STATEMENT OF WORK

FOR

Wood Floor Replacement

At

Ambassador's Residence
U.S. Embassy Helsinki, Finland

05/3/2013

Project 2013-004

1.0 INTRODUCTION

1.1 Overview:

The U.S. Embassy Helsinki has a requirement for a contractor to replace certain wood floors in the Ambassador's Residence at the U.S. Embassy in Helsinki. The work will consist of:

- Complete replacement and finishing of wood floors in the following rooms to be known as the Area of Work:
    - Entry Foyer
    - Elliptical Stair Foyer
    - Living Room
    - Dining Room
    - Library
- Document existing patterns and wood species currently in Area of Work with photographs and drawings.
- Provide a line item in the bid called Option One. This option will give a cost for the removal and reinstallation of all existing baseboards/trim required for the installation of the flooring. The base bid will assume the Owner will have baseboards removed prior to work and put them back in place after the work is done.
- Remove all wood flooring in Area of Work and do all required preparation needed for installation of new flooring.
- Install new 25 mm thick wood flooring to match original colors, patterns and wood species of existing floors. Flooring to have 9mm plywood base and 16mm solid oak top layer.
- Sand, prepare and finish new wood floors as needed for a finished appearance.
- Contractor to provide equipment to produce cross-ventilation to aid in drying time between coats and aid in exhausting solvent odor.
- Do not apply polyurethane finish for flooring. Floor finish shall be a (4) four coats of tung oil with an additional (1) coat of high-gloss tung oil to provide a gloss finish.
- Provide temporary protection as needed to assure no damage to other work. All damages shall be corrected as a part of the work.
- All preparations and cleaning needed.
- All work and supplies as needed for a complete project.

1.2 The Embassy location is:

U.S. Embassy Helsinki
Itainen Puistotie 14
00140 Helsinki

1.3 The Contracting Officer Representative (COR) shall be:

Kato Smith
Facility Manager

Phone 358 9 6162 5647
Cell 358 40 674 4062
Email SmithKD@State.gov

1.4 All inspections will be requested through the COR.

2.0 GENERAL REQUIREMENTS

2.1 The Contractor shall provide a quantity of construction personnel, equipment, materials, tools and supervision as needed to complete the services and technical requirements in the Statement of Work (SOW). It is expected that the Contractor shall partner closely with Embassy personnel.

2.2 The Contractor must have experience with patterned, hardwood floor installations and provide three references of previous work of this type.

2.3 The Contractor shall designate and make available a representative to meet with the Contracting Officer's Representative (COR) weekly to discuss the Progress Report, or other matters pertaining to the Project. The contractor shall follow up all telephone conversations affecting the scope of work with an email summary of the conversation sent to the COR.

2.4 All work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period.

2.5 Normal Embassy work week is from Monday through Friday from 08:30 to 17:00.

3.0 CONTRACT ADMINISTRATION

3.1 The Contractor shall NOT conduct any work that is beyond this Statement of Work unless directed in writing by the CO. Any work done by the Contractor beyond this SOW without direction from the Contracting Officer (CO) will be at the Contractor's own risk and at no cost to the U.S. Government.

3.2 Neither payment, or approval, nor acceptance of Contractor's services under this contract by the Embassy shall be construed to operate as a waiver of any rights under this contract or any cause of action against the Contractor arising out of the performance of this contract.

3.3 The Embassy has the right to inspect and test all services called for by the contract, to the extent practicable, at all times and places during the term of the contract.

3.4 The COR, on behalf of the CO, has the authority to issue a temporary stop order during the execution of any particular phase of this SOW. This authority may be executed when the Embassy requires time for official functions or is in possession of specific credible information indicating that the lives of Embassy personnel are immediately threatened

and that the execution of the project will increase the Embassy's vulnerability. The COR shall promptly notify the CO that work has been stopped. The Embassy may stop work on up to 10 occasions for full workdays during the project with 24 hours' notice to the Contractor. The Embassy shall fund work stoppage for mission critical operations beyond 10 days.

3.5 The CO has the right to terminate this contract for convenience at any Phase in whole, or from time to time, if the CO determines it is in the interest of the U.S. Government.

4.0 RESPONSIBILITY OF THE CONTRACTOR

4.1 The Contractor shall prepare and maintain a Project Schedule to address the cost and schedule for the project. The Project Schedule is intended to document the entire project from beginning to end.

