



EMBASSY OF THE UNITED STATES OF AMERICA

Dear Prospective Offeror/Quoter:

The American Embassy Suva, Fiji, has a requirement for a contractor to provide preventative maintenance for the Embassy Generator. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, statement of work or specifications and technical qualifications.
3. Late quotation rules and evaluation method.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by August 10th 2012 no later than 3pm. All quotations must be submitted in Fijian Dollars [FJD]. Oral quotations will not be accepted.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Boullioun", written over a light blue horizontal line.

Matthew Boullioun
Contracting Officer

Enclosure:
As Stated.

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|--|--|-----------|-------------|------------|
| REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i> | THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4) | PAGE 1 | DF | PAGES 7 |
|--|--|-----------|-------------|------------|

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|--|-----------------------------------|--|--|--------|
| 1. REQUEST NO. SFJ60012Q0007 | 2. DATE ISSUED 07/27/12 | 3. REQUISITION/PURCHASE REQUEST NO. | 4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 | RATING |
|--|-----------------------------------|--|--|--------|

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| 5A. ISSUED BY General Services Office, American Embassy, 158 Princes Road, Suva | 6. DELIVER BY <i>(Date)</i> 08/20/12 - 07/20/15 |
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| | | | |
|--|------------------|----------------------------------|--|
| 5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> | | 7. DELIVERY | |
| NAME Ellen Moses | TELEPHONE NUMBER | 158 Princes Road Suva | |
| | AREA CODE | NUMBER 679 3314466 | |

| | |
|--------|----------------|
| 8. TO: | 9. DESTINATION |
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| | | |
|---------|------------|---|
| a. NAME | b. COMPANY | a. NAME OF CONSIGNEE American Embassy |
|---------|------------|---|

| | |
|-------------------|--|
| c. STREET ADDRESS | b. STREET ADDRESS 158 Princes Road |
|-------------------|--|

| | | | |
|---------|----------|-------------|------------------------|
| d. CITY | e. STATE | f. ZIP CODE | c. CITY Suva |
| | | | d. STATE |
| | | | e. ZIP CODE |

| | |
|--|---|
| 10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS <i>(Date)</i> 08/10/12 | IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter |
|--|---|

11. SCHEDULE *(Include applicable Federal, State and local taxes)*

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) |
|-----------------|--------------------------|-----------------|-------------|-------------------|---------------|
| | See attached | | | | |

| | | | | | |
|--------------------------------|-----------------------------|--------------------------|-----------------------------|------------------|---|
| 12 DISCOUNT FOR PROMPT PAYMENT | a. 10 CALENDAR DAYS % | b. 20 CALENDAR DAYS % | c. 30 CALENDAR DAYS % | d. CALENDAR DAYS | |
| | | | | NUMBE R | % |

NOTE: Additional provisions and representations are are not attached.

| | | | | | |
|-------------------------------|----------|-------------|--|--|----------------------|
| 13 NAME AND ADDRESS OF QUOTER | | | 14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION | | 15 DATE OF QUOTATION |
| a. NAME OF QUOTER | | | | | |
| b. STREET ADDRESS | | | 16. SIGNER | | |
| c. COUNTY | | | a. NAME (Type or print) | | b. TELEPHONE |
| d. CITY | e. STATE | f. ZIP CODE | c. TITLE (Type or print) | | AREA CODE |
| | | | | | NUMBER |

RFQ SFJ60012Q0007

This RFQ includes option(s) as addressed in the schedule and applicable FAR provisions/clauses. Separate pricing is requested for the base period and each option period.

Description/Statement of Work:

0001 Base Period of Maintenance (Aug 20, 2012- July 20th 2013)

Contractor shall provide maintenance on the following equipment:

Two (2) Caterpillar C-18 -diesel generator sets: 635 KVA, 508 KW, 415V, 50Hz, 3 Phase, Wye with Two (2) ASCO 7000 Series Transfer Switches and (2) Remote Annunciator Panels.

Price: \$ _____/annually

Maintenance shall consist of:

GENERAL REQUIREMENTS:

The Contractor under this Statement of Work (SOW) will be responsible for labor and materials required to carry out all preventive maintenance as outlined in this SOW. Embassy staff has service manuals for all Generators and ATS's on-site.

SCOPE OF WORK – GENERATOR PREVENTIVE MAINTENANCE

Contractor shall provide all materials, supervision, labor, tools and equipment to perform Preventive Maintenance. All personnel working in the vicinity shall wear and /or use safety protection while all work is performed. Any questions or injuries **shall** be brought to the attention of the Post Occupation Safety and Health Officer (OSHA).

Material Safety Data Sheets (MSDS) shall be provided by the Contractor for all HAZMAT materials. Copies will be provided to the COR for approval.

