

# Statement of Work for Snow Removal Services

Takoraudantie 4, Helsinki

October 24, 2012

U.S. Embassy Helsinki is soliciting bids for snow removal services for a residence, located at Takoraudantie 4 in Helsinki. We are requesting snow removal services beginning November 13, 2012 and ending April 13, 2013. 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.

The work includes:

- Piling snow on marked areas and removing snow that cannot be put in the marked areas.
- Moving snow from piling areas to dump site within 24 hours notice.
- Sand as needed or Requested by the COR. (Contracting Officer's Representative)
- Sweeping & cleaning of sand (April/ May 2012) 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.

Base Bid

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

Blue: Piling areas

Option A

Red: Passage routes (minimum one meter wide) which need to be kept snow and ice free. Fee for this service must be separated in bid as Option A.

## **Hours of Work**

During the week, Monday-Friday, all work should be conducted between the hours of 06:00 and 17:00.

In the event of snow accumulation in excess of 3 cm between the hours of 17:00 and 04:00, all areas shown in yellow on site plan should be cleaned for use no later than 08:00.

On weekends and American and/or Finnish holidays, the work will be conducted between 9:00 and 21:00. See attachment for 2012 & 2013 holiday schedules.

The Embassy reserves the right to make all decisions on possible changes in schedules and work requirements.

## **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**

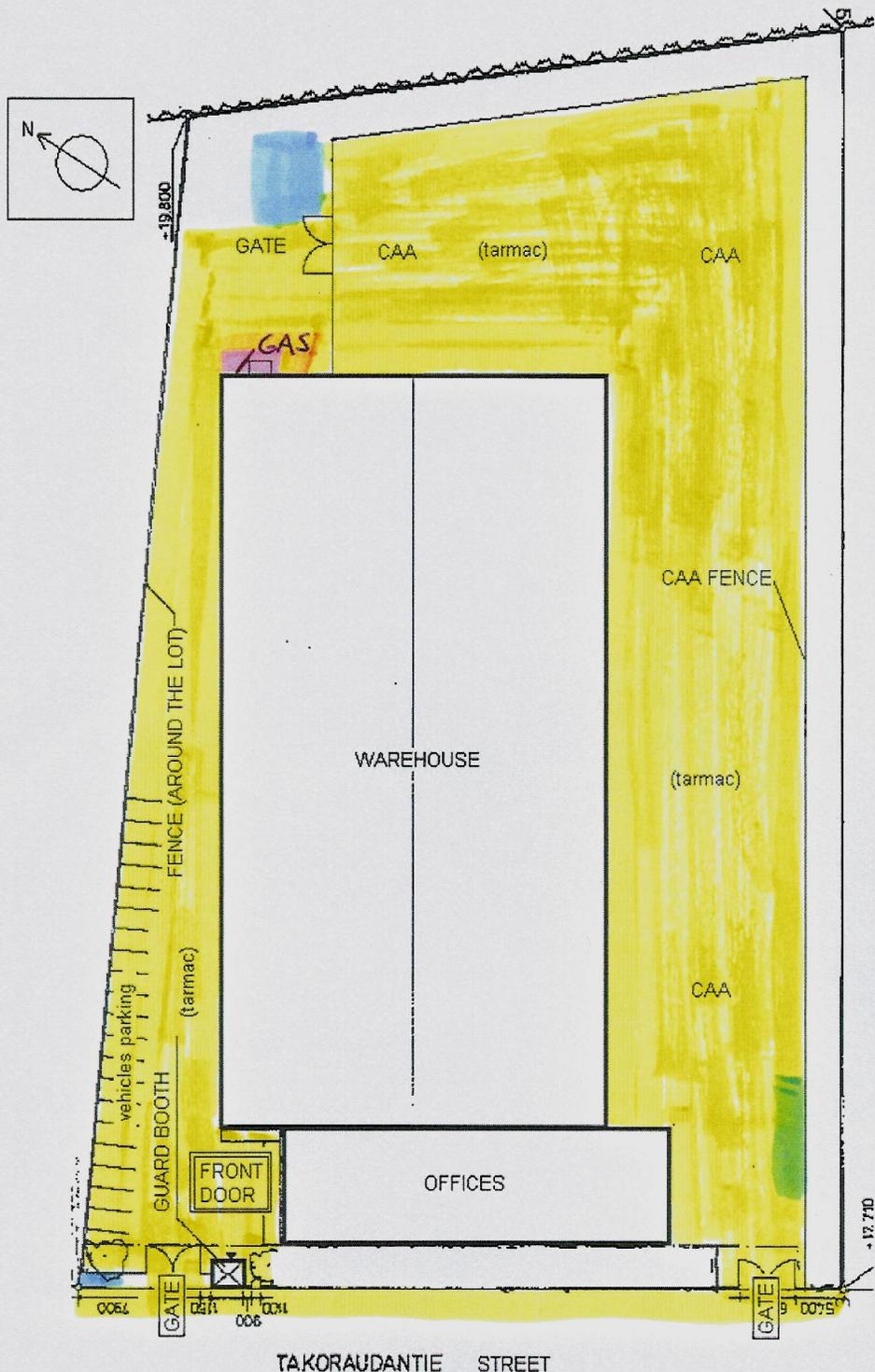
Contractor shall submit invoice at the beginning of each month, beginning Dec 1, 2012. Terms of payment are net 30 days.

