



*Embassy of the United States of America*

Riyadh, Saudi Arabia  
Date: July 01, 2014

Procurement and Contracting Office  
American Embassy  
P.O. Box 94309  
Riyadh, Saudi Arabia

Dear Prospective Offeror:

SUBJECT: Solicitation Number SSA70014R0002 Gardening and Grounds Maintenance Services

Enclosed is a Request for Proposals (RFP) for gardening and grounds maintenance services at the American Embassy, Riyadh and two American Consulates General, Jeddah and Dhahran. If you would like to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 33 that follows this letter.

The U.S. Embassy intends to conduct a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. See Section L.5 of the solicitation for instructions, date and time.

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

Proposals are due by **Thursday August 21, 2014, 1700 Hrs.**

Direct any questions regarding this solicitation either by fax: 011-488-7939 or by email: [Riyadhcontracting@state.gov](mailto:Riyadhcontracting@state.gov) , should be submitted on or before 1700 hours Thursday July 24, 2014.

Fax: 966-11-488-7939

Sincerely



James E. Barclay  
Contracting Officer

# **SOLICITATION DOCUMENT**



**United States Embassy Riyadh, Saudi Arabia  
Contracting and Procurement office  
Gardening and Ground Maintenance Services**

**SOLICITATION No. S-SA70014R0002**

**American Embassy  
P.O. Box 94309  
Riyadh 11693  
Saudi Arabia**

**SECTION - A – SF-33**

<b>SOLICITATION, OFFER AND AWARD</b>				1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING		PAGE OF PAGES 3 of 77			
2. CONTRACT (Proc. Inst. Ident.) NO.		3. SOLICITATION NO. SSA70014R0002		4. TYPE OF SOLICITATION _ SEALED BID (IFB) x NEGOTIATED (RFP)		5. DATE ISSUED 7/01/2014		6. REQUISITION/PURCHASE NO. PR3265934			
7. ISSUED BY AMERICAN EMBASSY RIYADH P.O. BOX 94309, ATTN: GSO/PROCUREMENT RIYADH 11693 SAUDI ARABIA Phone:                      Fax: 966-11-488-7939				CODE SA700		8. ADDRESS OFFER TO (If other than item 7) AMERICAN EMBASSY RIYADH P.O. BOX 94309, ATTN: GSO/PROCUREMENT RIYADH 11693 SAUDI ARABIA					
NOTE: In sealed bid solicitation "offer" and "offeror" mean "bid" and "bidder".											
<b>SOLICITATION</b>											
9. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified, in the depository located in American Embassy, Riyadh until <b>08/21/2014 (date) local time (1700 Hrs.)</b> . CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L. Provision No. 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.											
10. FOR INFORMATION CALL:		A. NAME James E. Barclay, Contracting Officer			B. TELEPHONE (NO COLLECT CALLS) 966-11-488-3800X4163			C. E-MAIL ADDRESS TahirMI@state.gov			
<b>11. TABLE OF CONTENTS</b>											
(x)	SEC.	DESCRIPTION			PAGE(S)	(x)	SEC.	DESCRIPTION			PAGE(S)
PART I - THE SCHEDULE					PART II - CONTRACT CLAUSES						
X	A	SOLICITATION/CONTRACT FORM			4-5	X	I	CONTRACT CLAUSES			40-49
X	B	SUPPLIES OR SERVICE AND PRICES/COSTS			6-18	PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACH.					
X	C	DESCRIPTION/SPECS/WORK STATEMENT			19-29	X	J	LIST OF ATTACHMENTS			50-58
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X	E	INSPECTION AND ACCEPTANCE			31-32	X	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS			59-70
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X	G	CONTRACT ADMINISTRATION			35	X	M	EVALUATION FACTORS FOR AWARD			77-78
X	H	SPECIAL CONTRACT REQUIREMENTS			36-39						
<b>OFFER (Must be fully completed by offeror)</b>											
NOTE: ITEM 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.											
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (120 calendar days unless a different period is inserted by the offer) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.											
13. DISCOUNT FOR PROMPT PAYMENT (See section I, Clause No 52.232-8)		SEE 14	10 CALENDAR DAYS	%	20 CALENDAR DAYS	%	30 CALENDAR DAYS	%	CALENDAR DAYS	%	
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the solicitation and related documents ) numbered and dated:			AMENDMENT NO.	DATE	AMENDMENT NO.	DATE					
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)							
15B. TELEPHONE NO. (Include area code)		15C. CHECK IF REMITTANCE ADDRESS [ ] IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS			17. SIGNATURE			18. OFFER DATE			
<b>AWARD (To be completed by Government)</b>											
19. ACCEPTED AS TO ITEM NUMBERED		20. AMOUNT			21. ACCOUNTING AND APPROPRIATION						
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: _ 10 U.S.C. 2304(c)( )    _ 41 U.S.C. 253(c)( )					23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)			ITEM			
24. ADMINISTRATION BY (If other than Item 7)					25. PAYMENT WILL BE MADE BY						
26. NAME OF CONTRACTING OFFICER (Type or print)					27. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>			28. AWARD DATE			
IMPORTANT - Award will be made on this form, or on the Standard Form 26, or by other authorized official written notice.											

