** There shall be no evidence of any dust or dirt or any other loose foreign material. Materials shall be left in a lint free state. All items moved during this process shall be returned to their original positions.
- V. **Wet Mopping:** Wet mopping requires the removal of built up dirt, soil, liquids, or other foreign materials from a floor using clean cotton or similar yarn type string mops (24 oz.) and mechanically wrung out so as to have sufficient neutral detergent and water solution or disinfecting detergent and water solution. This shall include rinsing if required or as recommended by the detergent manufacturer.  
**Standard:** A wet mopped floor shall be free of all dirt, debris, soil, liquids, or other foreign material. It will present a uniform appearance free of streaks, smudges, heel marks, or any other marks, which can be reasonably removed through this cleaning method. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the wet mopping task. All items moved to accomplish this task shall be returned to their original positions.

**SECTION D - PACKAGING AND MARKING**

D.1 The Contractor shall mark materials delivered as follows:

**N/A**

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## SECTION E - INSPECTION AND ACCEPTANCE

### E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>. Please note these addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to access the links to the FAR. You may also use an Internet "search engine" (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clause(s) is/are incorporated by reference:

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.246-4	INSPECTION OF SERVICES - FIXED PRICE (AUG 1996)
52.246-12	INSPECTION OF CONSTRUCTION (AUG 1996)

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## SECTION F - DELIVERIES OR PERFORMANCE

### F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>. Please note these addresses are subject to change.

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The following Federal Acquisition Regulation clause(s) is/are incorporated by reference:

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.242-14	SUSPENSION OF WORK (APR 1984)
52.242-15	STOP-WORK ORDER (AUG 1989)
52.242-17	GOVERNMENT DELAY OF WORK (APR 1984)
52.211-12	LIQUIDATED DAMAGES – CONSTRUCTION (SEPT 2000)

(a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay liquidated damages to the Government in the amount of **EGP 500** for each calendar day of delay until the work is completed or accepted.

(b) If the Government terminates the Contractor's right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.  
(End of clause)

F.2 PERIOD OF PERFORMANCE. The performance period of this contract is from the start date in Notice to Proceed and continuing for 12 months, with 4 (four) one-year options to renew. The initial period of performance includes any transition period authorized under the contract.

### F.3. DELIVERABLES

The Contractor shall deliver the following items:

<u>Description</u>	<u>Quantity</u>	<u>Delivery Date</u>	<u>Deliver To:</u>
H.12.2 – Biographies of Personnel	1	10 days after award	COR
H.3 – Bonds	1	15 days after award	CO
H.4 – Insurance/Licenses & Permits	1	20 days after award	CO
H.10.1 – Safety Plan	1	20 days after award	COR
H.7.1 – Waste Disposal Report	1	Last day of each month	COR

#### F.4 CONTRACTOR'S SUBMISSION OF WORK SCHEDULE FOR TASK ORDERS

The time for submission of the schedules and General Instructions referenced in Section I, 52.236-15, "Schedules for Construction Contracts," Paragraph (a) is modified to reflect the due date for submission as 3 calendar days after receipt of an executed contract." The Contractor shall revise such schedules weekly:

- (a) to account for the actual progress of the work,
- (b) to reflect approved adjustments in the performance schedule, and
- (c) as required by the Contracting Officer to achieve coordination with work by the Government and any separate Contractor's employed by the Government.

The Contractor shall submit a schedule that sequences work to minimize disruption at the job site.

All deliverables shall be in the English language and any system of dimensions (such as English or metric) shown shall be consistent with the contract. If the Contractor has failed to act promptly and responsively in submitting its deliverables, the Government in approving such deliverables shall allow no extension of time for delay. The Contractor shall identify each deliverable as required by the contract.

#### F.5 ACCEPTANCE OF SCHEDULE

When the Government has accepted any time schedule, it shall be binding on the Contractor. The completion date is fixed and may be extended only by a written modification to the task order signed by the Contracting Officer. Acceptance or approval of any schedule or revision thereof by the Government shall not:

- (a) extend the completion date or obligate the Government to do so,
- (b) constitute acceptance or approval of any delay, nor
- (c) excuse the Contractor from or relieve the Contractor of its obligation to maintain the progress of the work and achieve final completion by the established completion date.

## F.6 NOTICE OF DELAY

The Contractor shall notify the Government if the Contractor receives a notice of any change in the work, or if any other conditions arise that may cause or are actually causing delays and the Contractor believes may result in completion of the project after the completion date. The notification shall state the effect, if any, of such change or other conditions upon the approved schedule, and shall state in what respects, if any, the relevant schedule or the completion date should be revised. The Contractor shall give such notice promptly, not more than **three (3) days** following the first occurrence of event giving rise to the delay or prospective delay. The Contractor shall obtain the approval of the Contracting Officer for any revisions to the approved time schedule.

## F.7 NOTICE TO PROCEED

(a) Following receipt from the Contractor of acceptable bonds or evidence of insurance within the time specified in Section H of this contract, the Contracting Officer will provide to the Contractor a Notice to Proceed. The Contractor shall then begin work.

(b) It is possible that the Contracting Officer may elect to issue the Notice to Proceed before receipt and acceptance of any bonds or evidence of insurance. Issuance of a Notice to Proceed by the Government before receipt of the required bonds or insurance certificates or policies shall not be a waiver of the requirement to furnish these documents.

## F.8 WORKING HOURS

The Contractor shall perform all work during the working days **from Sunday through Thursday from 8.00 am to 4.30 pm** except for the holidays identified in Section I.15. The COR may approve other hours. The Contractor shall give 48 hours advance notice to the COR, who may consider any deviation from the hours identified above. Changes in work hours will not be a cause for a price increase if initiated by the Contractor.

## F.9 EXCUSABLE DELAYS

The Contractor will be allowed time, not money, for excusable delays as defined in FAR 52.249-10, Default. Examples of such cases include:

- (1) acts of God or of the public enemy,
- (2) acts of the United States Government in either its sovereign or contractual capacity,
- (3) acts of the government of the host country in its sovereign capacity,
- (4) acts of another contractor in the performance of a contract with the Government,
- (5) fires,
- (6) floods,

- (7) epidemics,
- (8) quarantine restrictions,
- (9) strikes,
- (10) freight embargoes,
- (11) delays in delivery of Government furnished equipment and
- (12) unusually severe weather.

In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor, and the failure to perform furthermore

(a) must be one that the Contractor could not have reasonably anticipated and taken adequate measures to protect against,

(b) cannot be overcome by reasonable efforts to reschedule the work, and

(c) directly and materially affects the date of final completion of the project.

#### F.10 POST AWARD CONFERENCE

The Government will hold a post award conference within 15 days after the contract has been awarded to discuss the location and type of residences to be serviced, submittals, personnel issues, procedures and other important matters concerning the contract.

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## SECTION G - CONTRACT ADMINISTRATION DATA

### G.1 652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is the **Senior Facilities Manager at U.S. Embassy Cairo.**

#### G.1.2 DUTIES

The COR is responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the contract. The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract.

### G.2 PAYMENT

**American Embassy Cairo  
8 Kamal El Din Salah, Garden City,  
Cairo, Egypt  
Attn: FMC**

#### G.2.1 GENERAL

The Contractor shall follow Section I, 52.232-5, "Payments Under Fixed-Price Construction Contracts." The following subsections elaborate upon the information contained in that clause.

#### G.2.2 DETAIL OF PAYMENT REQUESTS

The Contractor's requests for payment, which shall be made no more frequently than monthly shall cover the value of labor and materials completed and in place, including a prorated portion of overhead and profit.

#### G.2.3 PAYMENTS TO SUBCONTRACTORS

The Contractor shall make timely payment from the proceeds of the progress or final payment to subcontractors and suppliers following the Contractor's contractual arrangements with them.

#### G.2.4 EVALUATION BY THE CONTRACTING OFFICER

The Contracting Officer shall make a determination as to the amount that is due after an inspection of the work. The Contracting Officer shall advise the Contractor if the Contracting Officer does not approve payment of the full amount applied for, less the retainage addressed in FAR 52.232-5.

