SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SCOPE OF SERVICES

The contractor shall provide personnel, supplies and equipment, as identified in this solicitation and Exhibit I, for all borehole maintenance and water tank cleaning services building maintenance services at US Consulate Lagos as described in Section C, DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, of this contract and exhibits attached in Section J.

B.2 TYPE OF CONTRACT

This is a fixed price type contract for routine borehole maintenance and water tank cleaning services scheduled maintenance services as defined in section C. The fixed price will include all work, including furnishing all labor, materials, equipment and services, overhead (including cost of Workers' Compensation and War-Hazard Insurance, which shall not be a direct reimbursement) and profit, unless otherwise specified. The Government will issue on a weekly, biweekly, monthly, quarterly, or semi-annual basis scheduled task orders, which are pre-printed forms and generated by computerized CMMS (Computer Maintenance Management System. The scheduled work orders shall identify the listed system/equipment or other description, machine number, location, task description, for the contractor to perform the maintenance services specified. (See Exhibit A, Section J).

B.3 PRICES/COSTS

B.3.1. All prices shall be submitted in Nigerian Naira.

B.3.2.Scheduled Maintenance Services

(a) In consideration of satisfactory performance of all the scheduled services required under this contract, the contractor shall be paid a fixed-price per month for Scheduled Maintenance Services. No additional sums will be payable on account of any escalation in the cost of materials, equipment or labor (unless mandated by local law see B.7), or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by the maintenance plan is. Nor will the contract price be adjusted on account of fluctuations in the currency exchange rate.

(b) Premium pay for services required to be provided on holidays is included only in the fixed prices for Scheduled Maintenance Services.

B.3.3 Ordering

Ordering - (a) All supplies or services to be furnished under this contract shall be ordered by the issuance of delivery orders by the Department of State. Orders may be issued from the date of the Contracting Officer's signature until the end of the "Period of Performance" applicable to this contract.

This contract shall take precedence in the event of conflict with any order.

B. 3.4 PRICING STRUCTURE

The Annual Contract Fee (ACF) shall be calculated as the sum of two component parts. Part one shall be Water Tank Cleaning Services, while part two shall be Borehole Maintenance. Each component part shall be priced as identified below.

The fixed-price for the contract year shall begin on the date stated in the Notice to Proceed and shall continue for a period of 12 months.

B.4 BASE PERIOD PRICES

B.4.1 WATER TANK CLEANING SERVICES

The fixed price for water tank cleaning services shall be calculated as a sum of the cost of services to each location. The cost by location shall include services to all tanks at that location. The Contractor shall provide to the Contracting Officer the cost of services by location.

Services to tanks added or deleted at locations shall be priced by calculating the percentage of capacity added or deleted at a location and adjusting the price for that location accordingly. Cleaning services to tanks temporarily installed to replace tanks under repair shall not change the contract price.

LOCATION	# OF TANKS	TANK CAPACITY	COST
1A Bell Avenue	1	40,000 ltrs Under ground	
2A Bell Avenue	1	40,000 ltrs Under ground	
8 Bell Avenue	1	40,000 ltrs Under ground	
7 Macdonald Avenue	1	40,000 ltrs Under ground	
Plot 12 A&B Olamijuyin	1	8,000 ltrs Under ground	
Eko Street Units A, B & C	2	40,000 ltrs Under ground 20,000 Ltrs Roof tank	
Jabita Close – Unit F	1	6000 liter ground tank	
13 Bourdillon (Location 13)	1	20000 liter tank	
6AA Milverton	3 2	2000 liter ground tank 1000 liter PVC roof tank	
17A Cooper	3 2	2000 liter ground tank 1000 liter PVC roof tank	
2 Walter Carrington Crescent	1	60000 liter fire tank	

	1	33000 liter steel tank	
16 Queen's Drive	2	48000 liter steel tank	
15 Probyn	1 2	10000 liter ground tank 2000 liter PVC tank	

Sub Total for Water Tanks Cleaning Services:

Per Month N _____ X 12 = N _____ per year.

B.4.2 BOREHOLE MAINTENANCE SERVICES

The fixed price by location for Borehole Maintenance shall be calculated as the sum of the cost of services to each location. Cost at each location shall include all services required by the contract to boreholes, water filtration systems, and wells. The Contractor shall provide to the Contracting Officer the cost of services by location.

LOCATION	COST
Consulate, 2 Walter Carrington Crescent, Victoria Island	
CGR – 25 Ikoyi Crescent, Ikoyi	
Guest Quarter – 15 Queen's Drive, Ikoyi	
Ikeja Warehouse – 3 Sapara Street, Ikeja	

Sub Total for Monthly Borehole Maintenance Services = N _____
X 12

Annual Cost Borehole Maintenance Services N _____

B.5 FIRST OPTION YEAR PRICES

B.5.1 WATER TANK CLEANING SERVICES

The fixed price for water tank cleaning services shall be calculated as a sum of the cost of services to each location. The cost by location shall include services to all tanks at that location. The Contractor shall provide to the Contracting Officer the cost of services by location.

Services to tanks added or deleted at locations shall be priced by calculating the percentage of capacity added or deleted at a location and adjusting the price for that location accordingly. Cleaning services to tanks temporarily installed to replace tanks under repair shall not change the contract price.

LOCATION	# OF TANKS	TANK CAPACITY	COST
1A Bell Avenue	1	40,000 ltrs Under ground	
2A Bell Avenue	1	40,000 ltrs Under ground	
8 Bell Avenue	1	40,000 ltrs Under ground	
7 Macdonald Avenue	1	40,000 ltrs Under ground	
Plot 12 A&B Olamijuyin	1	8,000 ltrs Under ground	
Eko Street Units A, B & C	2	40,000 ltrs Under ground 20,000 Ltrs Roof tank	
Jabita Close – Unit F	1	6000 liter ground tank	
13 Bourdillon (Location 13)	1	20000 liter tank	
6AA Milverton	3 2	2000 liter ground tank 1000 liter PVC roof tank	
17A Cooper	3 2	2000 liter ground tank 1000 liter PVC roof tank	
2 Walter Carrington Crescent	1 1	60000 liter fire tank 33000 liter steel tank	
16 Queen's Drive	2	48000 liter steel tank	
15 Probyn	1 2	10000 liter ground tank 2000 liter PVC tank	

Sub Total for Water Tanks Cleaning Services:

Per Month N _____ X 12 = N _____ per year.

B.5.2 <u>BOREHOLE MAINTENANCE SERVICES</u>

The fixed price by location for Borehole Maintenance shall be calculated as the sum of the cost of services to each location. Cost at each location shall include all services required by the contract to boreholes, water filtration systems, and wells. The Contractor shall provide to the Contracting Officer the cost of services by location.

LOCATION	**COST**
Consulate, 2 Walter Carrington Crescent, Victoria Island	
CGR – 25 Ikoyi Crescent, Ikoyi	
Guest Quarter – 15 Queen's Drive, Ikoyi	
Ikeja Warehouse – 3 Sapara Street, Ikeja	

Sub Total for Monthly Borehole Maintenance Services = N _____
X 12

Annual Cost Borehole Maintenance Services N _____

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B.6 SECOND OPTION YEAR PRICES

B.6.1 WATER TANK CLEANING SERVICES

The fixed price for water tank cleaning services shall be calculated as a sum of the cost of services to each location. The cost by location shall include services to all tanks at that location. The Contractor shall provide to the Contracting Officer the cost of services by location.

Services to tanks added or deleted at locations shall be priced by calculating the percentage of capacity added or deleted at a location and adjusting the price for that location accordingly. Cleaning services to tanks temporarily installed to replace tanks under repair shall not change the contract price.

LOCATION	# OF TANKS	TANK CAPACITY	COST
1A Bell Avenue	1	40,000 ltrs Under ground	
2A Bell Avenue	1	40,000 ltrs Under ground	
8 Bell Avenue	1	40,000 ltrs Under ground	
7 Macdonald Avenue	1	40,000 ltrs Under ground	
Plot 12 A&B Olamijuyin	1	8,000 ltrs Under ground	
Eko Street Units A, B & C	2	40,000 ltrs Under ground 20,000 Ltrs Roof tank	
Jabita Close – Unit F	1	6000 liter ground tank	
13 Bourdillon (Location 13)	1	20000 liter tank	
6AA Milverton	3 2	2000 liter ground tank 1000 liter PVC roof tank	
17A Cooper	3 2	2000 liter ground tank 1000 liter PVC roof tank	
2 Walter Carrington Crescent	1 1	60000 liter fire tank 33000 liter steel tank	
16 Queen's Drive	2	48000 liter steel tank	
15 Probyn	1 2	10000 liter ground tank 2000 liter PVC tank	

Sub Total for Water Tanks Cleaning Services:

Per Month N _____ X 12 = N _____ per year.

B.6.2 BOREHOLE MAINTENANCE SERVICES

The fixed price by location for Borehole Maintenance shall be calculated as the sum of the cost of services to each location. Cost at each location shall include all services required by the contract to boreholes, water filtration systems, and wells. The Contractor shall provide to the Contracting Officer the cost of services by location.

LOCATION	**COST**
Consulate, 2 Walter Carrington Crescent, Victoria Island	

CGR – 25 Ikoyi Crescent, Ikoyi	
Guest Quarter – 15 Queen's Drive, Ikoyi	
Ikeja Warehouse – 3 Sapara Street, Ikeja	

Sub Total for Monthly Borehole Maintenance Services = N _____
X 12

Annual Cost Borehole Maintenance Services N _____

B.7 THIRD OPTION YEAR PRICES

B.7.1 WATER TANK CLEANING SERVICES

The fixed price for water tank cleaning services shall be calculated as a sum of the cost of services to each location. The cost by location shall include services to all tanks at that location. The Contractor shall provide to the Contracting Officer the cost of services by location.

Services to tanks added or deleted at locations shall be priced by calculating the percentage of capacity added or deleted at a location and adjusting the price for that location accordingly. Cleaning services to tanks temporarily installed to replace tanks under repair shall not change the contract price.

LOCATION	# OF TANKS	TANK CAPACITY	COST
1A Bell Avenue	1	40,000 ltrs Under ground	
2A Bell Avenue	1	40,000 ltrs Under ground	
8 Bell Avenue	1	40,000 ltrs Under ground	
7 Macdonald Avenue	1	40,000 ltrs Under ground	
Plot 12 A&B Olamijuyin	1	8,000 ltrs Under ground	
Eko Street Units A, B & C	2	40,000 ltrs Under ground 20,000 Ltrs Roof tank	
Jabita Close – Unit F	1	6000 liter ground tank	
13 Bourdillon (Location 13)	1	20000 liter tank	
6AA Milverton	3 2	2000 liter ground tank 1000 liter PVC roof tank	
17A Cooper	3 2	2000 liter ground tank 1000 liter PVC roof tank	
2 Walter Carrington Crescent	1 1	60000 liter fire tank 33000 liter steel tank	
16 Queen's Drive	2	48000 liter steel tank	
15 Probyn	1 2	10000 liter ground tank 2000 liter PVC tank	

Sub Total for Water Tanks Cleaning Services:

Per Month N _____ X 12 = N _____ per year.

B.7.2 BOREHOLE MAINTENANCE SERVICES

The fixed price by location for Borehole Maintenance shall be calculated as the sum of the cost of services to each location. Cost at each location shall include all services required by the contract to boreholes, water filtration systems, and wells. The Contractor shall provide to the Contracting Officer the cost of services by location.

LOCATION	COST
Consulate, 2 Walter Carrington Crescent, Victoria Island	
CGR – 25 Ikoyi Crescent, Ikoyi	
Guest Quarter – 15 Queen's Drive, Ikoyi	
Ikeja Warehouse – 3 Sapara Street, Ikeja	

Sub Total for Monthly Borehole Maintenance Services = N _____
X 12

Annual Cost Borehole Maintenance Services N _____

GRAND TOTAL

Base Year Total: _____
First Option Year Total: _____
Second Option Year Total: _____
Third Option Year Total: _____

GRAND TOTAL: _____

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 INTRODUCTION

C.1.1. General

The U.S Consulate General, Lagos requires borehole maintenance and water tank cleaning contractor to perform scheduled work on US Government owned and leased properties. The Contractor shall furnish managerial, administrative and direct operational personnel to accomplish all work as required in this contract. The Contractor shall designate an English-speaking representative who shall supervise the Contractor's workforce and be the Contractor's liaison with US Consulate.

