



42 Elgin Road  
Ballsbridge, Dublin 4

August 22, 2013

To: Prospective Quoters

Subject: Request for Quotations number SOI300-13-Q-0514

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for hard landscaping services. See below details of the request.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

A site visit will be held on Thursday 29<sup>th</sup> August 2013 @ 11:00

Those interested in attending the site visit MUST submit name/s, date and place of birth and vehicle registration number/s before COB Tuesday 27<sup>th</sup> August 2013. Names to be submitted to Emmet Downey at below email address. A maximum of 2 representatives from each company will be permitted to attend.

Quotations are due on or before Friday, September 6th, 2013 at 15:00 and may be delivered in hard copy at the above address or via email to Emmet Downey, email: [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Granatino", written over a horizontal line.

Ann Granatino  
Contracting Officer

**Solicitation: SOI300-13-Q-0514  
Hard Landscaping Services**

**STATEMENT OF WORK (SOW)**

**Paving of Driveway @ No. 7 Mespil Rd, Ballsbridge, Dublin 4.**

**1. INTRODUCTION**

1.1 The American Embassy requires paving works to be performed at a private residence. Work shall essentially consist of the following:

- *Main entry Driveway –*

- Excavate asphalt area and base to depth of 300mm and remove off site
- Inspect for and remove any organic materials
- Backfill in 75mm lifts with 804 size base aggregate
- Roll, consolidate and compact each lift
- Install two drains underneath paving cobble areas on either side of main entrance stairs to run away from the Residence
- Lay approximately 40m of edging kerbing stone on driveway
- Lay 50mm of deep quarry screenings
- Lay 75mm deep (compacted) macadam wearing course approx 215sq m.
- This work includes the removal and replacement of the inductive loop sensor at the exit gate
- Test and insure proper operation of the sensor loop

1.2 The facility is located at no. **7 Mespil Road, Dublin 4**. All inspections shall be requested through the Contracting Officer Representative [COR].

1.3 Work shall be completed as expeditiously as possible. The site shall be occupied during the execution of this contract. Contractor shall coordinate with the COR for work phasing to provide minimal disruption to the residents.

**2. GENERAL REQUIREMENTS**

2.1 The Contractor shall provide surveyors, works personnel, equipment, materials, subcontractors, tools and supervision as needed to complete the services that meet the technical requirements in this SOW. It is expected that the Contractor shall coordinate the work closely with Embassy personnel via the COR.

2.2 The work shall be executed in a diligent manner on a firm fixed price basis and performance period.

2.3 The Contractor shall have limited access to, or be admitted into any structure outside the areas designated for the project except with permission by the COR.

2.4 The Contractor shall be required to prepare and submit drawings, specifications, work schedule and project costs. These documents shall provide the necessary interfaces, coordination, and communication between the Embassy and Contractor for the delivery of a completed project.

### **3. CONTRACT ADMINISTRATION**

3.1 The Contractor shall not conduct any work that is beyond this SOW and accompanying specifications unless directed in writing by the Contracting Officer (CO). Any work done by the Contractor beyond this SOW and accompanying specifications without direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.

3.2 The CO shall provide a Notice to Proceed (NTP) to the Contractor. No work shall be initiated until the NTP is issued by the CO.

3.3 The Contracting Officer has the authority to issue a temporary stop work order during the execution of any particular phase of this SOW. This authority may be executed when the Embassy requires time for official purposes. The Contractor shall promptly notify the CO if the temporary stop work order requires any equitable adjustment.

3.4 If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. The Embassy may, by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Embassy that is directly related to the performance of such service or terminate the contract for default. The Embassy has the right to terminate this contract for convenience at any time in whole, or in part, if the Contracting Officer determines it is in the best interest of the Embassy.

### **4. RESPONSIBILITY OF THE CONTRACTOR**

4.1 The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all works and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its works and other services.

4.2 The Contractor shall identify a Project Site Manager who shall be fluent in English and who shall be responsible for the overall management of the project and shall represent the Contractor on the site during works.

4.3 The Contractor shall verify that all materials, equipment, and systems provide operational dependability. The Contractor assures the completed new driveway shall be easily maintained or replaced with readily available materials and services.

4.4 Any costs associated with services subcontracted by the Contractor shall be borne by and be the complete responsibility of the Contractor under the fixed price terms of this contract.

4.5 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 COR.

4.6 The Contractor shall be and remain liable to the Embassy in accordance with applicable law for all damages to the Embassy caused by the Contractor's negligent performance of any of the services furnished under this contract. The rights and remedies for the Embassy provided for under this contract are in addition to any other rights and remedies provided by law.

## **5. PRE-WORKS REQUIREMENTS**

5.1 The Contractor shall examine all the documents and visit the site to fully inform themselves of all the conditions and limitations applied to the work and submit a firm fixed price cost proposal for all the work. No subsequent cost allowance will be made to the Contractor for neglect of the existing conditions.

5.2 Submit a copy of a Contractor's Installation Guarantee covering the work, labor and equipment for a period of ONE (1) year at no cost to the Embassy signed by the Contractor.

## **6. WORKS REQUIREMENTS**

6.1 The Contractor shall be responsible for all required materials, equipment and personnel to manage, administer, and supervise the project. All workmanship shall be of professional quality and performed in a skillful manner as determined by the COR.

6.2 All materials and equipment incorporated into the project shall be new unless noted otherwise. The Contractor shall transport and safeguard all materials and equipment required for this project.

6.3 Equipment and materials shall be carefully handled, properly stored, and adequately protected to prevent damage before and during installation, in accordance with the supplier's recommendations. Damaged or defective items shall be replaced. The contractor will be responsible for security of all materials and equipment.

6.4 Receipt Of Materials - Shipment of equipment, materials, and supplies shall be addressed to the Contractor - not the Embassy. The Contractor must be on hand to accept shipments; the Embassy will not accept shipments.

6.5 The Contractor shall be responsible for restoring the area to its original condition at the completion of the work. The Contractor shall be responsible for repair of any damage incurred to buildings or pavement as a result of storage or works activities.

6.6 The Contractor shall perform the work at the site during the Embassy's normal workday hours, unless agreed upon with the COR.

6.7 Cleanup - The Contractor shall keep the work area, including storage areas, free from accumulations of waste materials on a daily basis and comply with all local regulations pertaining to the storage, transport and disposal of wastes. The Contractor shall not use Embassy waste disposal facilities including garbage cans, trash piles or dumpsters.

#### **7. DELIVERABLE SCHEDULE**

7.1 The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the period specified.

7.2 Works Schedule: Within 5 calendar days after receipt of the NTP, a works schedule shall be submitted to the COR for review/approval indicating completion of the project within 25 calendar days of NTP issuance.

7.3 Project Completion: Furnish one copy of maintenance and operating information, Contractor's one year workmanship guarantee and product literature of all items installed.

#### **8. PROJECT SECURITY**

8.1 The Contractor shall submit contractor names, nationality, date of birth, vehicle type/registration within 5 days of the Notice to Proceed.

#### **9. PAYMENTS**

9.1 The Contractor shall provide a fixed priced lump sum proposal, with a line item for VAT, to the Contracting Officer.

9.2 The Contractor shall submit two copies of all payment invoices, with the appropriate backup documents to the COR. The COR will determine if the invoice is complete and proper as submitted. The COR also will determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will within seven calendar days, request the Contractor to submit a revised invoice.

### **END OF STATEMENT OF WORK**

Further information can be obtained from Mr Emmet Downey 01-6306241.