11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	The Contractor shall provide Gardening and Ground Maintenance Services at American Embassy Riyadh and Two American Consulate General Jeddah and Dhahran of the Government of the United States of America for the period of five (5) years as described in Sections B & C and Exhibit - J. Funding Information: Total: \$0.00 ----- \$0.00	1.00	SV	\$0.00	\$0.00

**SECTION - B  
SUPPLIES OR SERVICES AND PRICES/COSTS**

**B.1 SCOPE OF SERVICES**

The Contractor shall provide gardening services at the American Embassy, Riyadh and two American Consulates General, Jeddah and Dhahran.

**B.2 TYPE OF CONTRACT**

This is a fixed price contract for standard services. For temporary additional services, a time-and-materials contract will be used.

**B.3 TYPES OF SERVICES**

- (a) Standard Services. The Contractor shall provide standard gardening services as specified in Section C for properties listed in Exhibit A.
- (b) Temporary Additional Services. The Contractor shall provide Temporary Additional Services when requested by the Contracting Officer's Representative (COR) through a written order, but not to exceed the ceiling price without the Contracting Officer's approval. Temporary Additional Services delivered shall be in addition to the Standard Services, and shall be priced at the unit price shown below. The tasks to be accomplished shall be additional quantities of the same tasks described in Section C.

**B.4 PRICING**

- (a) The Government will pay the Contractor a fixed price per month for Standard Services that have been satisfactorily performed. The Government will also pay the Contractor for Temporary Additional Services ordered each month by the Government for satisfactorily completed work.
- (b) In addition to all direct (labor, equipment, materials) and indirect costs (overhead, general and administrative expenses), the Contractor shall include any premium pay for services required on holidays only in the fixed prices for Standard Services. The Contractor shall include any premium pay for overtime only in the fixed rates for Temporary Additional Services.
- (c) The Government will also reimburse the Contractor at the purchase price for any materials or equipment ordered by the Government for Temporary Additional Services.
- (d) The cost of Workers' Compensation War-Hazard Insurance Overseas (See Section I, FAR 52.228-4) is not reimbursable and shall be included in the Contractor's rates.
- (e) The Government will make payment in local currency.

(f) VALUE ADDED TAX.

VALUE ADDED TAX (VAT). The Government will not reimburse the Contractor for VAT under this contract. The Contractor shall not include a line for VAT on Invoices as the U.S. Embassy has a tax exemption certificate with the host government.

<b>B.5 Base Year Prices - Riyadh</b>		
(a) Standard Services. The fixed price for the Base Year of the contract (starting on the date stated in the Notice to Proceed and continuing for a period of 12 months) is:		
Price per Month	12 months	Price per Year
	X 12	
(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 hours</b>	
(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Base Year (a + b + c)</b>		

<b>B.5.1 Base Year Prices - Jeddah</b>		
(a) Standard Services. The fixed price for the Base Year of the contract (starting on the date stated in the Notice to Proceed and continuing for a period of 12 months) is:		
Price per Month	12 months	Price per Year
	X 12	
(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 hours</b>	
(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Base Year (a + b + c)</b>		