#### G.2.5 ADDITIONAL WITHHOLDING

Independently of monies retained by the Government under FAR 52.232-5 the Government may withhold from payments due the Contractor any amounts necessary to cover:

- (a) Wages or other amounts due the Contractor's employees on this project;
- (b) Wages or other amounts due employees of subcontractors on this project;
- (c) Amounts due suppliers of materials or equipment for this project; and
- (d) Any other amounts that the Contractor may be held liable under this contract, including but not limited to the actual or prospective costs of correction of defective work and costs for failure to make adequate progress.

#### G.2.6. PAYMENT

In accordance with 52.232-27(a), the 14-day period identified in FAR 52.232-27(a)(1)(i)(A) is changed to 30 days.

#### G.3 RECORDKEEPING REQUIREMENTS

The Contractor and the COR shall both maintain a complete and accurate management file. The file shall contain, as a minimum, the following items:

- (a) The Government's copies of all task orders issued under this contract, and all inspection reports completed by the COR (OF-127). These forms will be supplied to advise the Contractor of service requests and to document the performance of all work.
- (b) Documentation of any complaints from post personnel or unusual incidents that may have taken place during the visit to the site.

## SECTION H - SPECIAL CONTRACT REQUIREMENTS

### H.1 ISSUANCE OF ORAL TASK ORDERS

The Contracting Officer may issue oral task orders, as stated in Section B.4.1. Any oral task orders issued shall be confirmed in writing within three days when the Mission is open for business. U.S. or local holidays observed by the Mission and natural disasters or other emergencies that result in a suspension of normal operations shall not be counted against the three-day period. In all cases, the Contractor must begin work after receipt of an oral order, without waiting for written confirmation.

### H.2 ORDERING OFFICIAL

The designated ordering individual for this contract is the Contracting Officer.

### H.3 BOND REQUIREMENTS

#### H.3.1 TYPE OF BONDS

The Contractor shall furnish:

(1) a performance and guaranty bond on forms provided by and from sureties acceptable to the Government, each in the amount of USD 5,000, or

(2) comparable alternate performance security approved by the Government such as a letter of credit shown in Section J.

#### H.3.2 TIME FOR SUBMISSION

The Contractor shall provide the bonds required by Paragraph H.3.1 within **fifteen (15) days** after contract award. Failure to submit:

(1) the required bonds other security acceptable to the Government;

(2) bonds from an acceptable surety; or

(3) bonds in the required amount,  
may result in rescinding or termination of the contract by the Government.

The Contractor shall be liable for costs described in FAR 52.249-10, "Default (Fixed-Price Construction) if the contract is terminated.

#### H.3.3 COVERAGE

The bonds or alternate performance security shall guarantee:

- (a) the Contractor's completion of the work within the contract time,
- (b) the correction of any defects after completion as required by this contract,
- (c) the payment of all wages and other amounts payable by the Contractor under its subcontracts or for labor and materials, and
- (d) the satisfaction or removal of any liens or encumbrances placed on the work.

#### H.3.4 DURATION OF COVERAGE

The required performance and payment securities shall remain in effect in the full amount required until final acceptance of all projects by the Government. The performance security shall remain till the end of the contract, and the Contractor shall pay any premium required for the entire period of coverage. The requirement for payment security terminates at final acceptance.

#### H.3.5 52.228-2 ADDITIONAL BOND SECURITY (OCT 1997)

The Contractor shall promptly furnish additional security required to protect the Government and persons supplying labor or materials under this contract if –

- (a) Any surety upon any bond, or issuing financial institution for other security, furnished with this contract becomes unacceptable to the Government;
- (b) Any surety fails to furnish reports on its financial condition as required by the Government; or
- (c) The contract price is increased so that the penal sum of any bond becomes inadequate in the opinion of the Contracting Officer; or
- (d) An irrevocable letter of credit (ILC) used as security will expire before the end of the period of required security. If the Contractor does not furnish an acceptable extension or replacement ILC, or other acceptable substitute, at least 30 days before an ILC's scheduled expiration, the Contracting Officer has the right to immediately draw on the ILC.

#### H.4 INSURANCE

##### H.4.1 AMOUNT OF INSURANCE

The Contractor is required to provide whatever insurance is legally necessary under Section I, 52.228-5, "Insurance - Work on a Government Installation." The

Contractor shall, at its own expense, provide and maintain during the entire performance period the following insurance amounts:

General Liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury)

General Liability	
(1) Bodily injury on or off the site in U.S. dollars:	
Per Occurrence	<b>\$ 5,000</b>
Cumulative	<b>\$ 15,000</b>
(2) Property damage on or off the site in U.S. dollars:	
Per Occurrence	<b>\$ 10,000</b>
Cumulative	<b>\$ 20,000</b>

The types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to:

- (a) any property of the Contractor,
  - (b) its officers,
  - (c) agents,
  - (d) servants,
  - (e) employees, or
  - (f) any other person,
- arising from any incident by the Contractor's performance of this contract.

The Contractor shall hold harmless and indemnify the Government from any and all claims arising, except in the instance of gross negligence on the part of the Government.

The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

**H.4.2 GOVERNMENT AS ADDITIONAL INSURED**

The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State," as an additional insured with respect to operations performed under this contract.

**H.4.3 TIME FOR SUBMISSION OF EVIDENCE OF INSURANCE**

The Contractor shall provide evidence of the insurance within **ten (10) days** after contract award. Failure to timely submit this evidence, in a form acceptable to the Contracting Officer, may result in rescinding or termination of the contract by the Government.

#### H.5 GOVERNING LAW

The laws of the United States shall govern the contract and the interpretation of the contract.

#### H.6 LANGUAGE PROFICIENCY

The manager, assigned by the Contractor to superintend the work on-site required by 52.236-6, "Superintendence by the Contractor" shall be fluent in written and spoken English.

#### H.7 LAWS AND REGULATIONS

##### H.7.1 COMPLIANCE REQUIRED

The Contractor shall, without additional expense to the Government, be responsible for complying with all host country laws, codes, ordinances, and regulations applicable to the performance of the work, and with the lawful orders of any governmental authority having jurisdiction. Host country authorities may not enter the construction site without the permission of the Contracting Officer. Unless directed by the Contracting Officer, the Contractor shall comply with the more stringent of:

- (a) the requirements of such laws, regulations and orders; or
- (b) the contract.

If a conflict between the contract and such laws, regulations and orders, the Contractor shall promptly advise the Contracting Officer of the conflict and recommend a proposed course of action for resolution by the Contracting Officer.

##### H.7.2 LABOR, HEALTH AND SAFETY LAWS AND CUSTOMS

The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, unless doing so would be inconsistent with the requirements of this contract.

##### H.7.3 SUBCONTRACTORS

The Contractor shall give written assurance to the Contracting Officer that all subcontractors and others performing work on or for the project have obtained all required licenses and permits.

#### H.7.4 EVIDENCE OF COMPLIANCE

The Contractor shall submit proper documentation and evidence of compliance with this clause to the Contracting Officer.

#### H.8 RESPONSIBILITY OF CONTRACTOR

##### H.8.1 DAMAGE TO PERSONS OR PROPERTY

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence. The Contractor shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

##### H.8.2 RESPONSIBILITY FOR WORK PERFORMED

The Contractor shall be responsible for all materials delivered and work performed until final completion and acceptance of the entire work, except for any completed unit of work that may have been accepted in writing under the contract.

#### H.9 MAINTENANCE OPERATIONS

##### H.9.1 OPERATIONS AND STORAGE AREAS

(a) Confinement to Authorized Areas. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer.

(b) Vehicular Access. The Contractor shall use only established site entrances and roadways.

##### H.9.2 USE OF PREMISES

(a) Occupied Premises. If the premises are occupied, the Contractor, its subcontractors, and their employees shall comply with the regulations promulgated by the Government governing access to, operation of, and conduct while in or on the premises. The Contractor shall perform the work required under this contract without unreasonably interrupting or interfering with the conduct of Government business.

(b) Requests from Occupants. The Contractor shall refer to the Contracting Officer any request received by the Contractor from occupants of existing buildings to change the sequence of work.

(c) Access Limited. The Contractor, its subcontractors and their employees shall not have access to or be admitted into any building or portion of the site outside the areas designated in this contract except with the permission of the Contracting Officer.

