# Statement of Work for Snow Removal Services

## Westendintie 34, Espoo

November 5th, 2014

U.S. Embassy Helsinki is soliciting bids for snow removal services for a residence located at Westendintie 34, Espoo. We are requesting snow removal services beginning December 1, 2014 and ending April 1, 2015. The quality of work and compliance with the schedule has the utmost importance in this contract.

**Scope of Work**

The Contractor shall be responsible for monitoring weather and site conditions in order to mobilize quickly to do the work.

The Embassy will conduct quality control inspections to ensure that the quality of work is acceptable and completed in a timely manner as stated in this scope of work.

No melting substances shall be used. Sand should be used in sufficient quantities to allow a safe walking surface.

Base Bid - Attached site plan shows areas of work.

The work includes:

- Piling snow on marked areas.
- Sand as needed or as requested by the COR (Contracting Officer's Representative).
- Removing snow that cannot be put in the marked areas to dump site within 24 hours notice. The contractor informs the COR if piling areas are full. The COR will then approve or deny a removal of the snow. The contractor has to state a fixed price for removal of snow from area to dump site. Price should be given in euros / tons of snow.
- Sweeping & cleaning of sand (April/ May 2015) from all areas where it is spread or moved during the winter upkeep, and then removing sand from site.
- Contractor shall include cost of all equipment, fuels, materials, insurances, fees, and transportation costs associated with all aspects of the work.

| | |
|---|---|
| Yellow: | Area which need to be plowed or cleaned of snow and to be sanded. |
| Blue: | Piling areas |
| Red: | Passage routes which need to be kept snow and ice free. |

**Hours of Work**

During the week, Monday-Friday, all work should be conducted between the hours of 6:00 and 21:00.

In the event of snow accumulation in excess of 3 cm between the hours of 21:00 and 6:00, all yellow areas should be cleaned for use no later than 9:00.

On weekends and American and/or Finnish holidays, the work will be conducted between 7:00 and 21:00. In the event of snow accumulation in excess of 3 cm between 21:00 and 7:00, all yellow area should be cleaned for use no later than 9:00. See attachment for 2014 & 2015 holiday schedules.

Red areas are to be kept free of ice and snow from 8:00 to 18:00 daily.

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.

**Project Requirements**

The contract is a firm, fixed fee price, that will include all work, including furnishing labor, equipment, and services, overhead (including cost of Worker's Compensation, Social Security, Insurance, Taxes, and other costs that are not a direct reimbursement) and profit, with no adjustments for any escalation in costs or prices of material and labor.

The company awarded the contract shall be considered the Contractor. If the Contractor uses Sub-Contractor(s), they are still responsible for the project and the actions of Sub-Contractor(s). U.S. Embassy Helsinki enters into a contract with the Contractor and will not regulate or arbitrate between the Contractor and Sub-Contractor(s).

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 issues and for accidental or incidental damage caused during the work. Contractor is responsible for any Sub-Contractor's 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 a security clearance process. No more than five (5) days after award of the contract, the Contractor shall submit names, social security numbers and vehicle information for review by the Embassy Regional Security Officer for employees and Sub-Contractors. Information submitted by the Contractor will be kept confidential. Only those persons cleared in advance by the Embassy will be able to enter the premises to complete the work.

**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 is prohibited.

**Qualifications**

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

**Safety**

Contractor shall be responsible for knowledge and compliance with all local and industry safety rules and standards to ensure a safe and accident free work place.