The designated person shall be located on-site in an office designated by the Contracting Officer during normal Consulate General working hours and shall have supervision and coordination as his/her sole function during the times she/he is on duty. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purposes. Specific services are described in detail below.

C.1.2. Personnel

The Contractor shall be responsible for providing qualified technicians with relevant experience of more than 4 years to meet the minimum requirements established below to perform all services identified in this contract for the properties shown in Exhibit A. Helper positions do not need to meet this 4 years minimum requirement. Personnel shall meet the minimum criteria for labor categories as identified in Exhibit C. The Contractor shall provide a resume for each employee assigned as a Plumber or Plumber's Helper. No resume is required for personnel employed as unskilled labor. All required resumes shall be approved by the COR prior to each employee assuming duty.

C.1.3. Definitions

"CGR" means the official residence of the Consul General.

"CMMS" means Computerized Maintenance Management System.

"Consulate" means the building of the Consulate used for official activities.

"Daily" means 8½ hours per day, on each non-holiday workday, and 5 ½ hours on Saturday.

"General Instructions" means those instructions, directives and guidelines that apply to all employee maintenance personnel

"COB" means Consulate Office Building.

"PM" means Preventive Maintenance.

"Quality Assurance Evaluators" means government direct hire personnel assigned to perform

Quality Assurance Evaluations of maintenance, repair, and installation services provided by the Contractor personnel. Services provided shall also include staff quarters and common areas.

"USD" means United States Dollars.

"USG or "Government" means the Government of the United States of America.

C.2 MAINTENANCE AND REPAIR OF BORE HOLES AND WATER TANKS

C.2.1 General

The Contractor shall provide all services, transportation, labor, tools, equipment, and supervision, except those items specified as Government Furnished in Exhibit D, to carry out services at properties listed in Exhibit A. The Contractor shall maintain properties in strict accordance with all terms, conditions, General and Special Provisions, Specifications, attachments and Exhibits contained herein or incorporated by reference. The properties shall be maintained in current condition or an improved condition as required, dependent upon their use at the commencement of this contract. The Contractor shall develop Preventive Maintenance checklists for all building, water tanks (above ground and below ground), and boreholes.

PM Checklists shall cover all required services to the boreholes, and water tanks including all associated equipment. The checklists shall identify all Preventive Maintenance items and procedures to be accomplished on a daily, weekly, monthly, quarterly, semi-annual, and annual basis. The Contractor shall provide checklists to the COR for approval within 10 days of award of contract. Sample PM Checklists are provided in Exhibit D.

C.2.1.1. The Contractor is responsible for complying with all security requirements including personnel clearances and security procedures. The Consulate Security Officer will provide specifics on these requirements upon request.

C.2.1.2. From its inception and throughout the contract period, the Contractor is expected to maintain a qualified staff that can meet the diverse needs of the Government. Exhibit C is a list of minimum personnel qualification requirements for all the crafts under consideration.

C.2.1.3 Work Management

The Contractor shall plan, program, coordinate, estimate, schedule, and evaluate resources for work orders approved by the COR for performance by the Contractor.

C.2.1.4. Level of Work

Contractor shall operate and maintain designated facilities owned and leased by the US Consulate General, Lagos. Scheduled services shall include performing recurring preventive maintenance, and performing start-up/shut-down maintenance on equipment and facilities. Maintenance services shall include weekly back washing and maintenance of the boreholes and tank washing. Work exceeding this level shall not be accomplished by the Contractor who shall advise the COR in writing fully describing the problem, recommending solutions and providing written cost estimates to support findings.

C.2.1.5. Priorities

The categories of priorities for work to be accomplished shall be as follows. Any questions to priorities will be resolved by the COR.

IMMEDIATE (I): An emergency situation pertaining to life safety, fire, flood, security or equipment. This work needs to be accomplished IMMEDIATELY. When the threatening situation is under control the emergency situation is over. Immediate work orders are usually of very short duration. Another work order should be written to authorize the repairs necessary to return the situation to normal operating conditions.

PRIORITY 2 (P2): MISSION items which if not corrected impinge on the Post's mission. Corrective action should be accomplished within 24 hours.

PRIORITY 3 (P3): SAFEGUARD LIFE and PROPERTY work requirements needed to give adequate security to areas subject to compromise; eliminate health, safety, and environmental hazards; and protect valuable property or equipment. Corrective action should be accomplished within 3 working days.

ROUTINE 10 (R10): ROUTINE WORK and REPAIRS include work that supports the mission or prevents breakdown of essential equipment, essential housekeeping, or operating functions. Work should be scheduled for completion within 10 working days.

ROUTINE PM (RPM): PREVENTIVE MAINTENANCE (PM) work order automatically assigned by CMMS. PM work orders should be completed within 7 working days.

ROUTINE 20 (R20): NECESSARY WORK is work that needs to be accomplished but with no urgency attached. Work can be used as fill-in but should be completed within 20 working days.

ROUTINE RR (RRR): REFURBISHMENT / RESTORATION is work that must be accomplished to prepare a residence for occupancy or return to owner control. Work must be accomplished within 10 days including weekends and holidays

C.2.1.6. Response

Emergency repair work shall be accomplished whenever required, and shall be continued to completion without interruption, notwithstanding normally scheduled work hours, weekends, or holidays, until the emergency is alleviated. Response to IMMEDIATE work orders during normal working hours shall not exceed sixty (60) minutes from time of verbal or written notification. Response to PRIORITY 2 work orders shall not exceed four (4) hours from time of verbal or written notification. Response means Contractor's workforce is at the work site ready to commence required work.

C.2.1.7. Work Orders

Work order requests will be authorized by the COR prior to accomplishment. Work orders will be issued on Government CMMS work order forms. (See exhibit J-1). Emergency requests received telephonically will be recorded on such forms. Contractor is responsible for completing all applicable portions of work order forms relating to work performance and supplies and for maintaining files of completed forms. Contractor is responsible for liaising with customers to get

to work areas if access is questionable. Contractor shall make appointments for access when necessary and follow up with phone call or other communication shortly before the actual is to be done.

C.2.1.8. Work Control

Contractor shall schedule, control and perform all work described herein in accordance with all terms and conditions contained in this contract. Contractor shall perform all scheduled preventative maintenance utilizing Preventive Maintenance checklists. Contractor shall request additional work orders for all deficiencies identified by Contractor during inspection of property or equipment or found in the normal course of work performance. Contractor shall insure that Contractor personnel report all property and equipment deficiencies to supervisory personnel or COR.

C.2.1.9 Emergency Work

The Contractor shall prepare a detailed estimate for emergency repairs which exceed $3000 within two working days of notification of the emergency. Preparation of the estimate, however, shall not delay start of the emergency repairs authorized either verbally or in writing by COR. Contractor shall obtain a follow up signature for record purposes on all verbally authorized emergency work.

C.2.2. SPECIFIC TASKS FOR MAINTENANCE AND REPAIR OF BOREHOLE, AND WATER TANK WASHING/CLEANING.

C.2.2.1 Scope

Contractor shall inspect, service, maintain, and clean all boreholes and water tanks used by the US Consulate General. All services shall be performed in accordance with applicable codes, all manufacturers' recommendations, and Department of State regulations

C.2.2.2 Work and Supplies

In performing maintenance tasks, the Contractor shall be allowed to use expendable and repair supplies drawn from a Government operated, Government-owned supply stores through the COR. The Contractor may. If authorized by the COR obtain expendable or repair supplies when Government stores are out of stock of a given item required for a work order and required item is available from local vendors.

C.2.2.3 CMMS Wow and Preventive Maintenance

Contractor shall utilize the Computerized Maintenance Management System (CMMS) Work Orders for Windows (WOW) to perform preventive maintenance on all items as scheduled by the COR. PM work orders shall be generated periodically by the Consulate CMMS WOW work order system. Contractor shall follow Government approved checklist while performing preventive maintenance, report any deficiencies not corrected while performing preventive maintenance and record all actions, time and materials on the preventive maintenance work order. The Contractor shall provide recommendations to improve checklists to the COR.

C.2.2.4 BOREHOLES AND WATER TREATMENT SERVICES:

Provide maintenance and repair services to water filtration systems, wells, and boreholes. Water processing systems shall be maintained daily and treated to ensure water product that is within performance standards listed below and as determined by the Contracting Officer's Representative (COR).

C.2.2.4.1 The contractor shall maintain the following performance standards:

PH level shall be 7.8
Chlorine level shall be 1.0 to 2.5 PAM
Water shall be clear and silt free
Water shall be odor free
Water shall be acceptable to the taste and without any metallic taste.

C.2.2.4.2 The Contractor shall monitor and record water quality in daily site logs. The contractor shall summarize daily water quantity and condition reports and submit a monthly summary to the COR. Any deviation in daily water quality data shall be reported to the COR immediately.

C.2.2.4.3 The Contractor is responsible for the maintenance and servicing of all water handling and treatment system from the well point to delivery point at all Government Owned Properties and Short Term Leased Properties covered in this contract. Systems shall include but is not limited to the borehole, well casings, pads, supports, screens, pumps, pipes, valves fittings, filters, tanks, electrical equipment and related items designated by the COR as an integral part of the water handling and treatment systems.

C.2.2.4.4 The system shall be fully operational 24 hours per day, 7 days per week. The system shall meet quality specifications and be free from leaks, rust, and signs of corrosion or scale.

C.2.2.4.5 Filter media shall be changed as required to maintain clarity and purity specifications. The areas surrounding well and borehole equipment shall be maintained in a clean and neat manner in accordance with the approved Maintenance Plan.

C.2.2.4.6 The submersible pump, piping screens shall be removed, inspected, serviced and replaced in October and April of each contract year. A detailed report with drawings shall be provided to the COR within 15 days of the inspection. Report shall include description of existing conditions with detailed recommendation for repairs to ensure the systems remains in optimal working condition.

C.2.2.4.7 All storage or holding tanks associated with the system shall be serviced as required to maintain clean and sanitary conditions and as determined by the COR.

C.2.2.4.8 All painted equipment shall be repainted on a quarterly basis utilizing lead free USG approved paints provided by the COR. The repainting schedule shall be serviced during the periods of low usage as approved by the COR. All work that will result in water outages at any site must be approved by the COR prior to the Contractor performing the work.

C.2.2.4.9 The Contractor shall provide the COR a detailed maintenance plan and schedule within 30 days of contract award. The maintenance plan and schedule shall include detailed checklist

for each aspect and component of the water processing system. The contractor shall revise the maintenance plan and schedule until it is acceptable to the COR. After acceptance by the COR the Contractor shall not deviate from the maintenance plan or schedule unless approval is received in writing from the COR.

C.2.2.5 WATER TANK SERVICES

C.2.2.5.1 Provide cleaning/washing of interior of water tanks

General cleaning. The Contractor shall be required to clean the interior of the water tanks at every location once a month. All cleaning materials shall be USG approved through the COR. No detergents will be allowed. The cleaning of water storage tanks shall be performed in accordance with SHEM's Confined Space Program. The confined space should be thoroughly emptied of any corrosive or hazardous substances prior to entry. Natural or mechanical ventilation and adequate illumination must be provided prior to confined space entry. The assigned safety standby employee outside of the confined space should be appropriately trained and equipped to handle an emergency.

C.2.2.5.2 Prior to tank cleaning, the Contractor shall remove all water from tank and allow water to drain properly and safely into nearest drainage ditch.

C.2.2.5.3 Safe practices shall be used to ensure that drained water does not create a slipping or falling hazard on the premises.

C.2.2.5.4 The Contractor shall check the tanks and associated piping every month for interior/exterior rust, corrosion and leaks and inform the COR accordingly for appropriate repair/replacement action.