## H.10 SAFETY

### H.10.1 652.236-70 ACCIDENT PREVENTION (APR 2004)

(a) *General.* The Contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the Contractor shall:

- (1) Provide appropriate safety barricades, signs and signal lights;
- (2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,
- (3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for this purpose are taken.
- (4) For overseas construction projects, the Contracting Officer shall specify in writing additional requirements regarding safety if the work involves:
  - (i) Scaffolding;
  - (ii) Work at heights above two (2) meters;
  - (iii) Trenching or other excavation greater than one (1) meter in depth;
  - (iv) Earth moving equipment;
  - (v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;
  - (vi) Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);
  - (vii) Hazardous materials – a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or

(viii) Hazardous noise levels.

(b) *Records.* The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the Contracting Officer.

(c) *Subcontracts.* The Contractor shall be responsible for its subcontractors' compliance with this clause.

(d) *Written program.* Before commencing work, the Contractor shall:

(1) Submit a written plan to the Contracting Officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,

(2) Meet with the Contracting Officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

(e) *Notification.* The Contracting Officer shall notify the Contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the Contractor or the contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

## H.11 SUBCONTRACTORS AND SUPPLIERS

### H.11.1 CLAIMS AND ENCUMBRANCES

The Contractor shall satisfy all lawful claims of any persons or entities employed by the Contractor, including:

(a) subcontractors,

(b) material men and laborers,

for all labor performed and materials furnished under this contract, including the applicable warranty or correction period.

The Contractor shall not at any time permit any lien, attachment, or other encumbrance to be entered against or to remain on the building(s) or the premises as a result of nonperformance of any part of this contract.

#### H.11.2 APPROVAL OF SUBCONTRACTORS

(a) Review and Approval. The Government reserves the right to review proposed subcontractors for a period of **five (5) days** before providing notice of approval or rejection.

(b) Rejection of Subcontractors. The Government reserves the right to reject any or all subcontractors proposed if their participation in the project may cause damage to the national security interests of the United States. The Contractor agrees to promptly replace any subcontractor rejected by the Government under this clause.

#### H.12 CONTRACTOR PERSONNEL

##### H.12.1 REMOVAL OF PERSONNEL

The Contractor shall:

- (a) maintain discipline at the site and at all times;
- (b) take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst those employed at the site; and
- (c) take all reasonable precautions for the preservation of peace and protection of persons and property in the neighborhood of the project against unlawful, riotous, or disorderly conduct.

The Contracting Officer may require, in writing, that the Contractor remove from the work any employee that the Contracting Officer determines:

- (a) incompetent,
- (b) careless,
- (c) insubordinate or
- (d) otherwise objectionable, or
- (e) whose continued employment on the project is deemed by the Contracting Officer to be contrary to the Government's interests.

##### H.12.2 MAINTENANCE PERSONNEL SECURITY

After award of the contract, the Contractor has **ten (10) calendar** days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct security checks. It is anticipated that security checks will take **up to 30 days** to perform. For each individual the list shall include:

- (a) Full Name
- (b) Place and Date of Birth
- (c) Current Address
- (d) Copy of the Egyptian ID
- (e) Finger prints

Failure to provide any of the above information may be considered grounds for rejection and/or re-submittal of the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site. The Government may revoke this badge at any time due to the falsification of data, or misconduct on site.

### H.13 MATERIALS AND EQUIPMENT

#### H.13.1 SELECTION AND APPROVAL OF MATERIALS

(a) Standard of Quality. All materials and equipment incorporated into the work shall be new and for the purpose intended, unless otherwise specified. All workmanship shall be of good quality and performed in a skillful manner as determined by the Contracting Officer.

(b) Selection by Contractor. Where the contract permits the Contractor to select products, materials or equipment to be incorporated into the work, or where specific approval is otherwise required by the contract, the Contractor shall give the Contracting Officer, for approval:

- (1) The names of the manufacturer;
- (2) Model number;
- (3) Source of procurement of each such product, material or equipment; and
- (4) Other pertinent information concerning the:
  - (i) Nature,
  - (ii) Appearance,
  - (iii) Dimensions,
  - (iv) Performance,
  - (v) Capacity, and
  - (vi) Ratingunless otherwise required by the Contracting Officer.

The Contractor shall provide this information in a timely manner to permit the Government to evaluate the information against the requirements of the contract. The

Contractor shall provide a submittal register ten (10) days after contract award showing when shop drawings, samples, or submittals shall be made. The Contractor shall submit samples for approval at the contractor's expense, with all shipping charges prepaid, when directed to do so by the Contracting Officer or COR. Installation or use of any products, materials or equipment without the required approval shall be at the risk of rejection.

#### H.13.2 CUSTODY OF MATERIALS

The Contractor shall be responsible for the custody of all materials received for incorporation into the project, including Government furnished materials, upon delivery to the Contractor or to any person for whom it is responsible, including subcontractors. The Contractor shall deliver all items to the site as soon as practicable. The Contractor shall clearly mark in a manner directed by the Contracting Officer all items of which the Contractor has custody but that have not been delivered or secured at the site. The Contractor shall clearly indicate the use of such items for this U.S. Government project.

#### H.14 SURPLUS MATERIALS

Any surplus materials, fixtures, articles or equipment remaining at the completion of the project shall become the property of the Contractor, except those items furnished by the Government, whose cost is not included in the contract price.

#### H.15 SPECIAL WARRANTIES

##### H.15.1 SPECIAL WARRANTY OBLIGATIONS

Any special warranties that may be required under the contract shall be subject to the terms of FAR 52.246-21, "Warranty of Construction," unless they conflict with the terms of such special warranties.

##### H.15.2 WARRANTY INFORMATION

The Contractor shall obtain and furnish to the Government all information that is required to make any subcontractor's, manufacturer's, or supplier's guarantee or warranty legally binding and effective. The Contractor shall submit both the information and the guarantee or warranty to the Government in sufficient time to permit the Government to meet any time limit specified in the guarantee or warranty, but not later than completion and acceptance of all work under this contract.

#### H.16 NONCOMPLIANCE WITH CONTRACT REQUIREMENTS

The Contracting Officer shall have the right to order the Contractor to suspend any or all work under the contract until the Contractor has complied or begun complying with the noncompliance notice in a reasonable period of time. The Contractor will not be entitled to any extension of contract time or payment for any costs incurred as a result of

being ordered to suspend work for such a cause. See FAR 52.242-14, Suspension of Work.

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## SECTION I - CONTRACT CLAUSES

### I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>. Please note these addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to access the links to the FAR. You may also use an Internet “search engine” (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clauses are incorporated by reference:

<u>CLAUSE</u>	<u>TITLE AND DATE</u>
52.202-1	DEFINITIONS (NOV 2013)
52.203-3	GRATUITIES (APR 1984)
52.203-5	COVENANT AGAINST CONTINGENT FEES (MAY 2014)
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (SEPT 2006)
52.203-7	ANTI-KICKBACK PROCEDURES (MAY 2014)
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (MAY 2014)
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (MAY 2014)
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (OCT 2010)
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS (OCT 2015)
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (APR 2014)

- 52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011)
- 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
- 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JULY 2013)
- 52.204-18 COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE (JUL 2015)
- 52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS (DEC 2014)
- 52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED OR PROPOSED FOR DEBARMENT (OCT 2015)
- 52.209-9 UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
- 52.210-1 MARKET RESEARCH (APR 2011)
- 52.215-2 AUDIT AND RECORDS – NEGOTIATION (OCT 2010)
- 52.215-8 ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT (OCT 1997)
- 52.215-11 PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA – MODIFICATIONS (AUG 2011)
- 52.215-13 SUBCONTRACTOR CERTIFIED COST OR PRICING DATA – MODIFICATIONS (OCT 2010)
- 52.215-21 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA AND DATA OTHER THAN CERTIFIED COST OR PRICING DATA-MODIFICATIONS (OCT 2010)
- 52.216-7 ALLOWABLE COST AND PAYMENT (JUN 2013) *Alternate I (FEB 1997)*
- 52.222-1 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (FEB 1997)
- 52.222-19 CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES (JAN 2014)

