

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

1. REQUISITION NUMBER

PAGE 1 OF 10

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

PR4097691

2. CONTRACT NO.

3. AWARD/EFFECTIVE DATE

4. ORDER NUMBER

5. SOLICITATION NUMBER

6. SOLICITATION ISSUE DATE

S-JO100-15-Q-0023

Feb 12, 2015

7. FOR SOLICITATION INFORMATION CALL: 

a. NAME

Mahmoud M. Itani

b. TELEPHONE NUMBER (No collect calls)

(962) 6 590-6133

8. OFFER DUE DATE/ LOCAL TIME

March 01, 2015 13:00

9. ISSUED BY

CODE

**General Services Office
American Embassy
P.O Box 354**

Amman-Jordan

Tel: (962) 6 590-6000

Fax: (962) 6 592-7957

10. THIS ACQUISITION IS

UNRESTRICTED OR SET ASIDE: ___ % FOR:

SMALL BUSINESS

WOMEN-OWNED SMALL BUSINESS

HUBZONE SMALL BUSINESS

(WOSB) ELLIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS:

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

EDWOSB

8 (A)

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

SEE SCHEDULE

14. METHOD OF SOLICITATION

RFQ IFB RFP

15. DELIVER TO

CODE

**American Embassy
Amman-Jordan**

16. ADMINISTERED BY

CODE

17a. CONTRACTOR/OFFERER

CODE

FACILITY CODE

18a. PAYMENT WILL BE MADE BY

CODE

**General Services Office
American Embassy
P.O Box 354**

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.

20. SCHEDULE OF SUPPLIES/SERVICES

21. QUANTITY

22. UNIT

23. UNIT PRICE

24. AMOUNT

Fire Alarm System Testing and Maintenance
As per attached Statement of Work

12

Month

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (Type or print)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or print)

31c. DATE SIGNED

Nadine F. Johnson

STATEMENT OF WORK
FOR
FIRE ALARM SYSTEM TESTING & MAINTENANCE

*****Amman, Jordan*****

****January 2015****

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U.S. DEPARTMENT OF STATE

U.S. Embassy Amman, Jordan

1.0 INTRODUCTION

- 1.1 The United States Embassy requires services to provide testing and maintenance for the fire alarm system at the U.S. Embassy in Amman/Jordan.
- 1.2 Work on the fire alarm system must be completed in accordance with the following:
- OBO Specification 13851
NFPA Code 72, 2007 Edition
- 1.3 The embassy compound located at US embassy, is protected by an existing fire detection alarm system. The main building fire detection/alarm system is a state type of system Notifire - NSS3030 system. The system includes the following building interfaces: (HVAC shutdown, elevator recall, smoke control, fire doors, etc).

Property ID	Office Type	LOCATION
401	Chancery North	Basement corridor

2.0 OBJECTIVES

- 2.1 The purpose of this scope of work is to define the requirements for the scheduled testing of fire alarm system devices (smoke detectors, pull stations, flow switches, etc) within the compound and its connected buildings. The intent of this Task Order is to fully maintain the proper working order of the fire alarm system over its expected lifespan. Work shall be done in accordance with the project SOW, specifications and be compliant with referenced codes.
- 2.2 The contractor shall provide scheduled preventative maintenance (PM) as described in this document. The selected contractor will provide PM services between the hours of 8:00 A.M. and 4:30 P.M. for all equipment identified in this document. The contractor will ensure that all field service technicians have the required relevant experience and training to handle their tasks successfully and professionally and should provide documents to the Contracting Officer Representative COR satisfaction and approval. The Service Contractor will not use any method or substances, which may cause damage to the equipment's or systems. Any damage or loss through negligence by the Service Contractor, sub-contractor or Service Contractor's staff shall be the whole responsibility of the Service Contractor. The US embassy may require the Service Contractor to make good the damage or pay for the cost of rectification.
- 2.3 Identify worn parts for replacement.
- 2.4 The system shall be kept in conformance with NFPA 72 and the original (or approved replacement) sequence of operations.