C.2.2.5.5 The Contractor shall clean out dirt and sediments in the tank, wash down tanks using USG approved materials and dispose of all waste offsite.

C.2.2.5.6 The USG approved cleaning materials shall be compatible with drinking water and shall be non-toxic, non-poisonous and lead free. The use of detergent soap by the Contractor is not allowed.

C.2.2.5.7 The Contractor shall coordinate with the COR to ensure that Government water trucks refill the water tank immediately after washing the tank.

C.2.2.5.8 The Contractor shall submit to the COR at the beginning of every month, the month's cleaning/washing program schedule of the locations and obtain approval before starting the month's exercise.

C.2.2.5.9 The Contractor shall provide all necessary non-hazardous cleaning material, equipment, transportation, labor and supervision to accomplish the services in this contract.

C.3 SUPERINTENDENCE BY CONTRACTOR

The entire operation of the contracted services shall be superintended by the Contractor's English-speaking liaison, who shall maintain a close contact with the Contracting Officer and the COR in order to coordinate the performance of the contracted services with the needs of the Government.

The liaison (or his/her qualified assistant) shall be on duty throughout the normal operating hours of the Consulate. S/he shall also superintend the performance of the contracted services on Saturdays and American holidays.

C.4 QUALITY CONTROL

The Contractor shall institute an appropriate inspection system including checklists of duties to be carried out, ensuring these duties are carried out by the supervisory staff and senior employees, and carrying out weekly inspections to determine whether the various services are being performed according to the contract requirements. A Quality Assurance Plan shall be submitted to the COR for approval within 10 days after award of contract.

C.4.1 Any shortcomings and/or substandard conditions noted in such inspection shall be promptly corrected and improved; any conditions beyond the responsibility of the Contractor shall be brought to the attention of the Contracting Officer or COR, for disposition.

C.4.2 CONTRACTOR'S MONTHLY REPORT

The Contractor shall render a monthly report summarizing observations resulting from inspections, difficulties or irregularities encountered, measures taken, improved conditions, repairs or services needed (those beyond the Contractor's responsibilities), special work done, recommendations, and other matters related to operation and maintenance of the facilities covered by this contract. The monthly report shall be provided in a format acceptable to the COR and shall be signed by an authorized representative of the Contractor. A sample Monthly Report format is shown in Exhibit F.

The Contractor shall submit with the Contractor's Monthly Report copies of the signed work orders completed that month and status information on those not completed. Completed work orders shall bear the signature of the Contractor's quality control personnel. Work orders submitted shall include all routine work orders, preventive maintenance orders as well as seasonal and emergency orders issued since the submittal of the last invoice.

C.4.3 INSPECTION BY GOVERNMENT

The services being performed hereunder and the supplies furnished therefo will be inspected periodically at the government's desire by the COR and designated government quality control personnel Quality Assurance Evaluators (QAEs) to determine that all services and supplies are of acceptable quality and standards. All deficiencies shall be brought to the attention of the Contractor and the Contractor shall be responsible at his expense for all countermeasures or corrective actions within the scope of the contract which may be required by the COR or Contracting Officer as a result of such inspection.

SECTION D - PACKAGING AND MARKING

SECTION E - INSPECTION AND ACCEPTANCE

E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://acquisition.gov/far/index.html or, http://farsite.hill.af.mil/search.htm

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at http://www.statebuy.state.gov/ to see the links to the FAR. You may also use a network "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.246-4 Inspection of Services - Fixed Price (AUG 1996)

52.246-12 Inspection of Construction (AUG 1996)

E.2. Quality Assurance and Surveillance Plan (QASP). This plan is designed to provide an effective surveillance method to promote effective contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to conduct quality assurance to ensure that contract standards are achieved.

Performance Objective	PWS Para	Performance Threshold
Services. Performs all maintenance services set forth in the performance work statement (PWS)	C.1 thru C.4	All required services are performed and no more than two (2) customer complaint is received per month

E.2.1 SURVEILLANCE. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

E.2.2 STANDARD**.** The performance standard is that the Government receives no more than two (2) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.246-4, Inspection of Services – Fixed Price (AUG 1996)), if any of the services exceed the standard.

E.2.3 PROCEDURES.

(a) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed they should immediately contact the COR.

(b) The COR will complete appropriate documentation to record the complaint.

(c) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

(d) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.

(e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

(f) If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.

(g) The COR will consider complaints as resolved unless notified otherwise by the complainant.

(h) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://acquisition.gov/far/index.html or, http://farsite.hill.af.mil/search.htm

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at http://www.statebuy.state.gov/ to see the links to the FAR. You may also use a network "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.242-15	STOP-WORK ORDER	AUG 1989
52.242-17	GOVERNMENT DELAY OF WORK	APR 1984
52.242-14	SUSPENSION OF WORK	APR 1984

F.2 PERIOD OF PERFORMANCE

The contract shall be effective on the date of the Contracting Officer's signature, and shall remain in effect until after 12 calendar months**,** with three option years.

F.3. DELIVERABLES
The following items shall be delivered under this contract:

Description	Quantity	Delivery Date	Deliver to:
C.1.2. Bios on Personnel	1	10 days after award	COR
C.2.2.4.9. Maintenance Plan	1	30 days after award	COR
C.4. Quality Assurance Plan	1	10 days after award	COR
C.4.2. Inspection Report	1	last day of each Month	COR

H.4. Insurance/Licenses & Permits	1	30 days after Notice of Award	CO
H.7.1 Waste Disposal Report	1	last day of each month	COR
H.10.1 Safety Plan	l	30 days after contract award	COR

F.4 CONTRACTOR'S SUBMISSION OF MAINTENANCE SCHEDULE AND MINOR REPAIRS UNDER UNSCHEDULED WORK ORDERS

The time for submission of the schedules and General Instructions referenced in Section I, 52.236-15, "Schedules for Construction Contracts", paragraph (a), is hereby modified to reflect the due date for submission as 30 calendar days after receipt of an executed contract". The Contractor shall weekly revise such schedules (1) to account for the actual progress of the work, (2) to reflect approved adjustments in the performance schedule, and (3) as required by the Contracting Officer to achieve coordination with work by the Government and any separate contractors employed by the Government. The Contractor shall submit a schedule which sequences work so as to minimize disruption at the jobsite.

All deliverables shall be in the English language, unless otherwise provided hereunder, and any system of dimensions (i.e., English or metric) shown shall be consistent with that used in the contract. No extension of time shall be allowed on account of a delay by the Government in approving such deliverables if the Contractor has failed to act promptly and responsively in submitting its deliverables. Each deliverable shall be identified as required by the contract.

F.5 ACCEPTANCE OF SCHEDULE

When the Government has accepted any time schedule, it shall be binding upon the Contractor. The completion date is fixed and may be extended only by a written modification to the delivery order signed by the Contracting Officer. Acceptance or approval of any schedule or revision thereof by the Government shall not (1) extend the completion date or obligate the Government to do so, (2) constitute acceptance or approval of any delay, nor (3) excuse the Contractor from or relieve the Contractor of its obligation to maintain the progress of the work and achieve final completion by the established completion date.

F.6 NOTICE OF DELAY

In the event the Contractor receives a notice of any change in the work, or if any other conditions arise which are likely to cause or are actually causing delays which the Contractor believes may result in completion of the project after the completion date, the

Contractor shall notify the Contracting Officer of the effect, if any, of such change or other conditions upon the approved schedule, and shall state in what respects, if any, the relevant schedule or the completion date should be revised. Such notice shall be given promptly, and not more than ten (10) days following the first occurrence of event giving rise to the delay or prospective delay. Revisions to the approved time schedule shall only be made with the approval of the Contracting Officer.

F.7 NOTICE TO PROCEED

(a) Following receipt from the Contractor of any bonds or evidence of insurance within the time specified in Section H of this contract, and following acceptance of these documents by the Contracting Officer, the Contracting Officer will provide to the Contractor a Notice to Proceed. The Contractor must then prosecute the work required hereunder.

(b) It is possible that the Contracting Officer may elect to issue the Notice to Proceed prior to receipt and acceptance of any bonds or evidence of insurance required hereunder. Issuance of a Notice to Proceed by the Government before receipt of the required bonds or insurance certificates or policies shall not be a waiver of the requirement to furnish these documents.

F.8 WORKING HOURS

All work shall be performed during the week from Monday through Saturday. The work time shall be established thus: Monday to Thursday 7AM to 4 PM; Friday 7AM to 1PM while Saturday 7AM to 12:30PM except for the holidays identified below. Other hours, initiated by the Contractor, may be approved by the Contracting Officer's Representative. Notice must be given 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours will not be cause for a price increase.

F.9 EXCUSABLE DELAYS

The Contractor will be allowed time, not money, for excusable delays as defined in FAR 52.249-10, Default. Examples of such cases include (l) acts of God or of the public enemy, (2) acts of the United States Government in either its sovereign or contractual capacity, (3) acts of the government of the host country in its sovereign capacity, (4) acts of another contractor in the performance of a contract with the Government, (5)fires, (6) floods, (7) epidemics, (8) quarantine restrictions, (9) strikes, (l0) freight embargoes, (11) delays in delivery of Government furnished equipment and (12) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor, and the failure to perform furthermore (1) must be one that the Contractor could not have reasonably anticipated and taken adequate measures to protect against, (2) cannot be overcome by reasonable efforts to reschedule the work, and (3) directly and materially affects the date of final completion of the project.

F.10 POST AWARD CONFERENCE

A post award conference will be held 10 days after contract award at 13 Bourdillon Road Ikoyi Lagos to discuss the schedule, submittals, notice to proceed, mobilization and other important issues that affect the progress under this contract.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is Maintenance Inspector.

G.1.2 Duties

The COR is responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the contract. The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract.

G.2 PAYMENT

G.2.1 General

The Contractor's attention is directed to Section I, 52.232-1, "Payments", and 52.232-5, "Payments Under Fixed-Price Construction Contracts". The following subsections elaborate upon the information contained therein. All invoices should attach a copy of the signed work orders completed that month and status information on those not completed. Completed work orders shall bear the signature of the contractor's quality control personnel. Work orders shall consist of all preventive maintenance orders issued since the submittal of the last invoice. Invoices shall be submitted in an original and three (3) copies to the Contracting' Officer's Representative (COR) at the following address (designated payment office only for the purpose of submitting invoices):

The Financial Management Officer
U.S. Consulate General Lagos
2, Walter Carrington Crescent
Victoria Island

G.2.2

Detail of Payment Requests Each application for payment, which shall be made no more frequently than monthly, unless otherwise provided herein, shall cover the fixed price for tanks washed and boreholes services

G.2.3 Payments to Subcontractors

The Contractor shall make timely payment from the proceeds of the progress or final payment for which request is being made, to his subcontractors and suppliers in accordance with the Contractor's contractual arrangements with them.

G.2.4 Evaluation by the Contracting Officer

Following receipt of the Contractor's request for payment, and on the basis of an inspection of the work, the Contracting Officer shall make a determination as to the amount which, in his/her opinion, is then due. In the event the Contracting Officer does not approve payment of the full amount applied for, less the retainage addressed in 52.232-5, the Contracting Officer shall advise the Contractor of the reasons therefore.

G.2.5 Additional Withholding

RESERVED

G.2.6. Payment

In accordance with FAR 52.232-27(a) the 14 day period identified in FAR 52.232-27(a)(1)(i)(A) is hereby changed to 30 days.

G.3 RECORDKEEPING REQUIREMENTS

The Contractor and the COR shall both maintain a complete and accurate management file. The file shall contain as a minimum, the following items:

- The Government's copies of all task orders issued under this contract, and all inspection reports completed by the COR (OF-127). These forms will be supplied to advise the Contractor of service requests and to document the performance of all work, including emergency work.

- Contractor's Service Report forms, documenting arrival and departure time of the Contractor's representative performing the service, and all information on parts installed for unscheduled and emergency services only.