- 52.222-50 COMBATING TRAFFICKING IN PERSONS (MAR 2015)
- 52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
- 52.225-5 TRADE AGREEMENTS (NOV 2013)
- 52.225-13 RESTRICTIONS ON CERTAIN FOREIGNPURCHASES (JUN 2008)
- 52.225-14 INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT (FEB 2000)
- 52.228-3 WORKERS COMPENSATION INSURANCE (DEFENSE BASE ACT) (APR 1984)
- 52.228-4 WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS (APR 1984)
- 52.228-5 INSURANCE-WORK ON A GOVERNMENT INSTALLATION (JAN 1997)
- 52.228-11 PLEDGES OF ASSETS (JAN 2012)
- 52.228-13 ALTERNATIVE PAYMENT PROTECTION (JULY 2000)
- 52.228-14 IRREVOCABLE LETTERS OF CREDIT (NOV 2014)
- 52.229-6 TAXES - FOREIGN FIXED-PRICE CONTRACTS(FEB 2013)
- 52.232-1 PAYMENTS (APR 1984)
- 52.232-5 PAYMENTS UNDER FIXED-PRICE CONSTRUCTION CONTRACTS (MAY 2014)
- 52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)
- 52.232-17 INTEREST (MAY 2014)
- 52.232-18 AVAILABILITY OF FUNDS (APR 1984)
- 52.232-25 PROMPT PAYMENT (JULY 2013)
- 52.232-27 PROMPT PAYMENT FOR CONSTRUCTION CONTRACT (MAY 2014)

- 52.232-32 PERFORMANCE BASED PAYMENTS (APR 2012)
- 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER – SYSTEM FOR AWARD MANAGEMENT (JULY 2013)
- 52.232-40 PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)
- 52.233-1 DISPUTES (MAY 2014) *Alternate I (DEC 1991)*
- 52.233-3 PROTEST AFTER AWARD (AUG 1996)
- 52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)
- 52.236-2 DIFFERING SITE CONDITIONS (APR 1984)
- 52.236-3 SITE INVESTIGATIONS AND CONDITIONS AFFECTING THE WORK (APR 1984)
- 52.236-5 MATERIAL AND WORKMANSHIP (APR 1984)
- 52.236-6 SUPERINTENDENCE BY THE CONTRACTOR (APR 1984)
- 52.236-7 PERMITS AND RESPONSIBILITIES (NOV 1991)
- 52.236-8 OTHER CONTRACTS (APR 1984)
- 52.236-9 PROTECTION OF EXISTING VEGETATION, STRUCTURES EQUIPMENT, UTILITIES, AND IMPROVEMENTS (APR 1984)
- 52.236-10 OPERATIONS AND STORAGE (APR 1984)
- 52.236-11 USE AND POSSESSION PRIOR TO COMPLETION (APR 1984)
- 52.236-12 CLEANING UP (APR 1984)
- 52.236-14 AVAILABILITY AND USE OF UTILITY SERVICES (APR 1984)
- 52.236-15 SCHEDULES FOR CONSTRUCTION CONTRACTS (APR 1984)
- 52.236-21 SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FEB 1997)
- 52.237-3 CONTINUITY OF SERVICES (JAN 1991)

- 52.242-13 BANKRUPTCY (JULY 1995)
- 52.243-1 CHANGES - FIXED-PRICE (AUG 1987) *Alternate II (APR 1984)*
- 52.244-6 SUBCONTRACTOR AND COMMERCIAL ITEMS (OCT 2015)
- 52.245-1 GOVERNMENT PROPERTY (APR 2012)
- 52.245-2 GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES (APR 2012)
- 52.246-21 WARRANTY OF CONSTRUCTION (MAR 1994)
- 52.248-1 VALUE ENGINEERING (OCT 2010)
- 52.249-4 TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM) (APR 1984)
- 52.249-8 DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) (APR 1984)
- 52.249-14 EXCUSABLE DELAYS (APR 1984)
- 52.253-1 COMPUTER GENERATED FORMS (JAN 1991)

I.2. FEDERAL ACQUISITION REGULATION CLAUSES PROVIDED IN FULL TEXT

The following FAR clauses are provided in full text:

- 52.203-08 CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)

(a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423 (The Act)), as amended by section 4304 of the 1996 National Defense Authorization Act for Fiscal Year 1996 (Public Law 104-106), the Government may-

- (1) Cancel the solicitation, if the contract has not yet been awarded or issued; or
- (2) Rescind the contract with respect to which-

- (i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27(a) or (b) of the Act for the purpose of either-

- (A) Exchanging the information covered by such subsections for anything of value; or
- (B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or

(ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsections 27(e)(1) of the Act.

(b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

(End of clause)

#### I.3 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

#### I.4 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum Order. When the Government requires supplies or services covered by this contract in an amount of less than **EGP 1,000.00** the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum Order. The Contractor is not obligated to honor--

- (1) Any order for a single item in excess of **EGP 100,000.00**;

(2) Any order for a combination of items in excess of **EGP 200,000.00**; or

(3) A series of orders from the same ordering office within **3 days** that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **3 days** after issuance, with written notice stating the contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

I.5. 52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Deliver-Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after one year beyond the contract's effective period.

(End of clause)

I.6 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.  
(End of clause)

I.7 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **5 years**.

(End of clause)

I.8 RESERVED

I.9 52.228-15 PERFORMANCE AND PAYMENT BONDS - CONSTRUCTION (OCT 2010)

(a) As used in this clause-Contract

“Original contract price” means the award price of the contract; or, for requirements contracts, the price payable for the estimated quantity; or, for indefinite-delivery type contracts, the price payable for the specified minimum quantity. Original contract price does not include the price of any options, except those options exercised at the time of contract award.

(b) Amount of required bonds. Unless the resulting contract price is \$150,000 or less, the successful offeror shall be required to furnish performance and payment bonds to the Contracting Officer as follows:

(1) Performance Bonds (Standard Form 25). The penal amount of performance bonds at the time of contract award shall be 20 percent of the original contract price.

(2) Payment Bonds (Standard Form 25A) the penal amount of payment bonds shall be 20 percent of the original contract price.

(3) Additional bond protection. (i) The Government may require additional performance and payment bond protection if the contract price is increased. The increase in protection generally will equal 20% of the increased in contract price.

(i) The Government may secure the additional protection by directing the Contractor to increase the penal amount of the existing bond or to obtain an additional bond.

(c) Furnishing executed bonds. The Contractor shall furnish all executed bonds, including any necessary reinsurance agreements, to the Contracting Officer, within the time period specified in the Bid Guarantee provision of the solicitation, or otherwise specified by the Contracting Officer, in any event, before starting work.

(d) *Surety or other security for bonds.* The bonds shall be in the form of firm commitment, supported by corporate sureties whose names appear on the list contained in Treasury Department Circular 570, individual sureties, or by other acceptable security such as postal money order, certified check, cashier's check, irrevocable letter of credit, or bonds or notes of the United States. Treasury Circular 570 is published in the Federal Register or Department of Treasury, Financial Management Service, Surety Bond Branch, 3700 East West Highway, Room 6F01, Hyattsville, MD 20782. Or via the internet at <http://www.fms.treas.gov/c570/c570.html>.

(e) Notice of subcontractor waiver of protection (40 U.S.C. 3133(c)). Any waiver of the right to sue on the payment bond is void unless it is in writing, signed by the person whose right is waived, and executed after such person has furnished labor or material for use in the performance of the contract.

(End of clause)

I.10 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR.  
(APR 1984)

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR) CLAUSES

I.11 652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION  
CARD ISSUANCE PROCEDURES (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm>.

(End of clause)

I.12 652.243-70 NOTICES (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the Contracting Officer.

(End of clause)

I.13 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The Contractor warrants the following:

(1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) That is has obtained all necessary licenses and permits required to perform this contract; and,

(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

(End of clause)

I.14 652.216-70 ORDERING - INDEFINITE-DELIVERY CONTRACT (APR 2004)

The Government shall use one of the following forms to issue orders under this contract:

(a) The Optional Form 347, *Order for Supplies or Services*, and Optional Form 348, *Order for Supplies or Services Schedule - Continuation*; or,

(b) The DS-2076, *Purchase Order, Receiving Report and Voucher*, and DS-2077, *Continuation Sheet*.