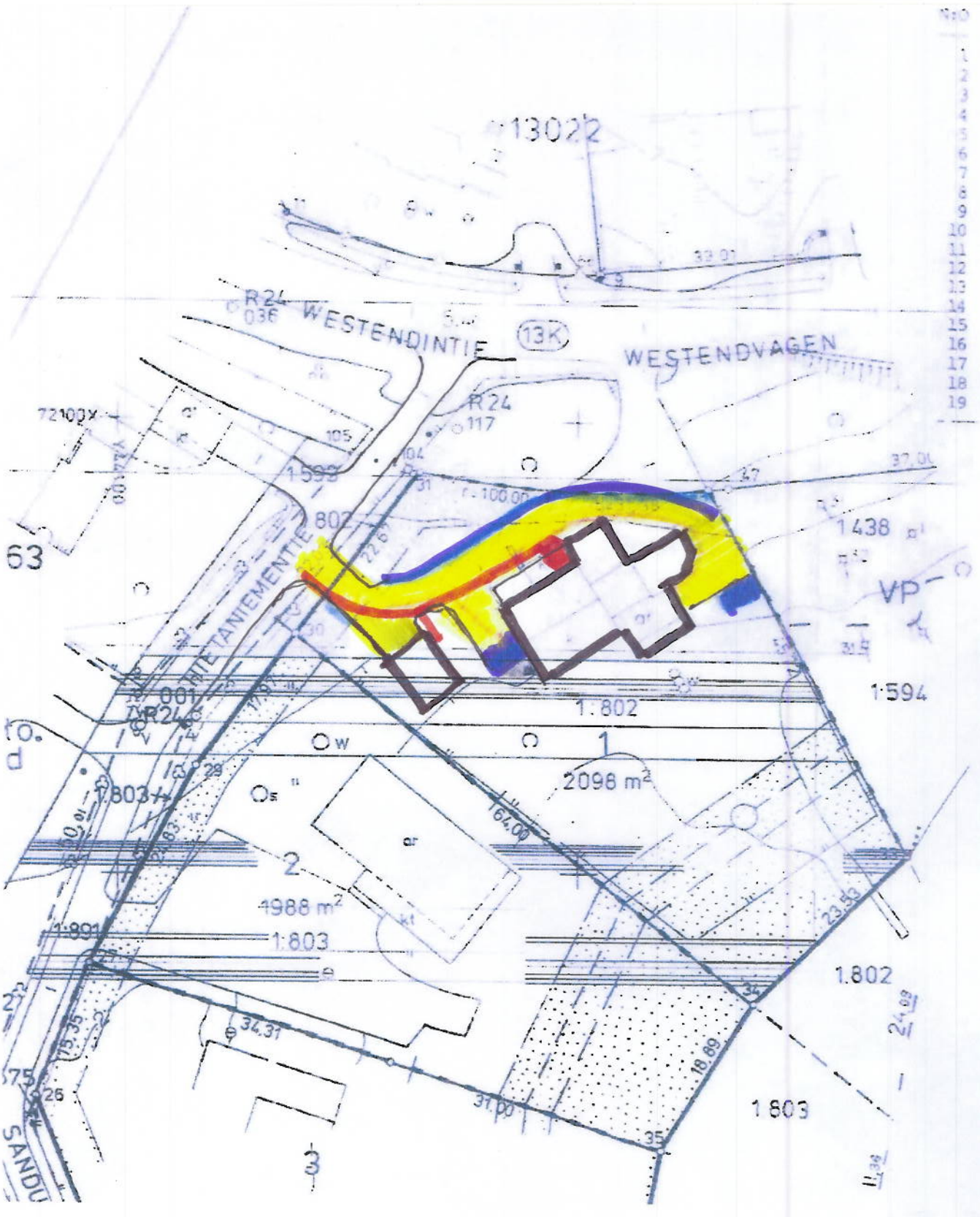
**Payments**

Contractor shall submit invoice at the beginning of each month, beginning Dec 1, 2014. Terms of payment are net 30 days.

**Bidding**

Contractors are expected to attend pre-bid meeting to review all properties November 14th, 2014 at 9:00 beginning at Kuninkaanniemi 8, Espoo.

Bids must be submitted in English and are due November 19th, 2014 no later than 13:00. Bids to be delivered to Virpi Soderlin at SoderlinVA@state.gov.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# MANAGEMENT NOTICE
## American Embassy, Helsinki

**NOTICE NUMBER:** **13 - 077**
**DATE:** **October 1, 2013**
**TO:** **Helsinki All Employees**
**FROM:** **Management Counselor – Steven Rider**
**SUBJECT:** **2014 Holiday List**

| DATE | HOLIDAY |
|---|---|
| Wednesday, January 1, 2014 | New Year's Day – US and Finnish |
| Monday, January 6 | Epiphany - Finnish |
| Monday, January 20 | Martin Luther King's Birthday - US |
| Monday, February 17 | Presidents' Day - US |
| Friday, April 18 | Good Friday - Finnish |
| Monday, April 21 | Easter Monday - Finnish |
| Thursday, May 1 | May Day - Finnish |
| Monday, May 26 | Memorial Day – US |
| Thursday, May 29 | Ascension Day - Finnish |
| Friday, June 20 | Midsummer's Eve - Finnish |
| Saturday, June 21 | Midsummer's Day - Finnish |
| Friday, July 4 | Independence Day - US |
| Monday, September 1 | Labor Day - US |
| Monday, October 13 | Columbus Day - US |
| Saturday, November 1 | All Saints' Day - Finnish |
| Tuesday, November 11 | Veterans' Day - US |
| Thursday, November 27 | Thanksgiving Day - US |
| Saturday, December 6 | Independence Day - Finnish |
| Wednesday, December 24 | Christmas Eve - Finnish |
| Thursday, December 25 | Christmas Day - US and Finnish |
| Friday, December 26 | Second Christmas Day - Finnish |
| Thursday, January 1, 2015 | New Year's Day - US and Finnish |

# MANAGEMENT NOTICE
## American Embassy, Helsinki

**NOTICE NUMBER:** **14-073**
**DATE:** **August 15, 2014**
**TO:** **Helsinki All Employees**
**FROM:** **Management Officer Jennifer Danover**
**SUBJECT:** **2015 Holiday List**

| DATE | HOLIDAY |
|---|---|
| Thursday, January 1, 2015 | New Year's Day – US and Finnish |
| Tuesday, January 6 | Epiphany - Finnish |
| Monday, January 19 | Martin Luther King's Birthday - US |
| Monday, February 16 | Presidents' Day - US |
| Friday, April 3 | Good Friday - Finnish |
| Monday, April 6 | Easter Monday - Finnish |
| Friday, May 1 | May Day - Finnish |
| Thursday, May 14 | Ascension Day - Finnish |
| Monday, May 25 | Memorial Day – US |
| Friday, June 19 | Midsummer's Eve - Finnish |
| Sunday, June 20 | Midsummer's Day - Finnish |
| Friday, July 3 (observed) | Independence Day - US |
| Monday, September 7 | Labor Day - US |
| Monday, October 12 | Columbus Day - US |
| Sunday, November 1 | All Saints' Day - Finnish |
| Wednesday, November 11 | Veterans' Day - US |
| Thursday, November 26 | Thanksgiving Day - US |
| Sunday, December 6 | Independence Day - Finnish |
| Thursday, December 24 | Christmas Eve - Finnish |
| Friday, December 25 | Christmas Day - US and Finnish |
| Saturday, December 26 | Second Christmas Day - Finnish |
| Friday, January 1, 2016 | New Year's Day - US and Finnish |