- Documentation of any complaints from Post personnel or unusual incidents which may have taken place during the visit to the site.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 ISSUANCE OF TASK ORDERS FOR UNSCHEDULED/EMERGENCY WORK

(a) Unscheduled work and emergency work shall be authorized only through the issuance of task orders executed by the Contracting Officer. Task orders shall be established on a firm fixed-price basis (using the hourly rates identified in Section B and negotiated hours) and shall be modified solely by a written modification executed by the Contracting Officer. Emergency services may require the use of oral orders however a written order shall be provided within 3 business days of the verbal authorization.

(b) The contractor shall perform only those unscheduled/emergency services specifically authorized in the individual delivery orders issued under this contract. The contractor shall complete all work and services under this contract within the period of performance specified in the delivery orders except that no delivery order shall be issued hereunder after the expiration of this contract.

H.2 ORDERING OFFICIAL

In accordance with FAR 52.216-18 ORDERING (OCT 1995), the designated ordering individual for this contract is the Contracting Officer.

H.3 BOND REQUIREMENTS

RESERVED

H.4 CERTIFICATE OF INSURANCE

The Contractor shall furnish to the Contracting Officer a current certificate of insurance as evidence of the insurance required. In addition, the Contractor shall furnish evidence of a commitment by the insurance carrier to notify the Contracting Officer in writing of any material change, expiration or cancellation of any of the insurance policies required not less than thirty (30) days before such change, expiration or cancellation is effective. When coverage is provided by self-insurer, the Contractor shall not change or decrease the coverage without the Contracting Officer's approval. If the Contractor intends to use any subcontractors under this contract, the contractor must ensure that the subcontractor carries the types and amounts of insurance as identified below.

The Contractor's attention is directed to Section I, 52.228-5, "Insurance - Work on a Government Installation". As required by this clause, the Contractor is required to provide whatever insurance is legally necessary. The Contractor, shall, at its own expense, provide and maintain during the entire performance period the following insurance amounts:

General Liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury)

1. Bodily Injury on or off site stated in Nigerian Naira:

Per Occurrence	50,000.00 Naira
Cumulative	500,000.00 Naira

2. Property Damage on or off site in Nigerian Naira:

Per Occurrence	150,000.00 Naira
Cumulative	1,000,0000.00 Naira

The foregoing types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

H.4.1 Government as Additional Insured

The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State", as an additional insured with respect to operations performed under this contract.

H.4.2 Insurance-Related Disputes

Failure to agree to any adjustment contemplated under this contract regarding insurance shall be a dispute within the meaning of the clause in Section I, 52.233-1, Alternate I, "Disputes". However, nothing in this clause shall excuse the Contractor from proceeding with the work, including the repair and/or replacement as herein above provided.

H.4.3 Time for Submission of Evidence of Insurance

The Contractor shall provide evidence of the insurance required under this contract within thirty (30) calendar days after contract award. Failure to timely submit this evidence, in a form acceptable to the Contracting Officer, may result in rescinding or termination of the contract by the Government.

H.5 GOVERNING LAW

The contract and the interpretation thereof shall be governed by the laws of the United States.

H.6 LANGUAGE PROFICIENCY

The manager assigned by the contractor to superintend the work on-site, as required by Section I, 52.236-6, "Superintendence by the Contractor", shall be fluent in written and spoken English.

H.7 LAWS AND REGULATIONS

H.7.1 Compliance Required

The Contractor shall, without additional expense to the Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work, including those of the host country, and with the lawful orders of any governmental authority having jurisdiction. Host country authorities may not enter the facilities without the permission of the Contracting Officer. Unless otherwise directed by the Contracting Officer, the Contractor shall comply with the more stringent of the requirements of such laws, regulations and orders and of the contract. In the event of a conflict among the contract and such laws, regulations and orders, the Contractor shall promptly advise the Contracting Officer of the conflict and of the Contractor's proposed course of action for resolution by the Contracting Officer.

The contractor shall provide on a monthly basis an environmental waste report which describes any occurrence of and disposal of hazardous waste encountered during performance of this contract and any resulting delivery orders issued herein.

H.7.2 Labor, Health and Safety Laws and Customs

The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, to the extent that such compliance is not inconsistent with the requirements of this contract.

H.7.3 Subcontractors

The Contractor shall give written assurance to the Contracting Officer that all subcontractors and others performing work on or for the project have obtained all requisite licenses and permits.

H.7.4 Evidence of Compliance

Proper documentation and evidence satisfactory to the Contracting Officer of compliance with this clause shall be submitted by the Contractor at such times as directed by the Contracting Officer.

H.8 RESPONSIBILITY OF CONTRACTOR

H.8.1 Damage to Persons or Property

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

H.8.2 Responsibility for Work Performed

The Contractor shall be responsible for all materials delivered and work performed, except for any completed unit of work which may have been accepted in writing under individual delivery orders.

H.9 MAINTENANCE OPERATIONS

H.9.1 Operations and Storage Areas

(a) Confinement to Authorized Areas. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer.

(b) Vehicular Access. The Contractor shall, and in accordance with any regulations prescribed by the Contracting Officer, use only established site entrances and roadways.

H.9.2 Use Of Premises

(a) Occupied Premises. If the premises are occupied, the Contractor, its subcontractors, and their employees shall comply with the regulations promulgated by the Government governing access to, operation of, and conduct while in or on the premises and shall perform the work required under this contract in such a manner as not to unreasonably interrupt or interfere with the conduct of Government business.

(b) Requests from occupants. Any request received by the Contractor from occupants of existing buildings to change the sequence of work shall be referred to the Contracting Officer for determination.

(c) Access limited. The Contractor, its subcontractors and their employees shall not have access to or be admitted into any building or portion of the site outside the areas designated in this contract except with the permission of the Contracting Officer.

H.10 SAFETY

H.10.1 Accident Prevision

(a) General. The Contractor shall provide and maintain work environments and procedures which will (1) safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities; (2) avoid interruptions of Government operations and delays in project completion dates; and (3) control costs in the performance of this contract. For these purposes, the Contractor shall--

(1) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and

(2) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for this purpose are taken.

(b) Records. The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft or loss of property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the Contracting Officer.

(c) Subcontracts. The Contractor shall be responsible for its subcontractors' compliance with this clause.

(d) Written Program. Before commencing the work, the Contractor shall--

(1) Submit a written proposal for implementing this clause; and

(2) Meet with the Contracting Officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

(e) The Contracting Officer shall notify the Contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the Contractor or the Contractor's representative at site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the Contractor shall immediately take correction action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

H.11 SUBCONTRACTORS AND SUPPLIERS

H.11.1 Claims and Encumbrances

The Contractor shall satisfy as due all lawful claims of any persons or entities employed by the Contractor, including subcontractors, material men and laborers, for all labor performed and materials furnished under this contract, including the applicable warranty or correction period, unless the Government shall be directly liable therefor by contract. The Contractor shall not at any time permit any lien, attachment, or other encumbrance to be entered against or to remain on the building(s), or the premises, whether public or private, or any portion thereof, as a result of nonperformance of any part of this contract.

H.11.2 Approval of Subcontractors

(a) Review and approval. The Government reserves the right to review proposed subcontractors for a period of five (5) calendar days before providing notice of approval or rejection of any or all subcontractors.

(b) Rejection of subcontractors. The Government reserves the right to reject any or all subcontractors proposed if their participation in the project, as determined by the Contracting Officer, may cause damage to the national security interests of the United States. The Contractor agrees to promptly replace any subcontractor rejected by the Government under this clause.

H.12 CONTRACTOR PERSONNEL

H.12.1 Removal of Personnel

The Contractor shall maintain discipline at the site and at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst those employed at the site and for the preservation of peace and protection of persons and property in the neighborhood of the project against the same. The Contracting Officer may require, in writing, that the Contractor remove from the work any employee that the Contracting Officer deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment on the project is deemed by the Contracting Officer to be contrary to the Government's interests.

H.12.2 Maintenance Personnel Security

After award of the contract, the Contractor has ten calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. It is anticipated that security checks may take 180 days or more to perform. For each individual the list shall include:

Full Name
Place and Date of Birth
Current Address
Identification number
Schools attended

Failure to provide any of the above information may be considered grounds for rejections and/or resubmittal of the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site. This badge may be revoked at any time due to the falsification of data, or misconduct on site.

H.12.4. Standards of Conduct

(a) General. The contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.

(b) Uniforms and Personal Equipment. The contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The contractor shall provide for each employee and supervisor, uniforms and personal equipment as detailed in Section J, Exhibit E -CONTRACTOR FURNISHED MATERIALS. The contractor shall bear the cost of purchasing, cleaning, pressing, and repair of the uniforms.

(c) Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

(d) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities which interfere with normal and efficient Government operations.

(e) Intoxicants and Narcotics. The contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

(f) Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These include but are not limited to the

following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.

(g) Key Control. The contractor shall receive, secure, issue and account for any keys issued for access to buildings, offices, equipment, gates, etc., for the purposes of this contract. Keys shall not be duplicated without the COR's approval. Where it is determined that the contractor or its agents have duplicated a key without permission of the COR, the contractor shall remove the individual(s) responsible from performing work under the contract. If the contractor has lost any such keys, the contractor shall immediately notify the COR. In either event, the contractor shall reimburse the Government for the cost of rekeying that portion of the system so compromised.

H.13 MATERIALS AND EQUIPMENT

H.13.1 Selection and Approval of Materials

(a) Standard of quality. All materials and equipment incorporated into the work shall be new and for the purpose intended, unless otherwise specified, and all workmanship shall be of good quality and performed in a skillful manner as determined by the Contracting Officer.

(b) Selection by Contractor. Where the contract permits the Contractor to select products, materials or equipment to be incorporated in the work, or where specific approval is otherwise required by the contract, the Contractor shall furnish to the Contracting Officer, for approval, the names of the manufacturer, model number, and source of procurement of each such product, material or equipment, together with other pertinent information concerning the nature, appearance, dimensions, performance, capacity, and rating thereof, unless otherwise required by the Contracting Officer. Such information shall be provided in a sufficiently timely manner to permit evaluation by the Government against the requirements of the contract. When directed to do so, the Contractor shall submit samples for approval at the Contractor's expense, with all shipping charges prepaid. Installation or use of any products, materials or equipment without the required approval shall be at the risk of subsequent rejection.

H.13.2 Custody of Materials

The Contractor shall be responsible for the custody of all materials received for incorporation into the project, including Government furnished materials, upon delivery to the Contractor or to any person for whom it is responsible, including subcontractors. The Contractor shall deliver all such items to the site as soon as practicable. If required by the Contracting Officer, the Contractor shall clearly mark in a manner directed by the

Contracting Officer all items of which the Contractor has custody but which have not been delivered or secured at the site, clearly indicating the use of such items for this U.S. Government project.

H.14 IMPORTED MATERIALS, EQUIPMENT, AND PERSONNEL

H.14.1 Shipment and Customs Clearance

(a). Costs to be borne by Contractor for Scheduled Maintenance. The Contractor is responsible for paying all charges, whatsoever, except customs duties as provided herein, incurred in obtaining materials that must be imported for the project and in transporting the materials form their place or origin to the site. Moving costs shall include, but not necessarily be limited to packing, handling, cartage, overland freight, ocean freight, transshipment, port, unloading, customs, clearance and duties (other than customs duties as provided herein), unpacking, storage, and all other charges including administrative costs in connection with obtaining and transporting the materials from their source to the project site.

(b) Costs allowed for Reimbursement to Contractor for Unscheduled/Emergency Services. If the contractor is required to order imported materials/equipment for unscheduled/emergency services to complete the repairs, the contractor is entitled to reimbursement at cost of transportation and handling charges. No overhead, profit, or other charge shall be considered. The contractor shall follow the instruction for duty-free clearance outlined in paragraph (c) below. Failure to comply with these referenced instructions shall not be grounds for reimbursement by the Government of any costs associated with customs clearance/duties.

(c) Duty-free Clearance. The Contractor shall follow the instructions of the Contracting Officer as to the manner of labeling the shipping containers or otherwise processing shipments of imported materials in order to obtain or continue to receive, duty free clearance through customs. The Contractor shall be responsible for the payment of customs duties, if any, which (1) are imposed on items which are not labeled and processed in accordance with the Contracting Officer's instructions, (2) are imposed on the Contractor's tools, construction equipment and machinery imported for use on the project, or (3) are otherwise ineligible for duty-free entry.

