

**Statement of Work**  
**Change Existing Door in CAA Area**  
**15 March 2013**

I INTRODUCTION/SCOPE.

1. The U.S. Department of State requires the change out of an existing door and frame in U.S. New Consulate Compound (NCC) in Surabaya Indonesia. The work requires the removal of the door and the installation of a different door. The replacement door has different dimensions that will require modification to the existing stud frame. The unpainted door and frame are at site. Locks and alarm connections are by others. Door removal and installation must be performed during working consulate hours. The actual work must be completed in less than two continuous days. Prep work may commence ahead of installed door removal. Door change out must be completed prior to May 10<sup>th</sup> 2013. Contractor must repair drywall partition, paint partition and door as needed to match existing color. Contractor must protect and if necessary repair any damage caused by the installation. Contractor shall minimize emission of fumes.

II. CONTRACTOR'S PROPOSAL

The contractor shall include itemized man-hours and materials.

- III. DELIVERABLES. The contractor shall provide the materials to post as part of this statement of work. SPECIAL NOTE: *Materials need to ship secure and individual must possess a Top Secret clearance to perform the work.*

IV. QUALIFICATIONS OF BAS CONTRACTOR AND TECHNICIAN.

1. The contractor's specialist technicians shall be experienced in this type work.
2. The contractor's specialist technicians shall be equipped with necessary tools to perform the work.
3. Coordination with post will be performed by others.
4. The contractor shall possess and maintain for the length of the contract, a Secret facility clearance with Secret safeguarding capability. DS/IS/IND shall issue a Contract Security Classification Specification (DD Form 254) to be incorporated into the contract.
5. Personnel Security Clearances: The *technician* shall possess a FINAL TOP SECRET security clearance issued by Defense Security Service prior to deployment to any DoS location/site. A favorable DS name check shall be required prior to travel to post and should be requested from DS/IS/IND in advance of travel.

V. REQUIREMENTS FOR TRAVEL TO SITE AND WORK.

1. The contractor shall submit a Visit Authorization Request (VAR) for the traveling BAS technician to Bureau of Diplomatic Security point of contact at the following address:

Bureau of Diplomatic Security, DS/IS/IND,  
e-mail: INDeCCcerts@state.sbu  
fax: 571-345-3000

2. 14 days in advance of travel, the contractor shall furnish the BAS technician's flight itinerary and security information for a Department of State Country Clearance, which shall be submitted thru the COR or ACOR, thru the Bureau of Diplomatic Security to the post for approval, before travel shall be allowed. The following information must be provided to the COR:
  - a. Full name.
  - b. Date and place of birth.
  - c. Passport number and expiration date.
  - d. Name of employer.
  - e. Position/discipline.
  - f. Clearance level.
  - g. Date of arrival and expected departure.
3. When possible, the COR shall provide a copy of the post/site eCC approval response and the country travel information from the eCC website to the contractor.
4. The contractor is responsible for the traveler's passport, visa, inoculations, and travel arrangements.
5. The contractor shall under no circumstances incur any travel or other costs, or begin the travel to the work site or work at the site until they receive the following: notice to proceed (NTP) from the Contracting Officer (CO), site visit permission from Diplomatic Security, and "country clearance" from post. Once all needed material is on site visit dates shall be coordinated between Embassy personnel, contract COR and the contractor.

VI. SERVICE INTERRUPTIONS. The technician shall plan, coordinate, and schedule all work with the COR. Any and all service interruptions shall be subject to approval by the COR on site.

VII. SITE RESTORATION. The technician shall ensure that all areas of this work shall be left in a condition acceptable to the COR at post, upon completion of the work. An area outside the building will be made available for preparatory work.

VIII. DISPOSAL OF MATERIALS REMOVED. The technician shall be responsible for the

disposal of all trash created while performing this work. The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site, and shall ensure that all items removed through this work are disposed of properly.

- IIX. SAFETY. Safety is the highest priority on this project.
- IX. PERFORMANCE COMMENCEMENT. Performance shall begin not later than 30 days after notice to proceed. This system requires emergency repairs. Target date to disable the system for repairs shall start on January 18<sup>th</sup> after 1600 hrs and conclude prior to January 22<sup>nd</sup> at 0700.
- X. TRAVEL AND PER DIEM. The contractor shall comply with Department of State rules and guidelines prior to incurring any costs. The contractor shall submit with their proposal(s) detailed costs for travel utilizing coach class rates. Travelers performing travel over 14 hours are allowed one paid rest stop including not greater than eight hours labor and one day of per diem per one direction (outbound, inbound). The rest day is to be scheduled as close as possible, within reason, to the mid-point of travel, or may be taken the day after arrival on site or on return to CONUS.

Business Class Travel: Approval of business class travel shall be approved on a case- by-case basis in writing by the CO prior to travel, contingent on the following:

- Contractor personnel are required to report for work the same or next business day after completing travel (both outbound and inbound);
- The contractor shall submit with their proposal(s) detailed costs for travel utilizing Business Class rates for travel exceeding 14 hours, including connection time (wheels up at point of departure to wheels down at destination).

Costs incurred in violation of established travel rules and guidelines of the Department of State shall not be paid. Required passport and visa are a responsibility of the contractor.

- XI. PROCUREMENT AND SHIPPING. The contractor shall order all needed materials within five working days of issuance of the purchase order. Materials shall either be carried to the post by the contractor's specialist technician or shall be shipped in a timely manner to the specific US Embassy.
- XII. POINTS OF CONTACT

The contracting officer's representatives are:

- Erika Zielke [ZielkeEB@state.gov](mailto:ZielkeEB@state.gov) Contracting Officer
- Jose A Padilla [padillaja@state.gov](mailto:padillaja@state.gov) Contracting Officer Representative
- Surinder Masson [MassonS@state.gov](mailto:MassonS@state.gov) Alternate Contracting Officer Representative