### **Bidding**

Contractors are expected to attend pre-bid meeting to review all properties October 31, 2012 at 9:00 am beginning at Kuninkaanniemi 8, Espoo.

Bids must be submitted in English and are due November 7, 2012 no later than 12:00. Bids are to be delivered to Virpi Soderlin at [SoderlinVA@state.gov](mailto:SoderlinVA@state.gov).

GOP TAKORAUDANTIE 4, HELSINKI, PROPERTY NO. X13016  
EMBASSY "MALMI" WAREHOUSE  
LOT PLAN





# MANAGEMENT NOTICE

## American Embassy, Helsinki

**NOTICE NUMBER:** 11 - 086  
**DATE:** October 7, 2011  
**TO:** Helsinki All Employees  
**FROM:** Management Counselor – Steven Rider  
**SUBJECT:** 2012 Holiday List

<u>DATE</u>	<u>HOLIDAY</u>
Sunday, January 1, 2012	New Year's Day - Finnish
Monday, January 2	New Year's Day - US
Friday, January 6	Epiphany - Finnish
Monday, January 16	Martin Luther King's Birthday - US
Monday, February 20	Presidents' Day - US
Friday, April 6	Good Friday - Finnish
Monday, April 9	Easter Monday - Finnish
Tuesday, May 1	May Day - Finnish
Thursday, May 17	Ascension Day - Finnish
Monday, May 28	Memorial Day - US
Friday, June 22	Midsummer's Eve - Finnish
Saturday, June 23	Midsummer's Day - Finnish
Wednesday, July 4	Independence Day - US
Monday, September 3	Labor Day - US
Monday, October 8	Columbus Day - US
Saturday, November 3	All Saints' Day - Finnish
Monday, November 12	Veterans' Day - US
Thursday, November 22	Thanksgiving Day - US
Thursday, December 6	Independence Day - Finnish
Monday, December 24	Christmas Eve - Finnish
Tuesday, December 25	Christmas Day - US and Finnish
Wednesday, December 26	Second Christmas Day - Finnish
Tuesday, January 1, 2013	New Year's Day - US and Finnish



# MANAGEMENT NOTICE

## American Embassy, Helsinki

**NOTICE NUMBER:** 12 - 080  
**DATE:** October 11, 2012  
**TO:** Helsinki All Employees  
**FROM:** Management Counselor – Steven Rider  
**SUBJECT:** **2013 Holiday List**

<u>DATE</u>	<u>HOLIDAY</u>
Tuesday, January 1, 2013	New Year's Day – US and Finnish
Sunday, January 6	Epiphany - Finnish
Monday, January 21	Martin Luther King's Birthday - US
Monday, February 18	Presidents' Day - US
Friday, March 29	Good Friday - Finnish
Monday, April 1	Easter Monday - Finnish
Wednesday, May 1	May Day - Finnish
Thursday, May 9	Ascension Day - Finnish
Monday, May 27	Memorial Day - US
Friday, June 21	Midsummer's Eve - Finnish
Saturday, June 22	Midsummer's Day - Finnish
Thursday, July 4	Independence Day - US
Monday, September 2	Labor Day - US
Monday, October 14	Columbus Day - US
Saturday, November 2	All Saints' Day - Finnish
Monday, November 11	Veterans' Day - US
Thursday, November 28	Thanksgiving Day - US
Friday, December 6	Independence Day - Finnish
Tuesday, December 24	Christmas Eve - Finnish
Wednesday, December 25	Christmas Day - US and Finnish
Thursday, December 26	Second Christmas Day - Finnish
Wednesday, January 1, 2014	New Year's Day - US and Finnish