(d) Customs Clearance. The Government will be responsible for obtaining customs clearances, and for obtaining exemption certificates or paying customs duties not waived, for imported products, materials and equipment which are labeled and processed in accordance with the Contracting Officer's instructions. The government shall not be responsible for obtaining customs clearance for the Contractor's tools, construction equipment or machinery, nor for obtaining visas, entry or work permits for the Contractor's personnel.

H.14.2 Surplus Materials

Unless otherwise specified, any surplus materials, fixtures, articles or equipment remaining at the completion of the project shall become the property of the Contractor, except those items furnished by the Government, the cost of which is not included in the contract price.

H.15 SPECIAL WARRANTIES

H.15.1 Special Warranty Obligations

Any special warranties that may be required under the contract shall be subject to the stipulations set forth in Section I, 52.246-21, "Warranty of Construction", insofar as they do not conflict with the provisions of such special warranties.

H.15.2 Warranty Information

The Contractor shall obtain and furnish to the Government all information which is required in order to make any subcontractor's, manufacturer's, or supplier's guarantee or warranty legally binding and effective, and shall submit both the information and the guarantee or warranty to the Government in sufficient time to permit the Government to meet any time limit requirements specified in the guarantee or warranty, but not later than completion and acceptance of all work under this contract.

H.16 NONCOMPLIANCE WITH CONTRACT REQUIREMENTS

In the event the Contractor, after receiving written notice from the Contracting Officer of noncompliance with any requirement of this contract, fails to initiate promptly such action as may be appropriate to comply with the specified requirement within a reasonable period of time, the Contracting Officer shall have the right to order the Contractor to stop or suspend any or all work under the contract until the Contractor has complied or has initiated such action as may be appropriate to comply within a reasonable period of time. The Contractor will not be entitled to any extension of contract time or payment for any costs incurred as a result of being ordered to stop work for such a cause. See FAR 52.252-14, Suspension of Work, in Section I.

H.17 CONTRACTOR INVENTORY PROGRAM

The Contractor shall establish a plan to include written maintenance, use, and inventory programs for all property, equipment, and materials used in performance of the contract. The inventory system shall ensure that preventive maintenance spare parts are in stock when needed. This includes both Contractor furnished materials and Government furnished property. Use procedures shall ensure that the property, equipment, and materials, will be used only for those purposes authorized in the contract. The inventory program shall include procedures for conducting physical inventories, including scheduling, responsibilities, and recordkeeping, for all property, equipment and materials

used by the Contractor. Negligent use of Government furnished property that results in damage or destruction is cause for repair or replacement at the Contractor's expense. See F.3.

SECTION I - CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://acquisition.gov/far/index.html or, http://farsite.hill.af.mil/search.htm

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FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.202-1	DEFINITIONS (Alternate I MAY 2001)	JUL 2004
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	SEPT 2006
52.203-7	ANTI-KICKBACK PROCEDURES	OCT 2010
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	OCT 2010
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS	APR 2010
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-9	PERSONAL VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS	JUL 2010
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	DEC 2010

52.215-2	AUDIT AND RECORDS - NEGOTIATION	OCT 2010
52.215-8	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT	OCT 1997
52.215-11	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA – MODIFICATIONS	AUG 2011
52.215-13	SUBCONTRACTOR CERTIFIED COST OR PRICING DATA – MODIFICATIONS	OCT 2010
52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA-MODIFICATIONS	OCT 2010
52.216-7	ALLOWABLE COST AND PAYMENT ALT I	JUN 2011
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	FEB 1997
52.222-19	CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES	AUG 2010
52.222-50	COMBATTING TRAFFICKING IN PERSONS	FEB 2009
52.223-18	CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING	AUG 2011
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	FEB 2006
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT	FEB 2000
52.228 –4	WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS	APR 1984
52.228-5	INSURANCE-WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.228-11	PLEDGES OF ASSETS	FEB 1992
52.228-13	ALTERNATIVE PAYMENT PROTECTION	JUL 2000
52.228-14	IRREVOCABLE LETTERS OF CREDIT	DEC 1999
52.229-6	TAXES - FOREIGN FIXED-PRICE CONTRACTS	JUN 2003
52.232-1	PAYMENTS	MAY 2001
52.232-5	PAYMENTS UNDER FIXED-PRICE CONSTRUCTION CONTRACTS (applicable to individual delivery orders)	SEP 2002
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	FEB 2002
52.232-17	INTEREST	OCT 2010
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-25	PROMPT PAYMENT	OCT 2003
52.232-27	PROMPT PAYMENT FOR CONSTRUCTION CONTRACT (applicable to individual delivery orders)	OCT 2008
52.232-28	ELECTRONIC FUNDS TRANSFER PAYMENT METHODS	APR 1989
52.232.34	PAYMENT BY ELECTRONIC FUNDS TRANSFER –	MAY 1999

	OTHER THAN CENTRAL CONTRACTOR REGISTRATION	
52.233-1	DISPUTES	JUL 2002
	Alternate I (DEC 1991)	
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM	OCT 2004
52.236-2	DIFFERING SITE CONDITIONS	APR 1984
52.236-3	SITE INVESTIGATIONS AND CONDITIONS AFFECTING THE WORK	APR 1984
52.236-5	MATERIAL AND WORKMANSHIP	APR 1984
52.236-6	SUPERINTENDENCE BY THE CONTRACTOR	APR 1984
52.236-7	PERMITS AND RESPONSIBILITIES	NOV 1991
52.236-8	OTHER CONTRACTS	APR 1984
52.236-9	PROTECTION OF EXISTING VEGETATION, STRUCTURES EQUIPMENT, UTILITIES, AND IMPROVEMENTS	APR 1984
52.236-10	OPERATIONS AND STORAGE	APR 1984
52.236-11	USE AND POSSESSION PRIOR TO COMPLETION	APR 1984
52.236-12	CLEANING UP	APR 1984
52.236-14	AVAILABILITY AND USE OF UTILITY SERVICES	APR 1984
52.236-15	SCHEDULES FOR CONSTRUCTION CONTRACTS	APR 1984
52.236-21	SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION	FEB 1997
52.236-26	PRECONSTRUCTION CONFERENCE	FEB 1995
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.242-13	BANKRUPTCY	APR 1991
52.243-1	CHANGES - FIXED-PRICE	AUG 1987
	-- ALTERNATE II (APR 1984)	
52.245-1	GOVERNMENT PROPERTY	JULY 2010
52.245-2	GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES	JUNE 2007
52.246-21	WARRANTY OF CONSTRUCTION	MAR 1994
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM)	APR 1984
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND (SERVICE)	APR 1984
52.249-14	EXCUSABLE DELAY	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991
52.249-10	DEFAULT (FIXED PRICE CONSTRUCTION)	APR 1984

I.2 52.203-08 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)

(a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423 (The Act)), as amended by section 4304 of the 1996 National Defense Authorization Act for Fiscal Year 1996 (Public Law 104-106), the Government may-

(1) Cancel the solicitation, if the contract has not yet been awarded or issued; or
(2) Rescind the contract with respect to which-

(i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27(a) or (b) of the Act for the purpose of either-

(A) Exchanging the information covered by such subsections for anything of value; or
(B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or

(ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsections 27(e)(1) of the Act.

(b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

I.3 52.216-18 ORDERING (OCT 1995)

(a) RESERVED

I.4 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) RESERVED

I.5. 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

RESERVED

I.6 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

I.7 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 54 months.

I.8 RESERVED

I.9 52.228-15 PERFORMANCE AND PAYMENT BONDS - CONSTRUCTION (NOV 2005)

(a) As used in this clause-Contract-
"Original contract price" means the award price of the contract; or, for requirements contracts, the price payable for the estimated quantity; or, for indefinite-delivery type contracts, the price payable for the specified minimum quantity. Original contract price does not include the price of any options, except those options exercised at the time of contract award.

(b) Amount of required bonds. Unless the resulting contract price is $150,000 or less, the successful offeror shall be required to furnish performance and payment bonds to the Contracting Officer as follows:

(l) Performance Bonds (Standard Form 25). The penal amount of performance bonds at the time of contract award shall be 20 percent of the original contract price.

(2) Payment Bonds (Standard Form 25A) The penal amount of payment bonds shall be 20 percent of the original contract price.

(3) Additional bond protection.

(i) The Government may require additional performance and payment bond protection if the contract price is increased. The increase in protection generally will equal 20% of the increased in contract price.

(ii) The Government may secure the additional protection by directing the Contractor to increase the penal amount of the existing bond or to obtain an additional bond.

(c) Furnishing executed bonds. The Contractor shall furnish all executed bonds, including any necessary reinsurance agreements, to the Contracting Officer, within the time period specified in the Bid Guarantee provision of the solicitation, or otherwise specified by the Contracting Officer, in any event, before starting work.

(d) *Surety or other security for bonds*. The bonds shall be in the form of firm commitment, supported by corporate sureties whose names appear on the list contained in Treasury Department Circular 570, individual sureties, or by other acceptable security such as postal money order, certified check, cashier's check, irrevocable letter of credit, or bonds or notes of the United States. Treasury Circular 570 is published in the Federal Register or Department of Treasury, Financial Management Service, Surety Bond Branch, 3700 East West Highway, Room 6F01, Hyattsville, MD 20782. Or via the internet at http:://www.fms.treas.gov/c570/.

(e) Notice of subcontractor waiver of protection (40 U.S.C. 3133(c). Any waiver of the right to sue on the payment bond is void unless it is in writing, signed by the person whose right is waived, and executed after such person has furnished labor or material for use in the performance of the contract.

I.10 <u>52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR. (APR 1984)</u>

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR) CLAUSES:

I.11 652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at *http://www.state.gov/m/ds/rls/rpt/c21664.htm* .

(End of clause)

I.12 652.243-70 NOTICES (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the contracting officer.

I.13 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The contractor warrants the following:

(1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
(2) That is has obtained all necessary licenses and permits required to perform this contract; and,
(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

I.14 652.216-70 ORDERING - INDEFINITE-DELIVERY CONTRACT (APR 2004)

The Government shall use one of the following forms to issue orders under this contract:

(a) The Optional Form 347, *Order for Supplies or Services*, and Optional Form 348, *Order for Supplies or Services Schedule - Continuation*; or,

(b) The DS-2076, *Purchase Order, Receiving Report and Voucher*, and DS-2077, *Continuation Sheet*.

I.15 652.237-72 OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE (APR 2004)

(a) The Department of State observes the following days as holidays:

New Year's Day
Martin Luther King's Birthday
President's Day
Eid-El-Maulud
Good Friday
Easter Monday
Workers Day
Memorial Day
Independence Day
Labor Day
Independence Day
Columbus Day
Eid-El-Fitr
Veterans Day
Thanksgiving Day
Eid-El-Adha
Christmas Day
Boxing Day

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in this contract.

(c) When the Department of State grants administrative leave to its Government employees, assigned contractor personnel in Government facilities shall also be dismissed. However, the contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the contracting officer or his/her duly authorized representative.

(d) For fixed-price contracts, if services are not required or provided because the building is closed due to inclement weather, unanticipated holidays declared by the President, failure of Congress to appropriate funds, or similar reasons, deductions will be computed as follows:

(1) The deduction rate in dollars per day will be equal to the per month contract price divided by 21 days per month.

(2) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided.

If services are provided for portions of days, appropriate adjustment will be made by the contracting officer to ensure that the contractor is compensated for services provided.

(e) If administrative leave is granted to contractor personnel as a result of conditions stipulated in any "Excusable Delays" clause of this contract, it will be without loss to the contractor. The cost of salaries and wages to the contractor for the period of any such excused absence shall be a reimbursable item of direct cost hereunder for employees whose regular time is normally charged, and a reimbursable item of indirect cost for employees whose time is normally charged indirectly in accordance with the contractor's accounting policy.