4.2 Any cost associated with services subcontracted by the Contractor shall be borne by and be the complete responsibility of the Contractor under the fixed price of this contract.

4.3 The Contractor shall be and remain liable to the USG in accordance with applicable US law for all damages to the Embassy caused by the Contractor's negligent performance of any of the services furnished under this contract. The rights and remedies for the USG provided for under this contract are in addition to any other rights and remedies provided by US law.

4.4 The Contractor's senior representative shall be responsible for briefing COR on the status of the Work. The Contractor shall have all the means to communicate with on-site personnel using state-of-the-art technologies for the industry including, but not limited to, electronic mail, World Wide Web, digitizing equipment, wireless phone or other means.

4.5 The Contractor shall ensure that the overall program is executed smoothly, delivered on schedule, and within the project budget. The Contractor shall coordinate the efforts of all sub-contractors to ensure successful completion of this program within schedule and cost.

4.6 The Contractor shall clean the worksite at the end of each day and be responsible for all waste removal associated with their work.

4.7 All unclassified drawings and unclassified documents must be returned to the COR at completion of the task order. In addition, all documentation produced for this project shall become the property of the USG at the completion of the project.

4.8 The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.

5.0 CONSTRUCTION SERVICES

5.1 The Contractor shall survey the compound areas where construction will take place and become thoroughly familiarized with the existing conditions and conditions that will affect the construction. The Contractor shall ascertain all local permit requirements, licensing requirements, and the quality and availability of materials, sub-contractors, and equipment that may be needed to execute the contract.

5.2 The Contractor shall inspect and evaluate all available drawings and reports pertaining to the project. The Contractor shall field verify all dimensions for construction relevant to the project.

5.3 All materials and equipment incorporated into the project shall be brand new. The Contractor shall transport and safeguard all materials and equipment required for construction as instructed by the manufacturer's instructions.

5.4 The contractor shall include all transportation and installation costs in the bid price.

5.5 The Contractor shall at all times keep the work area free from accumulation of waste materials. Upon completing construction, the Contractor shall remove all temporary facilities and leave the project site in a clean and orderly condition acceptable to Post. Any repair of damage caused as a result of this project will be the responsibility of the Contractor.

5.6 The Contractor shall maintain continuous usage of existing systems during construction, including providing temporary cooling units if necessary.

5.7 Deliverables to Accompany Completion of Construction: The Contractor shall provide one copy of the following to the COR:

A. Contractor & Manufacturer's Contact List. The Contractor shall provide a list containing contractor's & manufacturers' contact information for future repair and maintenance.
B. Maintenance Instructions. Provide two copies to Embassy.
C. Manufacturers' Warranty. Provide two copies to Embassy.
D. One-year workmanship guarantee in writing covering all equipment, materials and labor in the event any workmanship or equipment items are found defective

5.8 The Contractor shall provide operations and maintenance training on the system to Post staff. Coordinate training periods with the COR in writing at least seven (7) business days in advance.

6.0 PROJECT SCHEDULE

6.1 The Contractor shall commence work under this contract promptly upon Notice to Proceed, execute the work diligently, and achieve final completion and acceptance of the project, including final cleanup of the premises and training of Post operations personnel, within the contract period specified.

6.2 Milestones:

- Pre-Bid Meeting May 15, 2013 at 09:00
- Bid Due Date May 20, 2013 no later than 12:00
- Beginning of work July 8, 2013
- Completion of project No later than August 16, 2013

6.3 Notification of intent to attend pre-bid meeting must be submitted to SoderlinVA@state.gov more than 24 hours in advance for security clearances.

6.4 Bids must be submitted in English and are due May 20, 2013 no later than 12:00. All bids to be submitted by email to SoderlinVA@state.gov.

7.0 SECURITY CLEARANCES

7.1 All people on site must get clearance from the Embassy Regional Security Officer prior to being allowed on site. Because of the clearance requirement, the work to be performed under this contract requires that the Contractor, its employees and sub-contractors submit personnel information for review by the Embassy. Information submitted by the Contractor will not be disclosed beyond the Embassy.