3.0 GENERAL REQUIREMENTS

- 3.1 The Contractor shall provide all repair services necessary to meet objectives shown in 2.0 above.
- 3.2 All parts and materials will be government furnished equipment (GFE).
- 3.3 Government Contracting Officer Representative COR at post will provide the following tools at the work-site:
 - a) Replacement parts
 - b) Maintenance manuals and system documentation.
- 3.4 Contractor is expected to provide all specialty tools; laptop computer, hardware, various materials (test smoke, heat gun, etc.).
- 3.5 The contractor shall be responsible for removal and replacement of all ceiling tiles affected by the work. Contractor shall dispose of any excess materials or other construction debris.
- 3.6 Qualified Installer. Contractor personnel conducting fire alarm system work and/or testing shall be qualified and experienced in accordance with Table 10.4.4, *Testing Frequencies of NFPA 72, National Fire Alarm Code*.
- 3.7 Acceptance of Work. The Contractor shall provide certification that work was approved and accepted by the COR at post. The Contractor shall fill out the work order completion and checklist form, showing work was completed as required in section 3.0 and 4.0 of this SOW and provides the form to COR. The contractor must submit validation that work was completed satisfactorily with request for payment.
- 3.8 The Contractor shall coordinate all work and testing of systems with the COR at post.
- 3.9 Contractor shall provide security information to Post representative for access and escort requirements. Information shall be provided at least 14 days prior to work.
 - a) Company name and names of workers
 - b) Dates of scheduled work.
 - c) Level of clearance.
 - d) Name of Company for third party contractors.
 - e) State whether laptop, digital cameras or other electronics is needed for the task.
- 3.10 Provide a written test report (in English) to the Post Facilities manager containing the following:
 - a) System information (make, model, all device types)
 - b) Pass/Fail for each feature and type of component tested. If a device fails, note device type, address and location within Post.
 - c) Any comments on system (or device) condition as pertains to service life and dependability.
 - d) Full printout of test from system printer.

4.0 Service Contractor Obligations

4.1 The Service Contractor shall:

- provide adequately supervised employees as required by the Laws of the jurisdiction to carry out the Services;
- execute, perform and provide the Services in every respect to the reasonable satisfaction of the US embassy and in conformity with all reasonable directions and requirements of the US embassy;
- ensure appropriately qualified and experienced persons, who shall be properly supervised or directed by the Service Contractor;
- make good any damage to the equipment or any part thereof caused by any act or omission of the Service Contractor ;
- obey all rules and instructions in force within the US Embassy Compound (including any non-smoking policy, etc.);
- immediately notify the COR in writing of all matters affecting its responsibility;
- obtain the COR approval for any Services to be undertaken outside the usual scheduled times for provision of the Services;
- provide evidence of qualifications and job history of the Service Contractor's personnel if required by the COR;
- provide evidence of training of all Service Contractor's personnel, if required by the COR;
- ensure that any lost or unclaimed property found by the Contractor is passed to the COR at the first practicable opportunity;
- at the direction of the US Consulate, remove from the US Consulate Compound any of the Service Contractor's personnel who misconduct themselves or are incompetent or negligent in performing their duties or who the US embassy considers are undesirable to perform the Services; and
- Provide to the US embassy, **within one week** of commencement of the Contract, a schedule specifying the nature and timing of all the work to be completed.

5.0 SPECIFIC REQUIREMENTS

Unless noted otherwise, all devices are to be tested annually.

5.1 Smoke Detectors:

- a) All detectors shall be tested with a listed spray test smoke.
- b) All detectors shall be tested in all areas accessible to the contractor.
- c) Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).

5.2 Heat Detector:

- a) All *restorable* heat detectors shall be tested utilizing a heat gun (on low setting) or a hair dryer.
- b) Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).
- c) Non-restorable heat detectors SHALL NOT be tested using a heat source.

5.3 Pull Station:

- a) All pull stations shall be tested and re-set.
- b) Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).

5.4 Flow-switch (building equipped with sprinklers only):

- a) The Contractor shall activate each flow switch utilizing the inspector's test valve.
- b) Time delay of alarm activation shall not exceed 90 seconds.

5.5 Tamper Switch (building equipped with sprinklers only):

- a) Each system valve tamper switch shall be tested by partially closing the valve to initiate a tamper signal, locking in the nearby monitor module.

5.6 System Checks:

- a) Verify receipt of fire signal to central station monitoring facility (in Post so equipped).
- b) Building Interfaces: (edit as applies to specific Post) HVAC shutdown, elevator recall, smoke, fire partition, door locks,
- c) All strobes, horns and bells should operate properly, and be free from any visible tampering.
- d) Check system printer for paper and ink. Print-out of test to be included in test report.
- e) Visually check batteries for leakage or damage
- f) Disconnect battery for supervision signal
- g) Open dedicated electrical breaker for supervision signal

6.0 CTOR AT POST and contractor POC

6.1 All questions concerning the scope and requirements of the U.S. Embassy Amman, Jordan shall be directed to the COR ,All questions concerning coordination of installation activities while at post shall be directed to the COR (see below):

COR
Saed Oqal
oqalsk@state.gov
Telephone # 0795567948 or 065906150

6.2 The Point of Contact (POC) will be the contractor's contact. The POC will schedule work, obtaining approved local supplies, and liaison with Embassy personnel during the course of the Project. All questions , concerns and emergency calls at post shall be directed to the POC (see below):

POC
Name:
E-mail:
Title:
Telephone:

7.0 SECURITY CLEARANCES

7.1 Work within the CAA (and other areas as designated by the RSO) must be performed by cleared American workers having Top Secret security clearances.

