

# Statement of Work for Snow Removal Services

Itäinen Puistotie 14, Helsinki

October 7, 2016

U.S. Embassy Helsinki is soliciting bids for snow removal services for the Embassy, located at Itäinen Puistotie 14 in Helsinki. We are requesting snow removal services beginning November –December, 2016 time frame and ending March –April 2017. The exact time will be determined at the time of award of this Contract.

## Scope of Work

The quality of work and compliance with the schedule has the utmost importance in this contract.

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.

The work includes:

- Piling snow and ice 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 2017) 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.

Attached site plan shows areas of work.

Yellow: Area which need to be plowed or cleaned of snow and to be sanded.

Red: Passage routes which need to be kept snow and ice free.

Blue: Piling areas.

Green: In-ground heating system – no work in this area.

### **Hours of Work**

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

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

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 2016 & 2017 holiday schedules.

Prior approval from Contracting Officers Representative (COR) will be required if work is to be done outside this timeframe. The COR reserves the right to make all decisions on possible changes in schedules and work requirements.

### **Project Requirements**

The contract period starts in November –December 2016 time frame and ends in March –April 2017.

The exact time will be determined at the time of award of this Contract.

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 an invoice at the beginning of each month for services rendered the previous month. Terms of payment are net 30 days.

## Bidding

Contractors are expected to attend the pre-bid meeting to review all properties October 26th, 2016 at 10:00 beginning at the Embassy on Itäinen Puistotie 14, Helsinki. The visit of the residence in Espoo on Kuninkaanniemi 8 will take place after the meeting at the Embassy.

**Notification of intent to attend pre-bid meeting must be submitted to HelsinkiProcurement@state.gov more than 48 hours in advance for security clearances.**

Bids should be submitted in English and are due November 1, 2016 no later than 13:00.

All bids to be submitted by email to **HelsinkiProcurement@state.gov**