Statement of Work for Landscape Maintenance Services

Kavallintie 39A2, 39C1, 41A & 41B, Kauniainen

April 22, 2013

U.S. Embassy Helsinki is soliciting bids for landscape maintenance work for residences at Kavallintie 39A2, 39C1, 41A & 41B in Kauniainen. We are requesting landscape maintenance services beginning June 1, 2013 and ending October 31, 2013.

Scope of Work

Contractor shall make one visit to site every **2 weeks**. During visit, Contractor shall:

- Mow lawn;
- Perform edging of all sidewalks, driveways and curbs;
- Perform trimming of grass around all trees, shrubs, buildings, poles, etc. to height of adjacent mowed lawn;
- Remove debris, including trash, leaves and limbs;
- Remove weeds and apply weed killer as needed.

Contractor shall prune all shrubs, vines, bushes and trees once per month to:

- Direct and encourage plant growth in desired direction;
- Remove dead and unsightly growth;
- Maintain a neat and attractive appearance.

Contractor shall repair minor damages and bare spots to lawn as needed.

Contractor shall include removal of fallen leaves at the end of this agreement as part of the scope of work.

Contractor is responsible for all equipment and fuels needed to complete the work.

Project Requirements

Working hours are Monday through Friday 9:00 to 16:00, except Finnish and U.S. holidays, when no work is to be performed. Prior approval from Contracting Officers Representative (COR) will be required if work is to be done outside this timeframe. COR reserves the right to change service schedule as needed.

Contractor shall include all planning, administration, and management necessary to assure that all services comply with the contract, the COR schedules and instructions, and all applicable laws and regulations. Contractor shall be responsible for meeting all standards of performance

identified in the contract and to perform all support functions such as supply, subcontracting, quality control, financial oversight, and maintenance of complete records and files.

Contractor shall designate a representative who shall be responsible for supervision of all work that is a part of this contract. Contractor representative shall be the point of contact with the COR and shall have sufficient English skills to communicate with members of the U. S. Government.

Contractor shall be responsible for all quality control and for accidental or incidental damage caused during the work. Contractor is responsible for any sub-contractors actions and payments.

Contractor is not allowed to store equipment and/or materials on site. All products shall be used according to manufacturers' specifications and recommendations.

Security

The work to be performed under this contract requires that the Contractor, its employees and Sub-Contractors submit names, social security numbers and vehicle information for review by the Embassy Regional Security Officer. Information submitted by the Contractor will be kept confidential.

Cleaning

Contractor is responsible for the removal of all materials and debris from the premises utilizing Contractor's waste bin. Use of owner's waste bins or composter is prohibited.

Qualifications

Contractor shall be a certified and trained professional. Contractor shall submit information on company including experience and two references.

Payments

Terms of payment are net 30 days.

Bidding

Bids must be submitted in English and are due April 26, 2013 no later than 12:00. Bids to be delivered to Virpi Soderlin at SoderlinVA@state.gov.

Contractors are expected to attend pre-bid meeting to review all properties April 18, 2013 at 9:00 am beginning at Kuninkaanniemi 8, Espoo.