<b>B.5.2 Base Year Prices - Dhahran</b>		
(a) Standard Services. The fixed price for the Base Year of the contract (starting on the date stated in the Notice to Proceed and continuing for a period of 12 months) is:		
Price per Month	12 months	Price per Year
	X 12	
(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	800 hours	
(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.		
Material/Equipment Not to Exceed per Year:	SAR 3,000.00	
<b>Total Not to Exceed Price for Base Year (a + b + c)</b>		

B.5. Total Base Year Riyadh: \_\_\_\_\_

B.5.1. Total Base Year Jeddah: \_\_\_\_\_

B.5.2. Total Base Year Dhahran: \_\_\_\_\_

Grand Total for All Three Posts: \_\_\_\_\_

<b>B.6 Option Year 1 Prices (Option Term: Twelve (12) - Months) - Riyadh</b>		
<b>(a) Standard Services. The fixed price for Option Year 1 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

<b>B.6.1 Option Year 1 Prices (Option Term: Twelve (12) - Months) - Jeddah</b>		
<b>(a) Standard Services. The fixed price for Option Year 1 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

<b>B.6.2 Option Year 1 Prices (Option Term: Twelve (12) - Months) - Dhahran</b>		
<b>(a) Standard Services. The fixed price for Option Year 1 of the contract is:</b>		
<b>Price per Month</b>	<b>12 months</b>	<b>Price per Year</b>
	<b>X 12</b>	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
<b>Hourly Rate</b>	<b>Estimated Number of Hours per Year</b>	<b>Ceiling Price per Year</b>
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
<b>Material/Equipment Not to Exceed per Year:</b>	<b>SAR 3,000.00</b>	
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

B.6. Total Option Year 1 Riyadh: \_\_\_\_\_

B.6.1. Total Option Year 1 Jeddah: \_\_\_\_\_

B.6.2. Total Option Year 1 Dhahran: \_\_\_\_\_

Grand Total for All Three Posts: \_\_\_\_\_

<b>B.7 Option Year 2 Prices (Option Term: Twelve (12) - Months) - Riyadh</b>		
<b>(a) Standard Services. The fixed price for Option Year 2 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

<b>B.7.1 Option Year 2 Prices (Option Term: Twelve (12) - Months) - Jeddah</b>		
<b>(a) Standard Services. The fixed price for Option Year 2 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

<b>B.7.2 Option Year 2 Prices (Option Term: Twelve (12) - Months) - Dhahran</b>		
<b>(a) Standard Services. The fixed price for Option Year 2 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 3,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

B.7. Total Option Year 2 Riyadh: \_\_\_\_\_

B.7.1. Total Option Year 2 Jeddah: \_\_\_\_\_

B.7.2. Total Option Year 2 Dhahran: \_\_\_\_\_

Grand Total for All Three Posts: \_\_\_\_\_

<b>B.8 Option Year 3 Prices (Option Term: Twelve (12) - Months) - Riyadh</b>		
<b>(a) Standard Services. The fixed price for Option Year 3 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

<b>B.8.1 Option Year 3 Prices (Option Term: Twelve (12) - Months) - Jeddah</b>		
<b>(a) Standard Services. The fixed price for Option Year 3 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

<b>B.8.2 Option Year 3 Prices (Option Term: Twelve (12) - Months) - Dhahran</b>		
<b>(a) Standard Services. The fixed price for Option Year 3 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 3,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

B.8. Total Option Year 3 Riyadh: \_\_\_\_\_

B.8.1. Total Option Year 3 Jeddah: \_\_\_\_\_

B.8.2. Total Option Year 3 Dhahran: \_\_\_\_\_

Grand Total for All Three Posts: \_\_\_\_\_

<b>B.9 Option Year 4 Prices (Option Term: Twelve (12) - Months) - Riyadh</b>		
<b>(a) Standard Services. The fixed price for Option Year 4 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

<b>B.9.1 Option Year 4 Prices (Option Term: Twelve (12) - Months) - Jeddah</b>		
<b>(a) Standard Services. The fixed price for Option Year 4 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 2,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