7.2 The contractor shall submit this information including vehicle requirements within 5 days of the Notice to Proceed.

8.0 PAYMENTS

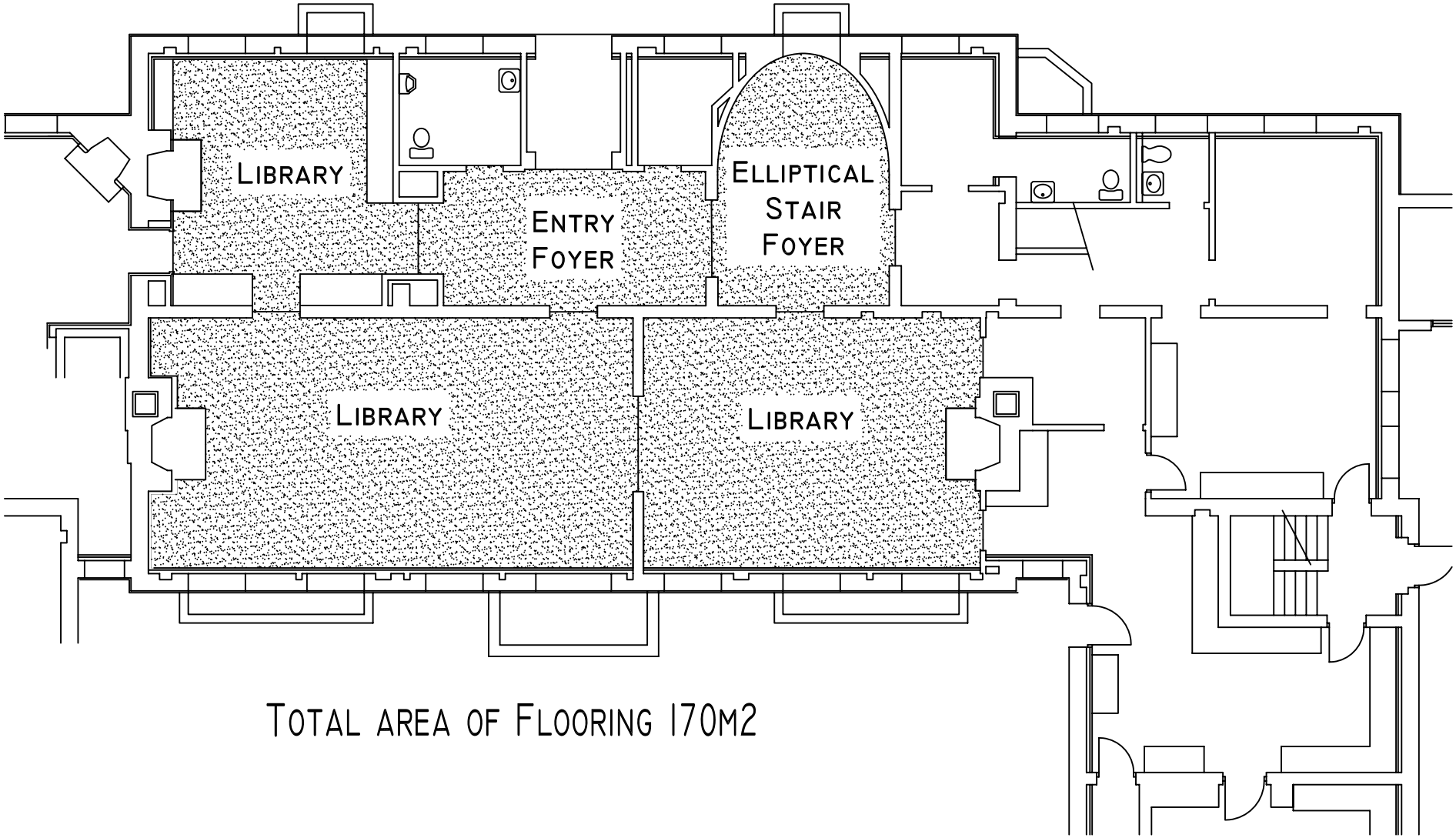
8.1 The Contractor shall provide a fixed fee, lump sum proposal to the CO for the work.

8.2 The Contractor shall submit the invoice, with the appropriate backup documents to the COR. The COR will determine if the invoice is complete and proper as submitted. The COR also will determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will within seven days, request the Contractor to submit a revised invoice.

8.3 Payment terms are 30 days.

8.4 The Contractor shall specifically identify his last invoice "Final Invoice". The Final invoice shall include the remaining payment claimed to be due under the basic contract and all modifications issued, if any. The final invoice shall also include the Contractor's Release of Claims Certificate attached.

END OF STATEMENT OF WORK



Total area of Flooring 170m2

Wood Flooring Replacement - First Floor

US Embassy Helsinki

05-03-13