If any discrepancies are found with the generator system that are not covered under this scope of work then the contractor must provide the following:

1. Detailed report noting the discrepancy found.
2. Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.
3. Price quote for repair labor.

The following work must be done annually:

A. Generator Unit

1. Conduct visual check around the generator.
2. Change oil and oil filter (to be changed after load tests).
3. Replace fuel filters and record differential pressure to start a baseline.
4. Replace air filters.
5. Clean, flush, recharge water coolant and change coolant filter.
6. Check the thermostat and replace when necessary.
7. Check the V belts and fan belts; replace when necessary and tighten the belts with proper tension.
8. Check hoses and replace when necessary.
9. Check the battery, do battery load test, replace when necessary.
10. Clean battery terminals and lugs (apply grease on terminal connections).
11. Check the fuel day tank, drain the water separator filter. Drain water and sediment.
12. Obtain fuel sample at day tank and storage tank for analysis.
13. Check fuel tanks to make sure full, and treat the fuel as needed.
14. Inspect exhaust piping and muffler insulation.
15. Drain condensate from exhaust condensate trap.
16. Inspect engine and generator wiring harness for wear and damages.

17. Inspect supports and spring isolators for soundness and stability.
18. Inspect unit thoroughly for loose fasteners.
19. Test and operate mechanical emergency shut off controls.
20. Clean radiator air passages and exhaust air ducts.
21. Clean intake louvers and ducts.
22. Check for moisture, dust, oils, greases, and debris on main stator windings, exciter, and PMG. Clean as needed.
23. Inspect water pump and seals; replace any worn or defective parts.
24. Clean and inspect the oil cooler.
25. Clean and inspect the after cooler.
26. Turn off the generator circuit breaker and run the generator unloaded for 15 minutes. Check the generator for unusual conditions, such as: excessive vibration, excessive black or white smoke. The following indicators also need to be checked while the generator is running: oil pressure gauge, water temperature gauge, fuel pressure gauge, RPM indicator, volts; amps; and frequency indicators. Verify all in normal condition.
27. After confirming that the genset is in normal condition, run and load the unit with the existing building load for 1 hour. The following indicators also need to be checked while the generator is running: oil pressure gauge, water temperature gauge, fuel pressure gauge, RPM indicator, volts; amps; and frequency indicators. Verify all in normal condition.
28. Start unit and run under load for 2 hour: Load Test – Load the engine to minimum of 80% using a load bank. Operate at this level for minimum of two hours. After approximately one hour, record the readings of all gauges: oil pressure, fuel pressure, oil meter, engine jacket water temperature, exhaust temperature (if equipped), and manifold vacuum (if equipped). Engine slobbering can occur if the load testing is not conducted. Load test report shall be submitted to the COR.
29. Perform any additional maintenance tasks as recommended in the manufacturer's operation and maintenance manuals.
30. Submit service inspection and testing report.

The following work to be done every 3 years:

31. Read and record all gauges/meters (adjust/calibrate as required)
32. Check exhaust for excessive black or white smoke. (See manufacture's manual)
33. Check / inspect turbocharger for proper operation. Check the end play and radial clearance on the turbine wheel and shaft. Check for vibrations and for any abnormal noise during operation.
34. Check air box drain tubes for excess fuel or oil blow-by.
35. Check generator bearing and brackets. Lubricate generator bearing. Check for noise and overheating.
36. Check exhaust manifold, muffler, and piping for leaks and secure mountings.
37. Check fuel day tank for overheating.
38. Inspect all fuel, oil, and water piping for secure mounting.
39. Perform a complete engine adjustment and tune-up.
40. Main Stator Winding Temperature (if equipped with winding defectors) – Check and record main stator winding temperatures with engine under load. NOTE: Nominal temperature values for stand by units are 180°C (356°F) for the alarm and 205°C (401°F) for the shutdown.
41. Bearing Bracket Temperature (If Equipped) – Check and record all bearing bracket temperatures with the engine under a load. NOTE: Nominal temperature values for the bearing bracket are 85°C (185°F) for the alarm and 95°C (203°F) for the shutdown.
42. Test and operate mechanical emergency shut off controls.
43. Perform any additional maintenance tasks as recommended in the manufacture's operation and maintenance manuals.