B.9.2 Option Year 4 Prices (Option Term: Twelve (12) - Months) - Dhahran		
<b>(a) Standard Services. The fixed price for Option Year 4 of the contract is:</b>		
Price per Month	12 months	Price per Year
	X 12	
<b>(b) Temporary Additional Services. The hourly fixed rate for temporary additional services is:</b>		
Hourly Rate	Estimated Number of Hours per Year	Ceiling Price per Year
	<b>800 Hours</b>	
<b>(c) Materials or Equipment. The Government will reimburse the Contractor for any materials or equipment that the Government orders to be delivered in conjunction with any order for Temporary Additional Services. All reimbursements shall be at the Contractor's out of pocket cost, with no overhead, profit, or other charge added.</b>		
Material/Equipment Not to Exceed per Year:		SAR 3,000.00
<b>Total Not to Exceed Price for Option Year 1 (a + b + c)</b>		

B.9. Total Option Year 4 Riyadh: \_\_\_\_\_

B.9.1. Total Option Year 4 Jeddah: \_\_\_\_\_

B.9.2. Total Option Year 4 Dhahran: \_\_\_\_\_

Grand Total for All Three Posts: \_\_\_\_\_

<b>B.10 Grand Total of Base plus All Option Years</b>	
Base Year Total (not to exceed)	
Option Year 1 Total (not to exceed)	
Option Year 2 Total (not to exceed)	
Option Year 3 Total (not to exceed)	
Option Year 4 Total (not to exceed)	
<b>Grand Total of Base plus All Option Years (not to exceed)</b>	

**SECTION - C  
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1 PERFORMANCE WORK STATEMENT (PWS) - GARDENING SERVICES**

**C.1 Work Requirement.**

C.1.1 General. This is a fixed-price contract for gardening services for gardening and grounds maintenance at the American Embassy, Riyadh and two American Consulates General, Jeddah and Dhahran. The contract contains certain ordering provisions by which the Contracting Officer or his/her representative may require additional amounts of service for special events. The Contractor shall furnish managerial, administrative and direct labor personnel to accomplish all work required by this contract. Specific services are described in detail below.

C.1.2 Personnel. The Contractor shall provide a qualified work force capable of providing the services required by the contract.

**C.2 Definitions**

"Chancery" means the building of the Post used for official activities.

"CMR" means the official residence of the Chief of Mission/Ambassador

"Contracting Officer" means a person appointed with the authority to enter in and administer contracts on the behalf of the Government.

"Contracting Officers' Representative (COR)" means an individual designated in writing by the Contracting Officer to perform specific contract administration functions.

"DCMR" means the official residence of the Deputy Chief of Mission

"General Instructions" mean those instructions, directives and guidelines that apply to all gardening personnel.

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

"SOR" means Senior Officers' Residence, including the residences of the Ambassador, Deputy Chief of Mission.

**C.3 General Requirements.**

Maintenance and appearance of the grass, shrubbery, garden areas, trees, and related landscape elements of the U.S. Post and properties are an important part of the representational responsibilities of the U.S. mission. The Contractor's work shall be measured by the appearance of the landscape covered by this contract. The Contractor shall

perform complete gardening and landscape maintenance services as described in this contract for all Government properties listed in Section J, Exhibit A. The Contractor shall include all planning, administration, and management necessary to assure that all services comply with the contract, the COR's schedules and instructions, and all applicable laws and regulations. The Contractor shall meet all of the standards of performance identified in the contract. The Contractor shall perform all related support functions such as supply, subcontracting, quality control, financial oversight, and maintenance of complete records and files.

#### C.4 Management and Supervision

- C.4.1. Supervision. The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and shall be the point of contact with U.S. Government personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The supervisor shall have supervision as his or her sole function.
- C.4.2. The Contractor shall maintain schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. Standard Services shall be delivered between the hours of **07:30 AM and 04:30 PM** Sunday through Thursday. For those items other than routine daily services, the Contractor shall provide the COR with a detailed plan as to the personnel to be used and the time frame to perform the service.
- C.4.3. The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract.
- C.4.4. Technical Guidance. The Contractor shall have the services of a trained horticulturist with experience in the climate and soil conditions found locally to give technical guidance to the Contractor's work force and to develop and guide the Contractor's programs for lawn and tree care.
- C.4.5. Grounds Maintenance Plan. The Contractor shall submit an annual Grounds Maintenance Plan that reflects the proposed frequency for meeting the requirements of this contract. The Grounds Maintenance Plan will be developed to fit the requirements of local conditions, types of vegetation, and climate factors. The Contractor shall submit the Grounds Maintenance Plan to the COR for approval within 30 days after contract award.