(End of clause)

I.15 652.237-72 OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE (APR 2004)

(a) The Department of State observes the following days\*as holidays:

New Year's Day	American	Thursday	Jan. 1
Moulid El Nabi**	Egyptian	Saturday	Jan. 3
Coptic Christmas	Egyptian	Wednesday	Jan. 7
Martin Luther King's Birthday	American	Sunday	Jan. 18
Revolution/Police Day	Egyptian	Sunday	Jan. 25
President's Day	American	Sunday	Feb. 15
Sham El Nessim	Egyptian	Monday	April 13
Sinai Liberation Day*	Egyptian	Saturday	April 25
Labor Day*	Egyptian	Friday	May 1
Memorial Day	American	Sunday	May 24
Independence Day	American	Sunday	July 5

Eid El Fitr**	Egyptian	Fri/Sat	July 17-18
National Day	Egyptian	Thursday	July 23
Labor Day	American	Sunday	Sept. 6
Eid El Adha**	Egyptian	Tues/Wed/Thurs	Sept. 22-24
Armed Forces Day	Egyptian	Tuesday	Oct. 6
Columbus Day	American	Sunday	Oct. 11
Islamic New Year**	Egyptian	Wednesday	Oct. 14
Veterans Day	American	Wednesday	Nov. 11
Thanksgiving Day	American	Thursday	Nov. 26
Christmas Day	American	Thursday	Dec. 24

\*The Embassy will consider moving the observance date of local holidays falling on weekends or otherwise in the event that the Egyptian Government issues decisions mandating that both the public and private sector change the observance date of a local holiday.

\*\*Dates of Islamic holidays are subject to the sighting of the moon and may vary from the above projected dates.

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in this contract.

(c) When the Department of State grants administrative leave to its Government employees, assigned contractor personnel in Government facilities shall also be dismissed. However, the Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the Contracting Officer or his/her duly authorized representative.

(d) For fixed-price contracts, if services are not required or provided because the building is closed due to inclement weather, unanticipated holidays declared by the President, failure of Congress to appropriate funds, or similar reasons, deductions will be computed as follows:

- (1) The deduction rate in dollars per day will be equal to the per month contract price divided by 21 days per month.
- (2) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided.

If services are provided for portions of days, appropriate adjustment will be made by the Contracting Officer to ensure that the Contractor is compensated for services provided.

(f) If administrative leave is granted to contractor personnel as a result of conditions stipulated in any "Excusable Delays" clause of this contract, it will be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of direct cost hereunder for employees whose regular time is normally charged, and a reimbursable item of indirect cost for employees whose time is normally charged indirectly in accordance with the Contractor's accounting policy.

(End of clause)

I.16 652.225-71 SECTION 8(A) OF THE EXPORT ADMINISTRATION ACT OF 1979, as amended (AUG 1999)

(a) Section 8(a) of the U.S. Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)), prohibits compliance by U.S. persons with any boycott fostered by a foreign country against a country which is friendly to the United States and which is not itself the object of any form of boycott pursuant to United States law or regulation. The Boycott of Israel by Arab League countries is such a boycott, and therefore, the following actions, if taken with intent to comply with, further, or support the Arab League Boycott of Israel, are prohibited activities under the Export Administration Act:

(1) Refusing, or requiring any U.S. person to refuse to do business with or in Israel, with any Israeli business concern, or with any national or resident of Israel, or with any other person, pursuant to an agreement of, or a request from or on behalf of a boycotting country;

(2) Refusing, or requiring any U.S. person to refuse to employ or otherwise discriminating against any person on the basis of race, religion, sex, or national origin of that person or of any owner, officer, director, or employee of such person;

(3) Furnishing information with respect to the race, religion, or national origin of any U.S. person or of any owner, officer, director, or employee of such U.S. person;

(4) Furnishing information about whether any person has, has had, or proposes to have any business relationship (including a relationship by way of sale, purchase, legal or commercial representation, shipping or other transport, insurance, investment, or supply) with or in the State of Israel, with any business concern organized

(5) under the laws of the State of Israel, with any Israeli national or resident, or with any person which is known or believed to be restricted from having any business relationship with or in Israel;

(6) Furnishing information about whether any person is a member of, has made contributions to, or is otherwise associated with or involved in the activities of any charitable or fraternal organization which supports the State of Israel; and,

(7) Paying, honoring, confirming, or otherwise implementing a letter of credit which contains any condition or requirement against doing business with the State of Israel.

(b) Under Section 8(a), the following types of activities are not forbidden “compliance with the boycott,” and are therefore exempted from Section 8(a)'s prohibitions listed in paragraphs (a)(1)-(6) above:

(1) Complying or agreeing to comply with requirements:

(i) Prohibiting the import of goods or services from Israel or goods produced or services provided by any business concern organized under the laws of Israel or by nationals or residents of Israel; or,

(ii) Prohibiting the shipment of goods to Israel on a carrier of Israel, or by a route other than that prescribed by the boycotting country or the recipient of the shipment;

(2) Complying or agreeing to comply with import and shipping document requirements with respect to the country of origin, the name of the carrier and route of shipment, the name of the supplier of the shipment or the name of the provider of other services, except that no information knowingly furnished or conveyed in response to such requirements may be stated in negative, blacklisting, or similar exclusionary terms, other than with respect to carriers or route of shipments as may be permitted by such regulations in order to comply with precautionary requirements protecting against war risks and confiscation;

(3) Complying or agreeing to comply in the normal course of business with the unilateral and specific selection by a boycotting country, or national or resident thereof, of carriers, insurance, suppliers of services to be performed within the boycotting country or specific goods which, in the normal course of business, are identifiable by source when imported into the boycotting country;

(4) Complying or agreeing to comply with the export requirements of the boycotting country relating to shipments or transshipments of exports to Israel, to any business concern of or organized under the laws of Israel, or to any national or resident of Israel;

(5) Compliance by an individual or agreement by an individual to comply with the immigration or passport requirements of any country with respect to such individual or any member of such individual's family or with requests for

information regarding requirements of employment of such individual within the boycotting country; and,

(6) Compliance by a U.S. person resident in a foreign country or agreement by such person to comply with the laws of that country with respect to his or her activities exclusively therein, and such regulations may contain exceptions for such resident complying with the laws or regulations of that foreign country governing imports into such country of trademarked, trade named, or similarly specifically identifiable products, or components of products for his or her own use, including the performance of contractual services within that country, as may be defined by such regulations.

(End of clause)

I.17 652.229-71 PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD  
(AUG 1999)

(a) The Contractor warrants the following:

(1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) That it has obtained all necessary licenses and permits required to perform this contract; and,

(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

(End of clause)

I.18 CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government e-mail.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

1) Use an e-mail signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");

2) Clearly identify themselves and their contractor affiliation in meetings;

3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and

4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

(End of clause)

I.19 652.229-70 EXCISE TAX EXEMPTION STATEMENT FOR CONTRACTORS  
WITHIN THE UNITED STATES (JULY 1988)

This is to certify that the item(s) covered by this contract is/are for export solely for the use of the U.S. Foreign Service Post identified in the contract schedule.

The Contractor shall use a photocopy of this contract as evidence of intent to export. Final proof of exportation may be obtained from the agent handling the shipment. Such proof shall be accepted in lieu of payment of excise tax.

(End of clause)

**SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

EXHIBIT 1	SAMPLE TASK ORDER FORM
EXHIBIT 2	CHECKLISTS
EXHIBIT 3	GOVERNMENT FURNISHED PROPERTY
EXHIBIT 4	SAMPLE MONTHLY REPORT FORM
EXHIBIT 5	SAMPLE BANK LETTER OF GUARANTY
EXHIBIT 6	SAMPLE LISTING OF PROPERTIES AND MAKE READIES COMPLETED IN CALENDAR YEAR 2015

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**EXHIBIT 1 - SAMPLE TASK ORDER FORM**

Task Order # \_\_\_\_\_ Approval: \_\_\_\_\_ Page 1 of \_\_\_\_\_

Requestor: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Priority \_\_\_\_\_

Property # \_\_\_\_\_ Equipment: \_\_\_\_\_ Requested Date: \_\_\_\_\_  
or address \_\_\_\_\_ Due: \_\_\_\_\_

Unit: \_\_\_\_\_ Shop: \_\_\_\_\_

Task #	Description

Approved: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Printed by: \_\_\_\_\_

Customer Signature : \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Worker's Name \_\_\_\_\_ Worker's ID: \_\_\_\_\_

Worker's Signature: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**FOR MAJOR REPAIRS ONLY:**

Work: \_\_\_\_\_ OT: \_\_\_\_\_ Travel: \_\_\_\_\_ OT: \_\_\_\_\_ Wait: \_\_\_\_\_ OT: \_\_\_\_\_