I.16 652.225-71 SECTION 8(A) OF THE EXPORT ADMINISTRATION ACT OF 1979, AS AMENDED (AUG 1999)

(a) Section 8(a) of the U.S. Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)), prohibits compliance by U.S. persons with any boycott fostered by a foreign country against a country which is friendly to the United States and which is not itself the object of any form of boycott pursuant to United States law or regulation. The Boycott of Israel by Arab League countries is such a boycott, and therefore, the following actions, if taken with intent to comply with, further, or support the Arab League Boycott of Israel, are prohibited activities under the Export Administration Act:

(1) Refusing, or requiring any U.S. person to refuse to do business with or in Israel, with any Israeli business concern, or with any national or resident of Israel, or with any other person, pursuant to an agreement of, or a request from or on behalf of a boycotting country;

(2) Refusing, or requiring any U.S. person to refuse to employ or otherwise discriminating against any person on the basis of race, religion, sex, or national origin of that person or of any owner, officer, director, or employee of such person;

(3) Furnishing information with respect to the race, religion, or national origin of any U.S. person or of any owner, officer, director, or employee of such U.S. person;

(4) Furnishing information about whether any person has, has had, or proposes to have any business relationship (including a relationship by way of sale, purchase, legal or commercial representation, shipping or other transport, insurance, investment, or supply) with or in the State of Israel, with any business concern organized under the laws of the State of Israel, with any Israeli national or resident, or with any person which is known or believed to be restricted from having any business relationship with or in Israel;

(5) Furnishing information about whether any person is a member of, has made contributions to, or is otherwise associated with or involved in the activities of any charitable or fraternal organization which supports the State of Israel; and,

(6) Paying, honoring, confirming, or otherwise implementing a letter of credit which contains any condition or requirement against doing business with the State of Israel.

(b) Under Section 8(a), the following types of activities are not forbidden ``compliance with the boycott," and are therefore exempted from Section 8(a)'s prohibitions listed in paragraphs (a)(1)-(6) above:

(1) Complying or agreeing to comply with requirements:

(i) Prohibiting the import of goods or services from Israel or goods produced or services provided by any business concern organized under the laws of Israel or by nationals or residents of Israel; or,

(ii) Prohibiting the shipment of goods to Israel on a carrier of Israel, or by a route other than that prescribed by the boycotting country or the recipient of the shipment;

(2) Complying or agreeing to comply with import and shipping document requirements with respect to the country of origin, the name of the carrier and route of shipment, the name of the supplier of the shipment or the name of the provider of other services, except that no information knowingly furnished or conveyed in response to such requirements may be stated in negative, blacklisting, or similar exclusionary terms, other than with respect to carriers or route of shipments as may be permitted by such regulations in order to comply with precautionary requirements protecting against war risks and confiscation;

(3) Complying or agreeing to comply in the normal course of business with the unilateral and specific selection by a boycotting country, or national or resident thereof, of carriers, insurance, suppliers of services to be performed within the boycotting country or specific goods which, in the normal course of business, are identifiable by source when imported into the boycotting country;

(4) Complying or agreeing to comply with the export requirements of the boycotting country relating to shipments or transshipments of exports to Israel, to any business concern of or organized under the laws of Israel, or to any national or resident of Israel;

(5) Compliance by an individual or agreement by an individual to comply with the immigration or passport requirements of any country with respect to such individual or any member of such individual's family or with requests for information regarding requirements of employment of such individual within the boycotting country; and,

(6) Compliance by a U.S. person resident in a foreign country or agreement by such person to comply with the laws of that country with respect to his or her activities exclusively therein, and such regulations may contain exceptions for such resident complying with the laws or regulations of that foreign country governing imports into such country of trademarked, trade named, or similarly specifically identifiable products, or components of products for his or her own use, including the performance of contractual services within that country, as may be defined by such regulations.

I.17 652.229-71 PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD (AUG 1999)

Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the contractor shall observe the requirements of 22 CFR Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

I.18 652.236-70 ACCIDENT PREVENTION (APR 2004)

(a) *General*. The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the contractor shall:

(1) Provide appropriate safety barricades, signs and signal lights;

(2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,

(3) Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.

(4) For overseas construction projects, the contracting officer shall specify in writing additional requirements regarding safety if the work involves:

(i) Scaffolding;

(ii) Work at heights above two (2) meters;

(iii) Trenching or other excavation greater than one (1) meter in depth;

(iv) Earth moving equipment;

(v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;

(vi) Work in confined spaces (limited exits, potential for oxygen less that 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);

(vii) Hazardous materials – a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or

(viii) Hazardous noise levels.

(b) *Records*. The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.

(c) *Subcontracts*. The contractor shall be responsible for its subcontractors' compliance with this clause.

(d) *Written program.* Before commencing work, the contractor shall:

(1) Submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,

(2) Meet with the contracting officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

(e) *Notification*. The contracting officer shall notify the contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the contractor or the contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the contracting officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

I. 19 CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");

2) Clearly identify themselves and their contractor affiliation in meetings;

3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and

4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Exhibit A	Water Tanks & Borehole – Locations
Exhibit B	Sample Work Order Form
Exhibit C	Minimum Requirements for Personnel
Exhibit D	Sample Maintenance Checklist
Exhibit E	Sample Monthly Report Form
Exhibit F	Contractor Furnished Property

Exhibit A

Water Tanks/Borehole Locations

Water Tank Locations

LOCATION	# OF TANKS	TANK CAPACITY
1A Bell Avenue	1	40,000 ltrs Under ground
2A Bell Avenue	1	40,000 ltrs Under ground
8 Bell Avenue	1	40,000 ltrs Under ground
7 Macdonald Avenue	1	40,000 ltrs Under ground
Plot 12 A&B Olamijuyin	1	8,000 ltrs Under ground
Eko Street Units A, B & C	2	40,000 ltrs Under ground 20,000 Ltrs Roof tank
Jabita Close – Unit F	1	6000 liter ground tank
13 Bourdillon (Location 13)	1	20000 liter tank
6AA Milverton	3 2	2000 liter ground tank 1000 liter PVC roof tank
17A Cooper	3 2	2000 liter ground tank 1000 liter PVC roof tank
2 Walter Carrington Crescent	1 1	60000 liter fire tank 33000 liter steel tank
16 Queen's Drive	2	48000 liter steel tank
15 Probyn	1 2	10000 liter ground tank 2000 liter PVC tank

Borehole Locations

LOCATION
Consulate, 2 Walter Carrington Crescent, Victoria Island
CGR – 25 Ikoyi Crescent, Ikoyi
Guest Quarter – 15 Queen's Drive, Ikoyi
Ikeja Warehouse – 3 Sapara Street, Ikeja

Exhibit B
Sample Task Order Form
SAMPLE TASK ORDER

Work Order # _____ Approval: Page 1 of

Requestor: _____ Telephone #: Priority

Property #_____ Equipment: Requested Date:
or address_____ Due:

Unit: Shop:

Task # Description

Approved: _____ Reviewed by: _____ Printed by: _____

Customer Signature :
Comments:

Worker's Name Worker's ID:

Worker's Signature: Completion Date:

FOR UNSCHEDULED AND EMERGENCY ORDERS ONLY:
Work: _____OT: _____Travel:_____OT: _____Wait: _____OT:_____

Materials used (use other side as needed):

EXHIBIT C
POSITION DESCRIPTION

MAINTENANCE ENGINEER

DUTIES/RESPONSIBILITIES

Responsible for ensuring that where possible a systems engineering approach, coupled with the most cost effective maintenance techniques, is applied to Department of State facilities. Ensures accurate assessment of maintenance labor hours and costs, and determines how best to implement recommendations in the field.

Typical objective would be to identify commonality of problems in roofing, HVAC and electrical systems, and then devise the best approach to solving the problems while minimizing resource expenditures.

SKILLS/KNOWLEDGE/ABILITIES

Capable of analyzing current and proposed systems designs and developing or revising system performance criteria and standards.

Capable of performing independently, receiving general supervision relating to overall objectives, critical issues, new concepts and policy matters.

Computer literate at PC applications.

Must possess excellent communications skills, with capability of generating high quality technical material.

EDUCATION AND EXPERIENCE

Four year degree in civil/industrial/electrical/mechanical engineering or architecture. Minimum of five years experience in maintenance engineering and management.

ELECTRICIAN

DUTIES/RESPONSIBILITIES

Performs major, minor, emergency and routine construction, installation, maintenance, alteration or repair of electrical systems, equipment and related components. Work involves: installing, inspecting/testing, or repairing any of a variety of electrical circuits and equipment such as generators, transformers, circuit breakers, motors, conduit systems, or other transmission equipment, including secondary distribution lines and circuits used to supply distribution panels.

Working from blueprints, drawings, layouts, or other specifications, plans and determines the routing, placement, type, size, gauge, balance, load, continuity and safe operation of electrical lines, circuits, systems, equipment and controls. Locates and diagnoses trouble in electrical systems or equipment; and uses a variety of electrician's hand tools and measuring and testing instruments.

Performs recurring, standardized work independently in accordance with accepted trade practice.

SKILLS/KNOWLEDGE/ABILITIES

Must understand the theory and the practical aspects of application, operation and maintenance of electrical systems and equipment.

Must be knowledgeable of general maintenance and troubleshooting processes and the basic tools required. Capable of reading and interpreting motor control drawings, drawing a block diagram of feedback circuits and labeling the components, and calculating the requirements of conductors and devices used in motor circuits. Must be knowledgeable of electronic solid state control systems. Must be familiar with various types of heating controls and their applications. Capable of reading and interpreting blueprints of an electrical substation, and tracing circuits using a blueprint. Knowledgeable of switchgear operation, power circuit breakers, methods used to actuate protective relays and the types of relays, and different types of telemetering systems and their application.

Must be thoroughly familiar with the NEC, and capable of accomplishing work in accordance with accepted methods and techniques of the trade. Must be able to diagnosis problems quickly and accurately, and recommend and effect required solutions.

EDUCATION AND EXPERIENCE

Must hold a Journeyman Electrician License; experience may be substituted. Minimum of three years practical experience in the installation, rehabilitation, maintenance and repair of electrical and power distribution systems.

ELECTRICIAN HELPER

DUTIES/RESPONSIBILITIES

Performs major, minor, emergency and routine construction, installation and maintenance, alteration or repair of electrical systems, equipment and related components. Work involves: installing, inspecting/testing, or repairing any of a variety of electrical circuits and equipment such as generators, transformers, circuit breakers and motors, conduit systems, or other transmission equipment, including secondary distribution lines and circuits used to supply distribution panels.

Working from blueprints, drawings, layouts, or other specifications, plans and determines the routing, placement, type, size, gauge, balance, load, continuity and safe operation of electrical lines, circuits, systems equipment and controls. Locates and diagnoses trouble in electrical systems or equipment; and uses a variety of electrician's hand tools and measuring and testing instruments.

Assists one or more electrician by performing specific or general duties as directed.

SKILLS/KNOWLEDGE/ABILITIES

Ability to apply basic concepts when reading drawings, electrical schematics and wiring plans, and motor control drawings. Must possess an understanding of the variuos components of electrical systems. Familiarity with the NEC and the concepts involved therein. Familiarity with installation and maintenance procedures for electrical equipment, appliances and system components.

Ability to size conductors based on load; ability to calculate the current requirements of the conductors and devices used in motor circuits; understand how to bend and install conduit. Must be familiar with the operation and construction of motors, generators and transformers; and have an understanding of different types of relays and telemetering systems and their applications. Ability to draw a block diagram of a simple feedback circuit and label the basic components.

EDUCATION AND EXPERIENCE

At least one year experience in the trade.

PLUMBER

DUTIES/RESPONSIBILITIES

Performs major, minor, emergency and routine construction, repairs, maintenance, installation and alteration on piping systems, plumbing fixtures, and associated equipment or components thereof. Piping systems include, but are not limited to, all those designed to conduct the flow of hot and cold water, sewage and industrial waste, air fuels (gas and liquefied), and other non-toxic and toxic materials encountered in support of the mission.

Plumbing fixtures and equipment include, but are not limited to, all items required in a plumbing system, including kitchen equipment, hot water heaters (gas and electric), manual and automatic valves, fire hydrants, wet and dry fire sprinkler systems, pumps, or other associated equipment as required in support of a facility/mission.