#### C.5. Lawn Care

- C.5.1. Grass Cutting. The Contractor shall maintain the height of grass between 4 and 6 centimeters. The Contractor is responsible for all equipment and fuels needed to complete this task.

- C.5.2. Edging. The Contractor shall edge all sidewalks, driveways, and curbs each time the adjacent grass is cut.
- C.5.3. Trimming. The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles, and structures, so that grass height does not exceed the height of the adjacent grass.
- C.5.4. Weeding. The Contractor shall weed the grounds and gardens on a continuous basis to prevent the growth of weeds into lawn and landscapes. The Contractor may use weed-killing chemicals to prevent the growth of weeds to eliminate grass and weeds in the cracks and joints within or along sidewalks and curbs. The Contractor shall obtain approval of the COR for all applications of weed killers.
- C.5.5. Turf Repair and Re-Establishment. The Contractor shall, whenever necessary, repair areas damaged by vehicular traffic, oil and gas, building repairs, and normal foot traffic. The damaged area shall be filled in and leveled and then seeded or sodded, and maintained to conform to adjacent areas.
- C.5.6. The method, frequencies, and dates of grass cutting, hedging, trimming, weeding, and turf repair shall be part of the Contractor's Grounds Maintenance Plan.

#### C.6. Pruning

- C.6.1. The Contractor shall maintain trees, shrubs, hedges, bushes, vines, ground cover and flowers.
- C.6.2. The Contractor shall prepare a written schedule, as part of the Grounds Maintenance Plan, showing the method, frequencies, and dates of pruning.
- C.6.3. The Contractor shall prune all shrubs, vines, bushes, ground cover, and trees to:
- Direct and encourage plant growth in directions desired,
  - Remove dead and unsightly growth, and
  - Maintain a neat and attractive appearance.

The Contractor shall prune according to the schedule in the Grounds Maintenance Plan to ensure that all heavy pruning is accomplished during the proper season according to best horticultural practice. The Contractor shall prune all hedges and shaped shrubs to maintain proper shape at all times.

- C.6.4. At no additional cost to the Government, the Contractor shall replace any tree, bush or shrub that is killed or rendered unusable for its intended purpose through negligent or irresponsible practices that are attributable to the Contractor.
- C.7. Leaf Removal. The Contractor shall, on a monthly basis, remove leaves and pine needles from the properties listed in Exhibit A and on a weekly basis during the period **October** through **March**.

- C.8. Recycled Materials. The Contractor shall promote recycled uses for lawn and tree debris in meeting other gardening needs, such as mulch and compost.
- C.9. Removal of Debris. The Contractor shall remove foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, and trash from the maintained areas including walkways, stairways and curbs within or adjacent to the area. The Contractor shall remove all debris and equipment from the work site before the end of each work day. Debris removal shall prevent unsightly accumulation. The Contractor shall promptly remove collected debris to an authorized disposal site. The Contractor is responsible for all expenses incurred in the collection and disposal of debris.
- C.10. Watering.
- C.10.1. The Contractor shall water lawns, flowers, shrubs, and trees to provide for moisture penetration to a depth of 7 centimeters. If natural precipitation is sufficient to fulfill this requirement, the Contractor may request the COR's permission to suspend watering to avoid too much water in the soil.
- C.10.2. The Contractor shall present the method, frequencies, and dates of watering in a written schedule in the Grounds Maintenance Plan. The schedule shall take into account the kinds of vegetation, local soil conditions, and the seasonal variations in plant moisture requirements.
- C.10.3. The Contractor shall provide all hoses, portable sprinklers, and other similar irrigation equipment.
- C.10.4. The Government shall furnish the supply of water.
- C.11. Potted Plants.
- The contractor shall be responsible for all exterior potted plants located at the specified sites. The contractor shall also be responsible for any interior potted plants at the Government Office and selected residential buildings. Potted plants shall be maintained by the contractor in a healthy and vigorous condition. Plant boxes, pots, and stands will be maintained to present a pleasant appearance as determined by the COR. Plants that wilt or die from other than natural causes shall be replaced with a like plant at the contractor's expense. The contractor's Ground Maintenance plan shall specify the contractor's schedule for rotation of all plants to ensure that they remain in a healthy condition.
- C.12. Fertilizer.
- C.11.1. The Contractor shall fertilize and lime the soil to promote proper health, growth, color, and appearance of cultivated vegetation, following proper horticultural practice for the types of vegetation, soil, weather conditions, and seasons of the year.
- C.12.2. The Contractor shall present the method of application, fertilizer type, frequencies, and dates of fertilizing and liming in the Grounds Maintenance Plan. The fertilizer type shall be approved by the COR.