Materials used (use other side as needed): \_\_\_\_\_  
\_\_\_\_\_

## EXHIBIT 2 - CHECKLISTS

### Make Ready Check List

CLIN	Specs. Ref.	Description of services	Entrance	Reception	Dining	Salon	Family living	Corridor	Kitchen	Bath. 1	Bath. 2	Bath. 3	Bath. 4	Master BR	BR 2	BR 3	BR 4	BR 5	Study	Balcony 1	Balcony 2	Comments	
1	C2	Carpentry work; inspection and minor repairs of carpentry items including adjusting and/or replacing of hardware items as detailed in item C.2.1																					
2	C2	Repair/replace double curtain Rod.																					
3	C2	Repair/replace door stoppers,																					
4	C2	Repair/replace screen panels																					
5	C3	Aluminum work; inspection and minor repairs of aluminum doors and windows including adjusting of hardware items as detailed in item C.3.1																					
6	C3	Repair/replace weather stripping																					
7	C3	Install child lock for sliding units																					
8	C3	Replace screen of Aluminum panels																					
9	C4	Patch plaster as required																					
10	C5	Wooden floors (sanding and varnishing wood floors)																					
11	C6	Polish marble floors including crack repairs																					
12	C7	Painting work (walls and ceilings, minimum of one coats of latex paint, following surface preparation)																					
13	C7	Painting work (walls and ceilings, minimum of 2 coats of latex paint, following surface preparation)																					
14	C7	Painting work (wooden surfaces, minimum of 2 coats following surface preparation)																					
15	C7	Refinish existing wooden finished surfaces																					
16	C8	Plumbing work, check and routine maintenance of all system components for proper function																					
17	C9	HVAC work, check and routine maintenance of all system components for proper function																					
18	C10	Electric work, check and routine maintenance of all system components for proper function																					
19	C10	Repair/replace ceiling fans with light fixtures (Government Furnished)																					
20	C11	Janitorial/initial cleaning services																					
21	C11	Janitorial/final cleaning services																					

**Cleaning Services Check List**

<b>Item #</b>	<b>Description</b>	<b>Initial</b>	<b>Final</b>	<b>Comments</b>
A	<b>Blinds</b>			
B	<b>Carpets and Mats</b>			
C	<b>Chrome Surfaces</b>			
D	<b>Damp Mopping:</b>			
E	<b>Dispenser Cleaning and Service</b>			
F	<b>Dusting</b>			
G	<b>Fixtures</b>			
H	<b>Furniture</b>			
I	<b>Glass/Window</b>			
J	<b>Policing:</b>			
K	<b>Polishing</b>			
L	<b>Refrigerators and Freezers</b>			
M	<b>Restrooms</b>			
N	<b>Scrubbing</b>			
O	<b>Shower Curtain/Doors</b>			
P	<b>Shower Stalls:</b>			
Q	<b>Shower Safety Mats</b>			
R	<b>Spot Cleaning</b>			
S	<b>Sweeping or Dust Mopping</b>			
T	<b>Trash/Waste Removal</b>			
U	<b>Vacuuming</b>			
V	<b>Wet Mopping</b>			

### **EXHIBIT 3 - GOVERNMENT FURNISHED PROPERTY (GFP)**

For additional work on some tasks, following is a list of items that may be provided to the contractor as "Government Furnished, Contractor Installed". This list may include, but is not limited to, the following:

- Electric materials, GFCI, Lighting fixtures, ceiling fans, kitchen stove hoods, exhaust fans, etc.
- Plumbing materials, special fittings and accessories for equipment installations, water heaters, water filters, etc.
- Carpentry materials: special hardware for doors and roll-up shutters, safe haven doors, door locks, etc.

Contractor's bid shall include the price of installation only for the above listed items. The Contractor shall receive the Government Furnished Property at the project site, inspect it for shortages, and signs for receiving. He shall be responsible for the GFP from the time he receives them until the completion of the job.

**EXHIBIT 4 - MONTHLY REPORT**

Monthly Report for the Month of \_\_\_\_\_

U.S. EMBASSY, \_\_\_\_\_

1. Services Requested During the Month:

<u>Task Order</u>	<u>Location/Description</u>	<u>Dates</u>	<u>Status</u>

2. Other Notes (include task order number):

A. Problems Encountered:

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B. Major Repairs Needed:

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C. Major Repairs Made:



**EXHIBIT 5 - SAMPLE LETTER OF BANK GUARANTY**

Place [     ]
Date [     ]

Contracting Officer
U.S. Embassy, [Post name]
[Mailing Address]

Letter of Guaranty No. \_\_\_\_\_

SUBJECT: Performance and Guaranty

The Undersigned, acting as the duly authorized representative of the bank, declares that the bank hereby guarantees to make payment to the Contracting Officer by check made payable to the Treasurer of the United States, immediately upon notice, after receipt of a simple written request from the Contracting Officer, immediately and entirely without any need for the Contracting Officer to protest or take any legal action or obtain the prior consent of the Contractor to show any other proof, action, or decision by an other authority, up to the sum of [amount equal to 20% of the contract price in U.S. dollars during the period ending with the date of final acceptance and 10% of the contract price during contract guaranty period], which represents the deposit required of the Contractor to guarantee fulfillment of his obligations for the satisfactory, complete, and timely performance of the said contract [contract number] for [description of work] at [location of work] in strict compliance with the terms, conditions and specifications of said contract, entered into between the Government and [name of contractor] of [address of contractor] on [contract date], plus legal charges of 10% per annum on the amount called due, calculated on the sixth day following receipt of the Contracting Officer's written request until the date of payment.

The undersigned agrees and consents that said contract may be modified by Change Order or Supplemental Agreement affecting the validity of the guaranty provided, however, that the amount of this guaranty shall remain unchanged.

The undersigned agrees and consents that the Contracting Officer may make repeated partial demands on the guaranty up to the total amount of this guaranty, and the bank will promptly honor each individual demand.

This letter of guaranty shall remain in effect until 3 months after completion of the guaranty period of Contract requirement.

Depository Institution: [name]
Address:
Representatives:
Location:
State of Inc.:
Corporate Seal:

Certificate of Authority is attached evidencing authority of the signer to bind the bank to this document.

## EXHIBIT 6

SAMPLE LISTING OF PROPERTIES AND MAKE READIES  
COMPLETED IN CALENDAR YEAR 2015

Property Identification	City	Property Type	Gross Sq.Mtrs	Make Ready Performed In 2015
1	Alexandria	Residence	200	No
2	Alexandria	Residence	220	No
3	Cairo	Residence	325	No
4	Cairo	Residence	299	No
5	Cairo	Residence	238	No
6	Cairo	Residence	212	No
7	Cairo	Residence	163	No
8	Cairo	Residence	208	No
9	Cairo	Residence	191	No
10	Cairo	Residence	248	Yes
11	Cairo	Residence	180	Yes
12	Cairo	Residence	250	Yes
13	Cairo	Residence	339	No
14	Cairo	Residence	250	No
15	Cairo	Residence	190	No
16	Cairo	Residence	240	Yes
17	Cairo	Residence	224	Yes
18	Cairo	Residence	247	Yes
19	Cairo	Residence	229	Yes
20	Cairo	Residence	229	Yes
21	Cairo	Residence	276	Yes
22	Cairo	Residence	236	No
23	Cairo	Residence	200	Yes
24	Cairo	Residence	223	Yes
25	Cairo	Residence	208	No
26	Cairo	Residence	270	No
27	Cairo	Residence	227	Yes
28	Cairo	Residence	274	No
29	Cairo	Residence	185	Yes
30	Cairo	Residence	184	Yes
31	Cairo	Residence	124	No
32	Cairo	Residence	223	Yes
33	Cairo	Residence	220	Yes
34	Cairo	Residence	140	No
35	Cairo	Residence	202	Yes

**SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER  
STATEMENTS OF OFFERORS**

**K.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION.  
(APR 1985)**

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**K.2 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING  
PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEPT 2007)**

- (a) Definitions. As used in this provision – “Lobbying contact” has the meaning provided at 2 USC 1602(8). The terms “agency”, “influencing or attempting to influence”, “officer or employee of an agency”, “person”, “reasonable compensation”, and “regularly employed” are defined in the FAR clause of this solicitation entitled Limitation on Payments to Influence Certain Federal Transactions (52.203-12).
- (b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12) are hereby incorporated by reference in this provision.
- (c) Certification. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress on its behalf in connection with the awarding of this contract.
- (d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contract on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its officer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.
- (e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 USC 1352. Any persons who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$150,000, for each failure.