May be required to assist in maintaining parts systems lists, maintenance schedules, assess equipment life and project replacement schedules.

SKILLS/KNOWLEGE/ABILITIES

Must be familiar with systems distribution and flow capacities in both potable and sanitary applications. Must be knowledgeable of PVC, copper, galvanized, black pipe and cast iron installations.

Must be thoroughly familiar with standard plumbing codes and practices, capable of accomplishing work in accordance with accepted methods and techniques of the plumbing trade.

Must be able to diagnoses problems quickly and accurately and recommend and effect required solutions. Must be knowledgeable in the use of special tools and equipment, such as gas leak and safety equipment, water main tapping equipment, etc.

EDUCATION AND EXPERIENCE

Must hold a Journeyman Plumber license; experience may be substituted. A minimum of three years practical experience in the installation, rehabilitation, maintenance and repair of plumbing systems.

PLUMBER HELPER

DUTIES/RESPONSIBILITIES

Performs major, minor, emergency and routine construction, repairs, maintenance, installation and alteration on piping systems, plumbing fixtures, and associated equipment or components thereof. Piping systems include, but are not limited to, all those designed to conduct the flow of hot and cold water, sewage and industrial waste, air fuels (gases and liquefied), and other non-toxic and toxic materials encountered in support of the mission.

Plumbing fixtures and equipment include, but are not limited to, all items required in a plumbing system, including kitchen equipment, hot water heaters (gas and electric), manual and automatic valves, fire hydrants, wet and dry fire sprinkler systems, pumps, or other associated equipment as required in support of a facility/mission.

Assist plumber by performing specific or general duties as directed.

SKILLS/KNOWLEDGE/ABILITIES

Ability to apply basic concepts when reading drawings, and understand the various components of plumbing systems and methods used to join and assemble

different kinds of pipe joints. Familiarity with installation and maintenance procedures for plumbing fixtures, appliances, and other components, and the proper techniques for gas welding and cutting. Ability to select pipe of material appropriate to the task, and identify and order pipe fittings and valves. Must possess a general familiarity with plumbing tools and their use, and be capable of selecting protective clothing\eye protection\etc appropriate to a task. Must be familiar with the concepts involved in a standard plumbing code and standard fuel gas code.

EDUCATION AND EXPERIENCE

At least one year of experience in the trade.

Exhibit D

Sample Maintenance Checklist

UNITED STATES CONSULATE – LAGOS

FACILITY MAINTENANCE OFFICE

SAMPLE MAINTENANCE CHECKLIST

WATER STORATE TANK/PUMP

PROCEDURE		**COMMENTS**	**INITIAL**
WATER STORAGE TANK			
1.	EXAMINE EXTERIOR OF TANK INCLUDING FITTING		
2.	EXAMINE MANHOLES FOR LEAKAGES/SIGNS F OF CORROSION		
3.	DRAIN AND FLUSH TANK		
4.	INSPECT FOR CRACKS, LEAKS, RUST, AND DAMAGE		
5.	INSPECT STRUCTURAL SUPPORT		
6.	INSPECT, TEST, CLEAN VALVES AND DRAINS		
7.	FILL TANKS AND RETURN TO SERVICE		
8.	CHECK OPERATION OF FLOAT VALVE		
WATER PUMP			
9.	CLEAN OUTSIDE AND INSIDE COVERS		
10.	AIR-CLEAN MOTOR VENTS AND WINDOWS		
11.	INSPECT COUPLINGS FOR WEAR AND DAMAGE		
12.	CHECK PUMP PRESSURE GUAGES		
13.	CLEAN AND INSPECT STARTER CONTACTS		
14.	MEASURE MOTOR CURRENT/AMPS		
15.	LUBRICATE MOTOR BEARINGS		
16.	CHECK CONTROL VALVES, REPLACE IF NECESSARY		
17.	PLACE PUMP INTO OPERATION		
18.	CHECK FOR PROPER ROTATION		
19.	PAINT MOTOR OR PUMPS AS NECESSARY		

20.	ENSURE PROPER OPERATION OF UNIT		

PARTS USED

WORK PERFORMED BY: _____, DATE: _____

CONTRACTOR EMPLOYEE

WORK PERFORMED BY: _____, DATE: _____

CONTRACTOR SUPERVISOR

Exhibit E

Monthly Report

Monthly Report for the Month of _____

AMERICAN EMBASSY, _____

1. Temporary additional services performed during the month:

Delivery Order	Task	Dates	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Contractor's Report (all types of services at all locations):

A. Results of Inspections:_____
_____
_____
_____

B. Difficulties or irregularities encountered:_____
_____
_____
_____

C. Repairs needed:_____
_____
_____
_____

D. Special Work Done:_____
_____
_____
_____

E. Recommendations_____
_____
_____
_____

Signed by_____ Date _____

Exhibit F

Contractor Furnished Property

The Contractor shall provide all equipment, materials, supplies, and clothing required to perform the standard and additional or emergency services as specified in this contract. Such items include, but are not limited to vehicles, uniforms, employee personal protective equipment, logbooks, and any other operational or administrative items required for performance of the duties and requirements of this contract. The Contractor shall maintain sufficient parts and equipment for all Contractor furnished materials to ensure uninterrupted provision of services as required by the contract. The following list of Contractor furnished materials establishes minimum requirements for the items listed. It is not a comprehensive list and it does not relieve the Contractor from furnishing any other Contractor furnished materials required to perform the contract but not listed below.

1. Individual mechanic tools
2. Employee uniforms and footwear
3. Employee personal protective equipment. (safety items)
4. Ladders and scaffolds.
5. Painting equipment
6. Chemicals for water treatment
7. Water treatment test kits
8. Chemical pumps or drip feeders
9. All other materials and equipment necessary for the operation and maintenance of systems and equipment

Contractor tools and equipment may be housed at the 21 Lugard Avenue maintenance facility on a space available basis as approved by the COR and Facility Manager. All Contractor tools and equipment located at 21 Lugard Avenue remain the responsibility of the Contractor and the government holds no liability for loss or damage

All required transportation to and from the various sites for the performance of this contract is the responsibility of the Contractor. The Contractor shall provide all transportation required to obtain Contractor furnished expendable supplies.

SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

K.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION. (APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above _____ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.2 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (SEP 2007)

(a) Definitions. As used in this provision – "Lobbying contact" has the meaning provided at 2 USC 1602(8). The terms "agency", "influencing or attempting to influence", "officer or employee of an agency", "person", "reasonable compensation", and "regularly employed" are defined in the FAR clause of this solicitation entitled Limitation on Payments to Influence Certain Federal Transactions (52.203-12).

(b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.
.

(c) Certification. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress on its behalf in connection with the awarding of this contract.

(d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contract on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its officer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 USC 1352. Any persons who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $150,000, for each failure.

K.3 52.204-3 TAXPAYER IDENTIFICATION. (JUN 97)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

___ TIN: _____.

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of a Federal, state or local government;

___ Other. State basis. _____

(d) Corporate Status.

___ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

___ Other corporate entity;

___ Not a corporate entity;

___ Sole proprietorship

___ Partnership

___ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

___ Name and TIN of common parent:

Name _____

TIN _____

K.4 52.225-20 PROHIBITION ON CONDUCTING RESTRICTED BUSINESS OPERATIONS IN SUDAN—CERTIFICATION (AUG 2009)

(a) *Definitions*. As used in this provision—

"Business operations" means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

"Marginalized populations of Sudan" means—

(1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and

(2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

"Restricted business operations" means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person conducting the business can demonstrate—

(1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;

(2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;

(3) Consist of providing goods or services to marginalized populations of Sudan;

(4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;

(5) Consist of providing goods or services that are used only to promote health or education; or

(6) Have been voluntarily suspended.

(b) *Certification*. By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

K.5 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (NOV 2011)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561790.

(2) The small business size standard is $7 million**.**

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

[ ] (i) Paragraph (d) applies.

[ ] (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed $150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the clause at 52.204-7, Central Contractor Registration.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, or 2010.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

(xvi) 52.225-2, Buy American Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternate I, and Alternate II) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than $25,000, the basic provision applies.

(B) If the acquisition value is $25,000 or more but is less than $50,000, the provision with its Alternate I applies.

(C) If the acquisition value is $50,000 or more but is less than $67,826, the provision with its Alternate II applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to—

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

[*Contracting Officer check as appropriate.*]

__ (i) 52.219-22, Small Disadvantaged Business Status.

__ (A) Basic.

__ (B) Alternate I.

__ (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

__ (iii) 52.222-48, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

__ (iv) 52.222-52, Exemption from Application of the Service Contract Act to Contracts for Certain Services–Certification.

__ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA–Designated Products (Alternate I only).

__ (vi) 52.227-6, Royalty Information.

__ (A) Basic.

__(B) Alternate I.

__ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at http://orca.bpn.gov. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of provision)

K.6 52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS (APR 2010)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) Are o are not o presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have o have not o, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation);

(C) Are o are not o presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) Have o, have not o, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds $3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) *The tax liability is finally determined*. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) *The taxpayer is delinquent in making payment*. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) *Examples*.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax

court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has o has not o, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies

available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.7 52.215-4 TYPE OF BUSINESS ORGANIZATION. (OCT 1997)

The offeror or respondent, by checking the applicable box, represents that -

(a) It operates as ___ an individual, ___ a partnership, ___ a nonprofit organization, or ___ a joint venture, or ___ a corporation incorporated under the laws of the State of _____,; or

(b) If the offeror or quoter is a foreign entity, it operates as ___ an individual, ___ a partnership, ___ a nonprofit organization, ___ a joint venture, or ___ a corporation, registered for business in _____ (country).

K.8 52.215-20 PLACE OF PERFORMANCE. (APR 1984)

(a) The offeror or quoter, in the performance of any contract resulting from this solicitation, ___ intends, ___ does not intend (check applicable block) to use one or more plants or facilities located at a different address from the address of the offeror or quoter as indicated in this proposal or quotation.

(b) If the offeror or quoter checks intends in paragraph (a) above, it shall insert in the spaces provided below the required information:

Place of Performance (Street Address, City, County, State, Zip Code)	Name and address of Owner and Operator of the Plant or Facility if Other than Offeror or Quoter
_____	_____
_____	_____
_____	_____

K.9 AUTHORIZED CONTRACT ADMINISTRATOR

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for contract administration, which includes all matters pertaining to payments.

Name:

Address:

Telephone Number:

K.10 652.225-70 ARAB LEAGUE BOYCOTT OF ISRAEL (AUG 1999)

(a) Definitions. As used in this provision:

Foreign person means any person other than a United States person as defined below.

United States person means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as provided under the Export Administration Act of 1979, as amended.

(b) Certification. By submitting this offer, the offeror certifies that it is not:

(1) Taking or knowingly agreeing to take any action, with respect to the boycott of Israel by Arab League countries, which Section 8(a) of the Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)) prohibits a United States person from taking; or,

(2) Discriminating in the award of subcontracts on the basis of religion.

K.11 652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES (JUN 2006)

(a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

Category	Yes/No	Number
(1) United States citizens or residents		
(2) Individuals hired in the United States, regardless of citizenship		
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no local workers' compensation laws		Local nationals: _____ Third Country Nationals: _____
(4) Local nationals or third country nationals where contract performance takes place in a country where there are local workers' compensation laws		Local nationals: _____ Third Country Nationals: _____

(b) The contracting officer has determined that for performance in the country of ***[Note to contracting officer: insert country of performance and check the appropriate block below] –***

☐ Workers' compensation laws exist that will cover local nationals and third country nationals.

☐ Workers' compensation laws do not exist that will cover local nationals and third country nationals.

(c) If the bidder/offeror has indicated "yes" in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) If the bidder/offeror has indicated "yes" in blocks (a)(1), (2), or (3) of this provision, the bidder/offeror shall compute Defense Base Act insurance costs covering those employees pursuant to the terms of the contract between the Department of State and the Department's Defense Base Act insurance carrier at the rates specified in DOSAR 652.228-74, Defense Base Act Insurance Rates – Limitation. If DOSAR provision 652.228-74 is not included in this solicitation, the bidder/offeror shall notify the contracting officer before the closing date so that the solicitation can be amended accordingly.