C.12.3. The Contractor shall fertilize the lawn areas a minimum of two times per year.

C.12.4. The Contractor shall apply weed killer once a year. If weed killer is not required, the Contractor shall request a waiver in writing from the COR. The type of weed killer shall be approved by the COR.

C.12.5. The Contractor shall fertilize trees, shrubs, bushes, hedges and plants a minimum of once a year.

C.13. Pest and Disease Control. The Contractor shall maintain a program for controlling pests and plant disease so as to maintain flowers, shrubs, vines, trees and other planted areas in a healthy and vigorous condition. The Contractor shall obtain approval of the COR for all pesticides.

C.12.1. The Contractor shall present a plan for pest and disease control as a part of its Grounds Maintenance Plan.

C.14. Hazardous and Toxic Substances. It is the Contractor's responsibility to ensure the safe handling, application, removal and environmentally sound disposal of all hazardous or potentially hazardous fertilizers, weed killers, and pest control products utilized in this requirement.

C.15. Pool Cleaning Services.

C.15.1. The contractor shall clean and maintain the swimming pools located on the sites listed on Section J - Exhibit A. The contractor shall be responsible for vacuuming, testing for chemical levels, adding chlorine, acid, algacide, etc. as necessary, and covering and uncovering the pool when required.

C.15.2. The contractor shall receive the required pool chemicals from the Government via a written request. The request shall be submitted in writing to the COR no less than a week in advance of the requirement. Once received, the contractor shall be responsible for the safe and secure storage of the chemicals, and shall maintain records for their receipt and usage. Use of Government-provided chemicals for any activities other than those specifically authorized under this contract is strictly prohibited and will be considered grounds for immediate termination.

C.15.3. The contractor shall maintain a log book on each pool. The contractor shall record daily temperature and chemical levels and any chemicals added to the pool. The log book shall also record receipt and disposal of Government-provided chemicals as per C.15.2.

C.15.4. Pools shall be maintained as specified in the M/OBO Swimming Pool Operations and Maintenance Guide and as directed by the COR.

C.16. Exterior Architectural Concrete and Cement Plaster Facings. The contractor shall develop and implement a schedule for cleaning exterior walls such that all exterior wall surfaces are cleaned every six (6) months. Architectural concrete shall be washed with clean water and scrubbed with a soft bristle brush to remove dirt and stains and surfaces faced with cement plaster will be cleaned with an appropriate cleaning agent and a soft cloth.

**C.17. Tree Removal Services**

C.17.1. Work to be performed. The following work shall be ordered by issuance of a task order by the Contracting Officer: Cutting down, uprooting and clearing debris of different sizes of trees and palms at all locations in the consulate Compound. The Contractor is responsible for providing all equipment and personnel for uprooting, pull down and carry away of all trees requested for removal.

C.17.1.2. Issuance of Task Orders. The task order will define the required work. Prior to issuance of the task order, the Contracting Officer and the COR will provide the contractor details regarding the work to be performed. This may include a site visit by the contractor. The contractor shall submit a proposal, priced using the loaded hourly rates from Section B for Tree Removal Services from the ongoing period of performance, multiplied by the estimated number of hours. Once the Contracting Officer and the Contractor agree upon a firm fixed price, the Contracting Officer will issue a task order, which will reflect that negotiated firm fixed price, detail the work to be performed, and set forth an agreed upon completion date. No work shall commence until the Contracting Officer issues the task order.

C.17.1.3. Invoicing. Upon completion and acceptance by the COR of all work performed under a task order, the contractor shall submit a separate invoice for payment, referencing that task order.

C.18. Temporary Additional Services are services that are defined as Standard Services but are required at times other than the normal workday. These services shall support special events at the Post. The Contractor shall provide these services in addition to the scheduled services required by paragraph C.3 of this contract. The COR shall order these services as needed. This work shall be performed by trained employees of the Contractor, and shall not be subcontracted. The COR may require the Contractor to provide temporary additional services with 24 hour advance notice.