### K.3 52.204-3 TAXPAYER IDENTIFICATION (OCT 98)

#### (a) Definitions

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and

implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 USC 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN)

TIN:	
	TIN has been applied for
	TIN is not required because:
	Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.
	Offeror is an agency or instrumentality of a foreign government
	Offeror is an agency or instrumentality of the Federal Government

(e) Type of Organization

	Sole Proprietorship
	Partnership
	Corporate Entity (not tax exempt)
	Corporate Entity (tax exempt)
	Government entity (Federal, State or local)
	Foreign Government
	International organization per 26 CFR 1.6049-4
	Other:

(f) Common Parent

	Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.
	Name and TIN of common parent
Name	
TIN	

(End of provision)

K.4 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2016)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **238990**.

- (2) The small business size standard is **\$14 Million USD**.
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b)(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.
- (2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:
- (i) Paragraph (d) applies.
  - (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.
- (c)(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:
- (i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—
    - (A) The acquisition is to be made under the simplified acquisition procedures in Part 13;
    - (B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or
    - (C) The solicitation is for utility services for which rates are set by law or regulation.
  - (ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.
  - (iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.
  - (iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—
    - (A) Are not set aside for small business concerns;
    - (B) Exceed the simplified acquisition threshold; and
    - (C) Are for contracts that will be performed in the United States or its outlying areas.
  - (v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation.
  - (vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
  - (vii) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
  - (viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
  - (ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

- (A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
- (B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.
- (x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.
- (xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.
- (xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.
- (xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.
- (xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.
- (xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.
- (xvi) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.
- (xvii) 52.225-4, Buy American—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.
- (A) If the acquisition value is less than \$25,000, the basic provision applies.
- (B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.
- (C) If the acquisition value is \$50,000 or more but is less than \$77,533, the provision with its Alternate II applies.
- (D) If the acquisition value is \$77,533 or more but is less than \$100,000, the provision with its Alternate III applies.
- (xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.
- (xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.
- (xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.
- (xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions. (2) The following representations or certifications are applicable as indicated by the Contracting Officer:

- (i) 52.204-17, Ownership or Control of Offeror.
- (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.
- (iii) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment- Certification.
- (iv) 52.222-52, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.
- (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA–Designated Products (Alternate I only).
- (vi) 52.227-6, Royalty Information.
  - (A) Basic.
  - (B) Alternate I.
- (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause # Title Date Change

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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

**K.5 52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS  
(APR 2010)**

- (a)(1) The Offeror certifies, to the best of its knowledge and belief, that—
  - (i) The Offeror and/or any of its Principals—
    - (A) Are *o* are not *o* presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
    - (B) Have *o* have not *o*, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax

evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks “have”, the offeror shall also see 52.209-7, if included in this solicitation);

(C) Are *o* are not *o* presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have *o*, have not *o*, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) *Examples.*

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has *o* has not *o*, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principal,” for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

#### K.6 52.225-18 PLACE OF MANUFACTURE (SEPT 2006)

(a) Definitions. As used in this clause—

“Manufactured end product” means any end product in Federal Supply Classes (FSC) 1000-9999, except—

- (1) FSC 5510, Lumber and Related Basic Wood Materials;
- (2) Federal Supply Group (FSG) 87, Agricultural Supplies;
- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and
- (10) FSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

(b) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1)  In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States);

or

(2)  Outside the United States.

**K.7 AUTHORIZED CONTRACT ADMINISTRATOR**

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for contract administration, which includes all matters pertaining to payments.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone No.: \_\_\_\_\_

**K.8 652.225-70 ARAB LEAGUE BOYCOTT OF ISRAEL (AUG 1999)**

(a) Definitions. As used in this provision:

Foreign person means any person other than a United States person as defined below.

United States person means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as provided under the Export Administration Act of 1979, as amended.

(b) Certification. By submitting this offer, the offeror certifies that it is not:

(1) Taking or knowingly agreeing to take any action, with respect to the boycott of Israel by Arab League countries, which Section 8(a) of the Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)) prohibits a United States person from taking; or,

(2) Discriminating in the award of subcontracts on the basis of religion.

**[Proposal Note: If the bidder/offeror has indicated “yes” in blocks (a)(1), (2), or (3) of the following provision, the bidder/offeror shall include Defense Base Act insurance costs covering those employees in their proposed prices. The bidder/offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>.]**

**K.9 652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES (JUN 2006)**

(a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

<u>Category</u>	<u>Yes/No</u>	<u>Number</u>	
(1) United States citizens or residents			
(2) Individuals hired in the United States, regardless of citizenship			
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no local workers’ compensation laws		local nationals:	
		third-country nationals:	
(4) Local nationals or third country nationals where contract performance takes place in a country where there are local workers’ compensation laws		local nationals:	
		third-country nationals:	

(b) The Contracting Officer has determined that for performance in the country of **Egypt**

- Workers’ compensation laws exist that will cover local nationals and third country nationals.
- Workers’ compensation laws do not exist that will cover local nationals and third country nationals.

(c) If the bidder/offeror has indicated “yes” in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) RESERVED

**K. 10 52.225-20 PROHIBITION ON CONDUCTING RESTRICTED BUSINESS**

## OPERATIONS IN SUDAN—CERTIFICATION (AUG 2009)

(a) *Definitions.* As used in this provision—

“Business operations” means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

“Marginalized populations of Sudan” means—

(1) Adversely affected groups in regions authorized to receive assistance under Section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and

(2) Marginalized areas in Northern Sudan described in Section 4(9) of such Act.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person conducting the business can demonstrate—

(1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;

(2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;

(3) Consist of providing goods or services to marginalized populations of Sudan;

(4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;

(5) Consist of providing goods or services that are used only to promote health or education; or

(6) Have been voluntarily suspended.

(b) *Certification.* By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

## K.11. 52.209-2 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS—REPRESENTATION (MAY 2011)

(a) *Definition.* “Inverted domestic corporation” and “subsidiary” have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code.* An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874.

(c) *Representation.* By submission of its offer, the offeror represents that—

(1) It is not an inverted domestic corporation; and

(2) It is not a subsidiary of an inverted domestic corporation.

(End of provision)

**K. 12. 652.209-79 REPRESENTATION BY CORPORATION REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW (DEVIATION PIB 2014-21) (SEPTEMBER 2014)**

(a) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State's policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that—

(1) It is  is not  a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is  is not  a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(End of Provision)

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## SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer.

Also, the full text of a solicitation provision may be accessed electronically at: <http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>. Please note these addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to access the links to the FAR or you may use an Internet “search engine” (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation provisions are incorporated by reference (48 CFR CH. 1):

<u>PROVISION</u>	<u>TITLE AND DATE</u>
52.204-7	SYSTEM FOR AWARD MANAGEMENT (JULY 2013)
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (JUL 2015)
52.209-7	INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
52.214-34	SUBMISSION OF OFFERS IN ENGLISH LANGUAGE (APR 1991)
52.215-1	INSTRUCTIONS TO OFFERORS— COMPETITIVE ACQUISITION (JAN 2004)
52.222-56	CERTIFICATION REGARDING TRAFFICKING IN PERSONS (MAR 2015)
52.236-28	PREPARATION OF PROPOSALS - CONSTRUCTION (OCT 1997)

## L.2 SOLICITATION PROVISIONS IN FULL TEXT

### 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of an indefinite-delivery indefinite-quantity contract resulting from this solicitation.

(End of provision)

### 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from the **Supervisory General Services Officer (S/GSO)**.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

## L.3 REVIEW OF DOCUMENTS

Each Offeror is responsible for:

- (1) Obtaining a complete set of contract drawings and specifications;
- (2) Thoroughly reviewing such documents and understanding their requirements;
- (3) Visiting the project site and becoming familiar with all working conditions, local laws and regulations; and
- (4) Determining that all materials, equipment and labor required for the work are available.