8.0 Further Requirements

8.1 Reporting:

The contractor should at start of contract and within one week of the date specified in the Notice to Proceed letter, submit all annual, monthly and un-scheduled repairs checklists for the COR approval. All these should comply with the manufacturer's requirements and should cover all needed works. It is on the contractor's responsibility to survey and contact the manufacturer to make these checklists comprehensive and complete to eliminate breakdowns and make sure equipment are running at optimal performance. These reports/checklists should be filled completely and appropriately at the conclusion of each visit and submitted to the COR. The reports should contain: findings, corrective actions taken, recommendations and operating conditions of the equipment. Contractor personnel should not leave site before addressing the reports to the COR and taking his/her signatures. These reports should be kept on site and the contractor should keep a copy.

8.2 Parts and Material Replacement:

Unless otherwise stated herein, consumables including oils and lubricants are to be included as necessary to perform any Monthly Routing Operating Inspection(s) and Annual Preventive Maintenance tasks indicated with no extra charge.

Only Notifire original parts are to be used. If not available, contractor should report that to the COR and take his/her approval.

All parts used in the performance of these maintenances shall be new. If parts can be rebuilt/remanufactured that meet OEM specifications, contractor should report that and take COR approval in advance.

8.3 Parts Warranty:

Contractor will guarantee all parts replaced or repaired by him/her for one year. If any of these parts defected the contractor should replace it as per specified herein with no extra charge even if the contract period was expired.

9.5 Workmanship Warranty:

The contractor will guarantee the quality of all workmanship of the Analysis Service that is performed under the scope of services for a period of sixty (60) days after completion. Upon

9.0 PAYMENTS

9.1 The Contractor shall receive payments per the basic contract.

9.2 The contractor must provide the completed form showing work was accepted by post, with the invoice.

10.0 ATTACHMENTS

10.1 The following attachments are provided for the Contractor:

- A. Task Action list
- B. 13851 OBO fire Specification (20 pages).

END OF STATEMENT OF WORK

EXHIBIT A
Task Action List

Table 2: Time-based preventive maintenance

Monthly

- Check the control panel to ascertain that it shows normal operation. Otherwise log the failure.
- Ensure that any fault reported the previous day has received attention
- Ensure that the system is capable of operating under alarm conditions by operating at least one detector or call point on one circuit (zone or loop). For systems with 13 circuits or less, each circuit should be tested in turn. For systems with more than 13 circuits, then more than one circuit must be tested each week so that the interval between tests on one circuit does not exceed 13 weeks.
- Visually inspect backup batteries
- Check any printers to ensure that reserves of consumables are adequate for 2 weeks normal usage

Quarterly

- Check entries to log book and ensure that necessary actions are taken
- Examine batteries and their connections and test them as specified by supplier to ensure that it is not likely to fail before the next quarterly inspection.
- Check Alarm functions of the panel by operating a detector or call point in each zone
- Check Alarm sounders and automatic link to remote centers, if any.
- Check all ancillary functions of the control panel, where possible.
- Check all fault indicators and circuits by simulating a fault condition.
- Visually inspect the control panel for signs of moisture ingress or other deterioration.
- Visually inspect whether structural or occupancy changes have affected the requirements for the siting of call points, detectors and sounders.
- Visually inspect to confirm that a clear space of at least 750mm is preserved in all directions below each detector, that detectors are sited in accordance with code of practice clauses 12 &/or 13 and that all call points remain unobstructed and conspicuous.
- These tests should be done by a competent person, and upon completion, a certificate of testing is issued to the responsible person.

Annually

- Check each detector for correct operation in accordance to manufacturer's recommendation.
- Visually check all cable fittings and equipment are secure, undamaged and adequately protected.
- Record any defects in a logbook and upon completion, a certificate of testing is issued to the responsible person.

Annually

- Check each detector for correct operation in accordance to manufacturer's recommendation.
- Visually check all cable fittings and equipment are secure, undamaged and adequately protected.
- Record any defects in a logbook and upon completion, a certificate of testing is issued to the responsible person.