C.18.1. Schedule. Temporary Additional Services may be ordered by the COR based on a need for services caused either by a special U.S. Mission function requiring extra effort and not anticipated in the schedule of work; or by a man made or a natural disaster. An order for these services may require any of the items of Standard Services as specified in this contract, and performance may involve the use of overtime or premium pay for hours outside those specified for Standard Services. The COR may require the contractor to provide Temporary Additional Services with 24 hour advance notice.

C.18.2 The Contractor shall include in its next regular invoice details of the temporary additional services and any materials provided and requested under temporary additional services. The Contractor shall also include a copy of the COR's written confirmation for the temporary additional services.

C.19. Ancillary Services. The Contractor shall cut down, uproot and clear debris of different sizes of trees and palms at all locations, and clear the gutter and vegetation at all locations. All work shall be carried out as required by the COR.

- C.20. Cleaning and Washing of Tennis Courts. The contractor shall sweep, wash and remove debris and or/litter as necessary from the tennis courts.
- C.21. Cleaning of Barb/Razor Wire. The contractor shall remove debris may have collected in the razor wire (or other installed anti-climb devices) on the top of the perimeter wall once every week.

**NOTE: ONLY SECTIONS C.22. SECTION C.23. AND SECTION C.24. ARE POSTS SPECIFIC. ALL OTHER SECTIONS ARE STANDARD FOR ALL THREE POSTS.**

**C.22. FOR AMERICAN EMBASSY, RIYADH ONLY  
REMOVAL OF DEBRIS AND LITTER**

C.22.1. Chancery, Diplomatic Quarter. Areas to be served at the Chancery building include: all outdoor areas within the perimeter wall of the Chancery; all Embassy supplied planter boxes (and around planter boxes) that surround the Embassy and its residences (those without plants must be kept free of litter); removal of debris and/or litter on the street between the perimeter fence and the Turkish Embassy; removal of debris and/or litter on the feeder road to the front of the Embassy and the small median strip between the feeder road and the main road; removal of debris and/or litter from a ten-foot area on the park side of the Embassy between the Embassy's outer compound wall and the King Faisal school parking lot; removal of debris and/or litter from around all palm trees outside the Embassy's back gate; and removal of debris and litter from the triangular shaped area across from the Embassy's back gate and next to the King Faisal School.

C.22.2. Cleaning and Washing of Main Court Yard. The contractor shall ensure that the main courtyard (Embassy's front entrance with fountain) is cleaned and washed with water in the morning every day and with more frequency as may be required after dust storms.

C.22.3. Cleaning of Patios and Patio Furniture. The Contractor shall ensure that all exterior patio areas of the Chancery are swept twice every week and with more frequency as may be required after dust storms. The Contractor shall ensure that all outdoor furniture is wiped clean daily with a damp cloth to remove dust and dirt.

C.22.4. GSO Annex, Wadi Arqa. Areas to be served at the GSO Annex include: all outdoor areas within the perimeter wall of the GSO Annex; removal of debris and/or litter from both tennis courts, the swimming pool, and the children's play area; removal of debris and/or litter around both baseball grounds; removal of debris and/or litter behind the ACS building, removal of debris and/or litter around the dugout, removal of debris and/or litter behind the maintenance workshop.

C.22.5. Swimming Pool Furniture. The Contractor shall ensure that all outdoor furniture is wiped clean with a damp cloth daily to remove dust and dirt.

C.22.6. Ambassador's Residence (CMR), Diplomatic Quarter. Areas to be served at the CMR include all outside areas within the compound's perimeter wall, as well as trash removal on the street directly in front of the CMR and a ten-foot area around the remaining three sides of the compound outside the perimeter wall. The Contractor shall ensure that all outdoor furniture is

wiped clean with a damp cloth daily to remove dust and dirt. The Contractor shall sweep and remove debris and/or litter from tennis court.

C.22.7. DCM's Residence (DCMR) & Pool Area, Diplomatic Quarter. Areas to be served at the DCMR include all outside areas within the compound's perimeter wall as well as trash removal on the street and the parking lot directly in front of the DCMR next to Lot 288. The Contractor shall ensure that all outdoor furniture is wiped clean with a damp cloth daily to remove dust and dirt.