Offerors shall report any ambiguity in the solicitation, including specifications and contract drawings immediately to the Contracting Officer. Any prospective Offeror who requires a clarification, explanation or interpretation of the contract requirements shall make a request to the Contracting Officer not less than five working days before the closing date of the solicitation. Offerors may rely **ONLY** on written interpretations by the Contracting Officer.

## L.4 SUBMISSION OF OFFERS

### L.4.1 GENERAL

This solicitation is for the performance of the construction services described in Section C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, and the Attachments and Exhibits that are a part of this solicitation.

## L.4.2 SUMMARY OF INSTRUCTIONS

Each offer must consist of the following physically separate volumes:

<u>Volume</u>	<u>Title</u>	<u>No. of Copies*</u>
1	<u>Executed Standard Form 1442, "Solicitation, Offer and Award (Construction, Alteration, or Repair)", and completed Section K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS.</u>	<u>1</u>
2	<u>Price Proposal and completed Section B - SUPPLIES OR SERVICES AND PRICES/COSTS.</u>	<u>1</u>
3	<u>Business Management/Technical Proposal.</u>	<u>1</u>

Submit the complete offer to the address indicated at Block 7 of Standard Form (SF) 1442, if mailed, or the address below, if hand delivered (if this is left blank, the address is the same as that in Block 7 of SF-1442).

[JohnsonRR@state.gov](mailto:JohnsonRR@state.gov) (preferred)  
U.S. Embassy Cairo  
ATTN: GSO/Contracting Office  
8 Kamal El Din Salah Street  
Garden City, Cairo, Egypt

Offerors shall identify, explain and justify any deviations, exceptions, or conditional assumptions taken regarding any of the instructions or requirements of this solicitation.

## L.4.3 DETAILED INSTRUCTIONS

L.4.3.1 Volume I: Standard Form (SF) 1442 and Section K. Complete Blocks 14 through 20C of the SF-1442 and all of Section K.

L.4.3.2 Volume II: Price proposal and Section B. The price proposal shall consist of completion of Section B for each line item of the Base Year, all Four Option Years, and then completing the Grand Total Price for the Base Year Plus Four Option Years summary table.

L.4.3.3 Volume III: Business Management/Technical Proposal.

(a) Present the performance schedule in the form of a bar chart indicating when the various portions of the work will be started and completed within the

required schedule. This bar chart shall be in sufficient detail to clearly show each segregable portion of work and its planned start and completion date.

(b) The Business Management/Technical Proposal shall be in two parts, including the following information:

Proposed Work Information - Provide the following:

- (1) A list of the names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror;
- (2) The name and address of the Offeror's field superintendent for this project; and
- (3) A list of the names, addresses, and telephone numbers of subcontractors and principal materials suppliers to be used on the project, indicating what portions of the work will be performed by them.
- (4) Technical data/brochures/manufacture's data sheets for the listed items that will be used such as:
  - The Gypsum board system
  - Aluminum doors and windows
  - Paint materials
  - Plumbing piping and accessories
  - Waterproofing materials

Experience and Past Performance - List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

- (1) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;
- (2) Contract number and type;
- (3) Date of the contract award place(s) of performance, and completion dates;
- (4) Contract dollar value;
- (5) Brief description of the work, including responsibilities;
- (6) Comparability to the work under this solicitation;
- (7) Brief discussion of any major technical problems and their resolution;

(8) Method of acquisition (fully competitive, partially competitive, or noncompetitive), and the basis for award (cost/price, technical merit, etc.);

(9) Cost/price management history, including any cost overruns and under runs, and cost growth and changes;

(10) Percent turnover of contract key technical personnel per year; and

(11) Any terminations (partial or complete) and the reason (convenience or default).

(12) Environmental Preferability Submission, describing how the offeror will ensure the use of environmentally friendly products and materials in the performance of the contract. The offeror must list all chemical cleaning products and non-chemical products that will be used.

L.5 52.236-27 SITE VISIT (FEB 1995)

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) An organized site visit will be held on **February 16, 2016 at 11:30 a.m.**

(c) Participants will meet at **8, Kamal El-Din Salah Garden City, Cairo, Egypt.**

L.6 PREPROPOSAL CONFERENCE

A pre-proposal conference to discuss the requirements of this solicitation will be held on February **16, 2016 at 10:00 a.m.** at **8, Kamal El-Din Salah Garden City, Cairo, Egypt.**

Offerors are urged to submit written questions using the address provided on the solicitation cover page of this solicitation. Attendees should bring written questions to the conference as well. As time permits and after the Embassy discusses the solicitation and written questions are answered, oral questions may be taken.

L.7 652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999)  
(DEVIATION)

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation.

If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1696, by fax at (703) 875-6155, or by writing to:

Competition Advocate  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510.

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the Contracting Officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested, and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes.

Interested parties are invited to contact the contracting activity ombudsman, **S/GSO, at 2797-3600 and fax 2797-3972**. For a U.S. Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman.

Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1696, by fax at (703) 875-6155, or by writing to:

Acquisition Ombudsman  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510.

(End of provision)

#### L.8 MAGNITUDE OF CONSTRUCTION PROJECT

It is anticipated that the range in price of this contract will be: **\$1,000,000.00 and \$5,000,000.00**

#### L.9 FINANCIAL STATEMENT

If asked by the Contracting Officer, the offeror shall provide a current statement of its financial condition, certified by a third party, that includes:

Income (profit-loss) Statement that shows profitability for the past **3 years**;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for this information may cause the Government to determine the offeror to be non-responsible.

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## SECTION M - EVALUATION FACTORS FOR AWARD

### M.1 EVALUATION OF PROPOSALS

M.1.1. General. To be acceptable and eligible for evaluation, proposals must be prepared following Section L and must meet all the requirements in the other sections of this solicitation.

#### M.1.2. BASIS FOR AWARD

The Government intends to award a contract/contracts resulting from this solicitation to the lowest priced, technically acceptable offeror/offers who is /are responsible contractor/contractors. The evaluation process will follow the procedures below:

(a) Initial Evaluation

The Government will evaluate all proposals received to ensure that each proposal is complete in terms of submission of each required volume, as specified in Section L. The Government may eliminate proposals that are missing a significant amount of the required.

(b) Technical Acceptability

After the initial evaluation, the Government will review the remaining proposals to determine technical acceptability. Technical acceptability will include a review of the Proposed Work Information described in Section L to ensure that the offeror's proposed project superintendent/s and subcontractors are acceptable to the Government. The Government may also contact references provided as part of the Experience and Past Performance information described in Section L to verify quality of past performance. The Government shall also review the bar chart submitted to review the sequence of work and to ensure that performance would be completed on time. The end result of this review will be a determination of technical acceptability or unacceptability. The Government may request to visit the contractors' premises.

(c) The Government will determine responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- (1) Adequate financial resources or the ability to obtain them;
- (2) Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- (3) Satisfactory record of integrity and business ethics;
- (4) Necessary organization, experience, and skills or the ability to obtain them;

(5) Necessary equipment and facilities or the ability to obtain them; and

(6) Otherwise qualified and eligible to receive an award under applicable laws and regulations.

The Government reserves the right to reject proposals that are unreasonably low or high in price. Unsuccessful offerors will be notified in accordance with FAR 15.503.

**M.1.3 AWARD SELECTION**

The Government will review the prices of all technically acceptable firms and the award selection will go to the lowest priced, technically acceptable, responsible offeror/s. As described in FAR 52.215-1, incorporated by reference in Section L, the Government may award may based on initial offers, without discussions.

**M.2 52.217-5 EVALUATION OF OPTIONS (JULY 1990)**

The Government will evaluate offers for award purposes by adding the total price for all options to the total price. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

**M.3 QUANTITIES FOR EVALUATION**

For the purpose of evaluation, and for no other purpose, evaluation of prices submitted will be made on the basis that the Government will require the quantities shown in Section B of this solicitation.

**M.4 SEPARATE CHARGES**

Separate charges, in any form, are not solicited. For example, proposals containing any charges for failure of the Government to exercise any options will be rejected. The Government shall not be obligated to pay any charges other than the contract price, including any exercised options.

**M.5 52.225-17 EVALUATION OF FOREIGN CURRENCY OFFERS (FEB 2000)**

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

- (a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
- (b) For acquisitions conducted using negotiation procedures—
  - (1) On the date specified for receipt of offers, if award is based on initial offers; otherwise
  - (2) On the date specified for receipt of proposal revisions.

(End of provision)