



**U.S. DEPARTMENT OF STATE
OBO FACILITIES MANAGEMENT DIVISION
STATEMENT OF WORK**

DATE: 24 October, 2014
PROJECT: Hong Kong, SAR
SERVICES: Façade cleaning, 6 buildings at 3 Barker Road

1. BACKGROUND AND PURPOSE

- a. The U.S. Consulate in Hong Kong and Overseas Buildings Operations (OBO) has a requirement to clean the façade of the five (5) Senior Officer Residences and the CGR at 3 Barker Road, Hong Kong. This Façade cleaning project requires a qualified technician to perform a replacement/installation according to both Hong Kong and US standard civil engineering industry practices.

2. GENERAL REQUIREMENTS

- a. The Contractor shall provide personnel, material, equipment, and supervision to complete the technical requirements in this Statement of Work. The Contractor shall be responsible for hiring labor, equipment vendors and shall follow security and safety directives as explained by the Consulate.
- b. The contractor shall perform the exterior façade and the necessary items cleaning as lays in Section 3.a.i. 1, 2, and 3 for different sections with scheduled in advance between COR and tenants. The USG propose to start at one after one for: CGR > 101 to 102 > 103 to 105.
- c. The Contractor shall have limited access into the residences and outside the areas designated for the project except with permission by the Consulate. The Contractor shall address the impact of the consequent disruption and provide for a continuing level of operation of the tenant functions caused by the proposed work.

3. SCOPE OF WORK

- a. The Contractor shall be required to prepare reports, bill of materials, quality control schedules and construction costs. These documents shall provide the necessary interfaces, coordination, and communication among the Consulate, OBO, and Contractor for the cleaning of the façade on the five (5) Senior Officer Residences and the CGR at 3 Barker Road, Hong Kong.
 - i. The US Consulate will be considering three different proposals as follows:
 - 1. The CGR**
 - a. Cleaning of all façade / wall tile areas on the exterior of the building.
 - b. Cleaning of all windows and frames of the CGR.
 - c. Cleaning of all skylights and frames of the CGR.
 - d. Cleaning of tile patios within the CGR

2. The SORs Building 101 and 102

- a. Cleaning of all façade / wall tile areas on the exterior of the building.
- b. Cleaning of all windows and frames of the building.
- c. Cleaning of the partition wall between 101 and 102.

3. The SORs Building 103 and 105

- a. Cleaning of all façade / wall tile areas on the exterior of the building.
- b. Cleaning of all windows and frames of the building.
- c. Cleaning of all skylights and frames of the building.

b. Logistics:

- i. The use of scaffolding, bamboo or steel, is not authorized.
- ii. Contractor must use a mechanical lift to access areas which are out of reach. The lift may be stored on site for the duration of the project.
- iii. Debris removal shall be completed by the contractor.
- iv. Labor Background checks require a minimum of 21 days for clearance.

c. Tiles facade:

- i. All tile façade areas shall be cleaned with a mechanical system, preferably high pressure water jet.
- ii. Pressure of the water jet shall be set to not damage the tile façade.
- iii. Contractor shall provide a report documenting all damaged areas.
- iv. Cleaning solution utilized must be approved by the COR prior to utilization.

d. Windows and window frames:

- i. All windows and window frames shall be cleaned with a mechanical system, preferably soapy water and simple hand tools.
- ii. Cleaning solution utilized must be approved by the COR prior to utilization.
- iii. Caution: Do not use any substance that will damage the window glass, film, and/or frames.

4. CONTRACT ADMINISTRATION

- a. The OBO does not make representations or warranties of whatsoever kind or nature, either expressed or implied, as to the quality, level of completion, accuracy, extent of compliance with the standards, codes and requirements described or referred to in this SOW, or the extent of coordination between or among the documents provided to the Contractor.
- b. Neither the Consulate's nor OBO's review, approval, or acceptance of, nor payment for the services required under this contract 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.
- c. The OBO 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. The OBO may perform quality assurance inspections [QAI] and to confirm the work is being performed according to the Statement of Work.

5. RESPONSIBILITY OF THE CONTRACTOR

- a.** The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its construction and other services.
- b.** The Contractor shall identify a Project Manager who shall be responsible for the overall management of this Contract. The Project Manager will be approved by the Consulate.
- c.** 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 Contracting Officer's Representative (COR). The COR is the Facility Manager, Doug Barnes

6. CONSTRUCTION REQUIREMENTS

- a.** The Contractor shall be responsible for all required materials, equipment and personnel to manage, administer, and supervise this project. All workmanship shall be of good quality and performed in a skillful manner as determined of OBO.
- b.** The Contractor shall have limited access to or be admitted into any building on the compound outside the areas designated for the project except with permission by the Consulate.
- c.** The Contractor will be permitted to use the area within the compound for operation of his construction equipment and temporary facilities. The Contractor is responsible for obtaining any additional off compound storage areas required.
- d.** The Contractor shall be responsible for connection of temporary utilities to existing utilities including water and power. All temporary connections to local water and power shall be coordinated with the Consulate.

7. CRITERIA

- a.** The Contractor shall provide the façade, walkway, and window cleaning service in accordance with U.S. codes and standards. OBO will review and comment on the Contractor's submissions using the following codes and standards:
 - i.** International Building Code
- b.** The contractor must be familiar with the following chapters of attached safety and health requirement:
http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1_2008Sep_Consolidated_2011Aug.pdf
 - i.** Chapters 5, 21, 22, and 24 (at a minimum).

8. DELIVERABLE SCHEDULE

- a.** The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance of the façade cleaning including final cleanup of the premises within the contract period specified.
- b.** Project Completion: All façade areas have been adequately cleaned and site has been returned to previous condition.

9. SECURITY

- a.** This is a non-classified project. The work to be performed under this contract requires that the Contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Consulate. Information submitted by the Contractor will not be disclosed beyond the Consulate.

END OF STATEMENT OF WORK