B. ELECTRICAL EQUIPMENT (Transfer Switch, Remote Start Control Panel, Remote Annunciator, & Battery Charger)

1. Clean dust and vacuum all the controls, meters, switching mechanism components, interior bus work, and connecting lugs of the ATS, remote start control panel, remote annunciator and battery charger.
2. Inspect/Check bus work and supporting hardware for carbon tracking, cracks, corrosion, or any type of deterioration.
3. Check stationary and movable contacts.
4. Check system hardware, control wirings and power cables for loose connections.
5. Check all control wiring and power cables (especially wiring between or near hinged door) for sign of wear and deterioration.
6. Check the cabinet interior for loose hardware.
7. Service or replace the batteries in the Digital Module every two years. (as applicable)

8. Check ATS operations and calibrate TDES, TDNE, TDEN, and TDEC if necessary. Reset test switch. Observe and record retransfer/cool down time.
9. Test engine auto-shutdown components.
10. Check all indication lights, replace any defective bulbs.
11. Check the Battery Charger and record charging amperage reading.
12. Simulate and check all the alarm codes at the Remote Annunciator panel.
13. Inspect and tests run the Genset remotely.
14. With the engine running and the generator circuit breaker open:
 - a. Jumper or simulate a fault on the water temperature switch
 - b. Jumper or simulate a fault on the oil pressure switch
 - c. Jumper or simulate a fault on the over-speed switchEach time the switch is "jumpered," the engine should stop and the corresponding failure lamp should illuminate. Reset the shut down mechanisms after each test.
15. Perform any additional maintenance tasks that may be recommended in the manufacture's operations and maintenance manuals.

C. Others

1. Contractor must submit to the Contracting Officer's Representative (COR) for review, work sheet/ checklist that will be used for performing maintenance service.
2. COR must immediately be made aware of any condition discovered that could result in equipment failure.
3. Checklist and inspection report must be submitted to the COR within three days of completing the work.
4. Chemical analysis and other reports should be submitted to the COR within 7 calendar days.

0002 Option 1 period of Maintenance (Aug 20, 2012- July 20th 2014)

Price: \$ _____/annually

0003 Option 2 period of Maintenance (Aug 20, 2012- July 20th 2015)

Price: \$ _____/3rd year only

Please return SF 18, form on page 1 (2 copies) signed and dated no later than 08/10/12, 3:00 PM. Late submissions will not be accepted. Award will be made on lowest price technically accepted basis.

Submit any questions in writing.

RFQ SFJ60012Q0007

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA 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 this address:

<http://acquisition.gov/far/index.html>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov>

FAR 52-217-8 Option to Extend Services

FAR 52-217-9 Option to Extend the Term of the Contract

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))
____Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

| | Clause Number and Title |
|---|---|
| | (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). |
| | (2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)). |
| | (3) - (24) [Reserved]. |
| | (25) 52.222-19, Child Labor - Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126). |
| | (26) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). |
| | (27) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246). |
| | (28) 52.222-35, Equal Opportunity for Veterans (SEPT 2010) (38 U.S.C. 4212). |
| | (29) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793). |
| | (30) 52.222-37, Employment Reports on Veterans (SEPT 2010) (38 U.S.C. 4212). |
| | (31) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201) |
| √ | (32)(i) 52.222-50, Combating Trafficking in Persons (FEB 2009) |
| | (32)(ii) Alternate I of 52.222-50 |
| | (33) - (38) [Reserved]. |
| | (39) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). |
| √ | (40) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). |
| | (41) - (44) [Reserved]. |
| | (45) 52.232-33, Payment by Electronic Funds Transfer - Central Contractor Registration (OCT 2003) (31 U.S.C. 3332). |
| √ | (46) 52.232-34, Payment by Electronic Funds Transfer - Other than Central Contractor |

| | |
|--|---|
| | Registration (MAY 1999) (31 U.S.C. 3332). |
| | (47) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332). |
| | (48) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a). |
| | (49)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). |
| | (ii) Alternate I (APR 2003) of 52.247-64. |

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial Items:

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| | Clause Number and Title (1) – (6) [Reserved] |
| | (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 110-247) |
| | (8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)). |

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) *[This paragraph applies only if award is made to a U.S. firm, except for item (vii) which applies to all orders.]* Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (xi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause –

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (JAN 2011) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1,500,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) [Reserved]

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEPT 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2010) (E.O. 13201).

(viii) [Reserved].

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(x) – (xii) [Reserved].

(xiii) Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Public Law 110-247) Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(End of clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES

| NUMBER | TITLE | DATE |
|---------------|---|-------------|
| 652.225-71 | Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds \$100,000) | AUG 1999 |
| 652.228-71 | Reserved | JUNE 2006 |
| 652.229-70 | Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post) | JUL 1988 |
| 652.229-71 | Personal Property Disposition at Posts Abroad | AUG 1999 |
| 652.237-72 | Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility) | APR 2004 |
| 652.239-71 | Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department) | SEP 2007 |
| 652.242-70 | Contracting Officer's Representative "The COR is Robert Russell" | AUG 1999 |
| 652.242-71 | Notice of Shipments (for overseas shipment of supplies) | JUL 1988 |
| 652.242-73 | Authorization and Performance | AUG 1999 |
| 652.243-70 | Notices | AUG 1999 |

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

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)