K.12. 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations—Representation. (May 2011)

(a) *Definition*. "Inverted domestic corporation" and "subsidiary" have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10).

(b) *Relation to Internal Revenue Code*. An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874 .

(c) *Representation*. By submission of its offer, the offeror represents that—

(1) It is not an inverted domestic corporation; and

(2) It is not a subsidiary of an inverted domestic corporation.

(End of provision)

K.13. 52.225-25 Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran—Representation and Certification. (Nov 2011)

(a) *Definitions*.

"Person"—

(1) Means—

(i) A natural person;

(ii) A corporation, business association, partnership, society, trust, financial institution, insurer, underwriter, guarantor, and any other business organization, any other nongovernmental entity, organization, or group, and any governmental entity operating as a business enterprise; and

(iii) Any successor to any entity described in paragraph (1)(ii) of this definition; and

(2) Does not include a government or governmental entity that is not operating as a business enterprise.

"Sensitive technology"—

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

(b) The offeror shall e-mail questions concerning sensitive technology to the Department of State at *CISADA106@state.gov*.

(c) Except as provided in paragraph (d) of this provision or if a waiver has been granted in accordance with 25.703-4, by submission of its offer, the offeror—

(1) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran; and

(2) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies.

(d) *Exception for trade agreements*. The representation requirement of paragraph (c)(1) and the certification requirement of paragraph (c)(2) of this provision do not apply if—

(1) This solicitation includes a trade agreements notice or certification (*e.g.*, 52.225-4, 52.225-6, 52.225-12, 52.225-24, or comparable agency provision); and

(2) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(End of provision)

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 SUBMISSION OF OFFERS

L.1.1 General. This solicitation is for the performance of the services described in Section C - PERFORMANCE WORK STATEMENT, and the Exhibits attached to this solicitation.

L.1.2 QUALIFICATIONS OF OFFERORS

Offerors must be technically qualified and financially responsible to perform the work described in this solicitation. At a minimum, each Offeror must meet the following requirements:

(1) Supervisor must be able to understand written and spoken English;

(2) Have an established business with a permanent address and telephone listing;

(3) Be able to demonstrate prior experience with suitable references in borehole maintenance and tank cleaning services

(4) Have the necessary personnel, equipment and financial resources available to perform the work;

(5) Have all licenses and permits required by local law;

(6) Meet all local insurance requirements;

(7) Have the ability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;

(8) Have no adverse criminal record; and

(9) Have no political or business affiliation which could be considered contrary to the interests of the United States.

L.1.3. REVIEW OF DOCUMENTS

Each Offeror is responsible for:

(1) Obtaining a complete set of solicitation documents;

(2) Thoroughly reviewing such documents and understanding their requirements;

(3) Visiting the project site and becoming familiar with all working conditions, local laws and regulations; and

(4) Determining that all materials, equipment and labor required for the work are available.

Any ambiguity in the solicitation, must be reported immediately to the Contracting Officer. Any prospective Offeror who requires a clarification, explanation or interpretation of the contract requirements must make a request to the Contracting Officer not less than five working days before the closing date of the solicitation. Offerors may rely ONLY upon written interpretations by the Contracting Officer.

L.2 SUBMISSION OF OFFERS

L.2.1 General

This solicitation is for the performance of maintenance services described in Section C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, and the Attachments and Exhibits which are a part of this solicitation.

L.2.1. Summary of Instructions

Each offer must consist of the following physically separate volumes:

Volume	Title	No. of Copies*
1	Executed Standard Form 1442, "Solicitation, Offer and Award (Construction, Alteration, or Repair)", and completed Section K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS.	___1___
2	Price Proposal and completed Section B - SUPPLIES OR SERVICES AND PRICES/COSTS.	___1___
3	Performance schedule and /Technical Proposal.	___1___

The complete offer shall be submitted at the address indicated on the solicitation cover page, if mailed, or the address set forth below, if hand delivered.

The Contracting Officer
U.S. Consulate General Lagos
2, Walter Carrington Crescent
Victoria Island - Lagos

Any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this solicitation shall be identified and explained/justified in the appropriate volume of the offer.

* The total number of copies includes the original as one of the copies.

L.2.3 Detailed Instructions

L.2.3.1 Volume I: Standard Form (SF) 1442 and Section K. Complete blocks 14 through 20C of the SF 1442 and all of Section K.

L.2.3.2 Volume II: Price proposal and Section B. The price proposal shall consist of completion of Section B. All applicable portions of this form shall be completed in each relevant category.

L.2.3.3 Volume III: Performance schedule and Technical Proposal.

(a) The Technical Proposal shall be indicate the offeror's technical capability to perform work as stated in section C. It shall detail available equipment, know-how and details on how the task shall be accomplished.

(b <u>Proposed Work Information</u> - Provide the following:

(1) A list of the names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror;

(2) The name and address of the Offeror's field superintendent for this project; and

(3) A chart for routine maintenance indicating various portions of the work; when work will commence and be completed in each section

<u>Experience and Past Performance</u> - List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

(1) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;

(2) Contract number and type;

(3) Date of the contract award place(s) of performance, and completion dates;

(4) Contract Naira value;

(5) Brief description of the work, including responsibilities;

(6) Comparability to the work under this solicitation;

(7) Brief discussion of any major technical problems and their resolution;

(8) Method of acquisition (fully competitive, partially competitive, or noncompetitive), and the basis for award (cost/price, technical merit, etc.);

(9) Any terminations (partial or complete) and the reason (convenience or default).

L.3 52.237-1 SITE VISIT (APR 1984)

(a) Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(b) An organized site visit has been schedule for April 19, 2012 by 09:00AM

(c) Participants will meet at 13 Bourdillon Road Ikoyi Lagos and shall provide their own means of transportations since multiple locations will be visited.

L.4 PROPRIETARY DATA

Proprietary data shall be specifically identified by page(s), paragraph(s) and sentence(s), and shall not be generalized.

L.5 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or

offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

http://www.statebuy.state.gov/

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.204-6.1.1.1.1	APR 2008	Contractor Identification Number Data Universal Numbering System (DUNS) Number
52.214-34	APR 1991	Submission of Offers in English Language
52.215-1	JAN 2004	Instructions to Offerors—Competitive Acquisition
52.215-14	APR 1984	Explanation to Prospective Offerors
52.215-15	JUL 1995	Failure to Submit Offer
52.236-28	OCT 1997	Preparation of Proposals – Construction
52.237-1	APR 1984	Site Visit

* Offerors are reminded that this provision states that the Government may award a contract based on initial proposals, without holding discussions.

L.6 SOLICITATION PROVISIONS INCLUDED IN FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a combination type of contract. It is fixed price for scheduled maintenance; indefinite delivery/indefinite quantity with fixed unit prices for unscheduled/emergency maintenance.

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

U.S. Consulate General Lagos
2 Walter Carrington Crescent
Victoria Island
Lagos

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.7 FINANCIAL STATEMENT

If asked by the Contracting Officer, the offeror shall provide a current statement of its financial condition, certified by a third party, that includes:

Income (profit-loss) Statement that shows profitability for the past three years;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for this information may cause the Government to determine the offeror to be nonresponsible.

L.8. 652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999) (DEVIATION)

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1693, by fax at (703) 875-6155, or write to: U.S. Department of State, Competition Advocate, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712.

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the contracting officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, The Management Officer, at 234-1-4603400 and fax number 234-1-460-3717**.** For an

American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1693, by fax at (703) 875-6155, or write to: Department of State, Acquisition Ombudsman, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712.

652.228-74 DEFENSE BASE ACT INSURANCE RATES – LIMITATION (JUN 2006) *]*

(a) The Department of State has entered into a contract with an insurance carrier to provide Defense Base Act (DBA) insurance to Department of Sate covered contactor employees at a contracted rate. For the purposes of this provision, "covered contractor employees" includes the following individuals:

(1) United States citizens or residents;

(2) Individuals hired in the United States or its possessions, regardless of citizenship; and

(3) Local nationals and third country nationals where contract performance takes place in a country where there are no local workers' compensation laws.

(b) In preparing the cost proposal, the bidder/offeror shall use the following rates in computing the cost fir the DBA insurance:

Services @ $3.60 per $100.00 of employee compensation; or

Construction @ $4.95 per $100.00 of employee compensation.

(c) Bidders/Offerors shall compute the total compensation (direct salary plus differential, but excluding per diem, housing allowances) to be paid to covered contractor employees and the cost of DBA insurance in their bid/proposal using the foregoing rate. Bidders/offerors shall include the estimated DBA insurance costs in their proposed fixed price or estimated cost. However, the DBA insurance costs shall be identified in a separate line item in the bid proposal."

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 EVALUATION OF PROPOSALS

M.1.1 General. To be acceptable and eligible for evaluation, proposals must be prepared in accordance with Section L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS, and must meet all the requirements set forth in the other sections of this solicitation.

M.1.2 BASIS FOR AWARD

M.1.2. Basis for Award.

The Government intends to award a contract resulting from this solicitation to the lowest priced, technically acceptable offeror who is a responsible contractor. Evaluations shall be conducted in accordance with the procedures set forth below:

a) Initial Evaluation - All proposals received will be evaluated to ensure that each proposal is complete in terms of submission of each required volume, as specified in L.2, SUBMISSION OF OFFERS. Proposals which are missing a significant amount of the required information may be eliminated from consideration, at the Government's discretion.

b) Technical Acceptability - Those proposals remaining after the initial evaluation will be thoroughly reviewed to determine technical acceptability. Technical Acceptability will include a review of the Proposed Work Information described in L.2.3.3(b) to ensure that the offeror's proposed project superintendent and subcontractors are acceptable to the Government. Past references provided as part of the Experience and Past Performance information as described in L.2.3.3(b) may also be contacted to verify quality of past performance. The Government shall also review the bar chart submitted to review the sequence of work and to ensure that performance would be completed on time in accordance with the contract period of performance. The end result of this review will be a determination of technical acceptability or unacceptability.

c) Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

☐ adequate financial resources or the ability to obtain them;

☐ ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;

☐ satisfactory record of integrity and business ethics;

☐ necessary organization, experience, and skills or the ability to obtain them;

☐ necessary equipment and facilities or the ability to obtain them; and

☐ be otherwise qualified and eligible to receive an award under applicable laws and regulations.

The Government reserves the right to reject proposals that are unreasonably low or high in price. Unsuccessful offerors will be notified in accordance with FAR 15.1001.

M.1.3 Award Selection

The prices of all technically acceptable firms will then be reviewed and the award selection will go to the lowest priced, technically acceptable, responsible offeror. As described in FAR 52.215-1 which is incorporated by reference in Section L, award may be made based upon initial offers, without discussions.

M.2 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

The Government will evaluate offers for award purposes by adding the total price for all options to the total price. Evaluation of options will not obligate the Government to exercise the option(s).

M.3 QUANTITIES FOR EVALUATION

For the purpose of evaluation, and for no other purpose, evaluation of prices submitted will be made on the basis that the Government will require the quantities shown in Section B - SERVICES AND PRICES, of this solicitation.

M.4 SEPARATE CHARGES

Separate charges, in any form, are not solicited. For example, proposals containing any charges for failure of the Government to exercise any options will be rejected. The Government shall not be obligated to pay any charges other than the contract price, including any exercised options.

M.5 AWARD WITHOUT DISCUSSIONS

In accordance with FAR provision 52.215-1 (included in Section L of this RFP), offerors are reminded that the Government intends to award this contract based on initial proposals and without holding discussions, pursuant to FAR 15.610(a).

M.6 FAR 52.225-17 EVALUATION OF FOREIGN CURRENCY OFFERS (FEB 2000):

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

(a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.

(b) For acquisitions conducted using negotiation procedures—

(1) On the date specified for receipt of offers, if award is based on initial offers; otherwise

(2) On the date specified for receipt of proposal revisions.