C.22.8. Gutter Cleaning: The Contractor shall clear the gutter and vegetation at all locations and roofs. The Contractor shall schedule and coordinate gutter clearing from roofs with the COR in advance as some of the areas required escort. All work shall be carried out as required by the COR.

C.22.9 U.S. Government-owned residential areas, Diplomatic Quarter.

C.22.9.1. CLUSTERS A, I, L, M (SORs) Areas to be served include all areas within the cluster, not under the sole control of one occupant and all plants and foliage just outside the cluster doors leading to the street.

C.22.9.2. CLUSTERS B, C, D, E, G, H, J, Ka, Kb (staff housing) Areas to be served include all areas within the cluster, not under the sole control of one occupant and all plants and foliage just outside the cluster door leading to the street.

C.22.10. All Government owned property unoccupied for more than two (2) months shall be cared for and brought back into reasonable condition during make-ready period of the new occupants (specially the rear/internal garden). This just entails general trimming and clear out/clean-up of the existing property gardens and not planting any new plants/shrubs or greenery of any sort in the rear/internal gardens.

C.22.10.1. Issuance of Task Orders. The task order will define the required work. Prior to issuance of the task order, the Contracting Officer and the COR will provide the contractor details regarding the work to be performed. This may include a site visit by the contractor. The contractor shall submit a proposal, priced using the loaded hourly rates from Section B for Tree Removal Services from the ongoing period of performance, multiplied by the estimated number of hours. Once the Contracting Officer and the Contractor agree upon a firm fixed price, the Contracting Officer will issue a task order, which will reflect that negotiated firm fixed price, detail the work to be performed, and set forth an agreed upon completion date. No work shall commence until the Contracting Officer issues the task order.

C.22.10.2. Invoicing. Upon completion and acceptance by the COR of all work performed under a task order, the contractor shall submit a separate invoice for payment, referencing that task order.

(END RIYADH SPECIFIC REQUIREMENTS.)





stair treads, loose hand railings, defective sprinklers, pop-ups, bubblers, etc.) are reported promptly to the Contracting Officer's Representative.

C.24.9. Cleaning of Patios and Patio Furniture. The Contractor shall ensure that all exterior patio areas of the CGR, House No. 38, the American and LES Rec. Centers, and the park and common areas are swept twice every week and additionally, as may be required after dust storms. The Contractor shall ensure that all outdoor furniture is wiped clean with a damp cloth daily to remove dust and dirt.

(END DHAHRAN SPECIFIC REQUIREMENTS.)

**SECTION - D  
PACKAGING AND MARKING**

Reserved

## **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:

<http://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an internet “search engine” (for example, Google, Yahoo, Excite) 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)

52.246-6      INSPECTION - TIME-AND-MATERIAL AND LABOR-HOUR  
(MAY 2001)

### **E.2 APPLICABILITY OF INSPECTION CLAUSES**

FAR clause 52.246-4, Inspection of Services - Fixed-Price, applies to services provided under Standard Services. FAR clause 52.246-6, Inspection-Time-and- Materials and Labor-Hour, applies to services provided under Temporary Additional Services.

**E.3 QUALITY ASSURANCE AND SURVELIANCE 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.

<b>Performance Objective</b>	<b>PWS Para</b>	<b>Performance Threshold</b>
<b>Services.</b> Performs all gardening services set forth in the Performance Work Statement (PWS)	C.1 thru C.14	All required services are performed and no more than two (2) customer complaint is received per month

- E.3.1 **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.3.2 **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.3.3 **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:

<http://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

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#### FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.242-15	STOP-WORK ORDER (AUG 1989)
52.242-15	STOP-WORK ORDER (ALT I) (APR 1984)
52.242-17	GOVERNMENT DELAY OF WORK (APR 1984)

FAR clause 52.242-15, Stop-Work Order, applies to Standard Services in Section B.  
FAR clause 52.242-15, Stop-Work Order (Alternate I), applies to Temporary Additional Services.

### F.2 PERIOD OF PERFORMANCE

The performance period of this contract is from the start date in Notice to Proceed and continuing for 12 months, with **four (4)** one-year options to renew. The initial period of performance includes any transition period authorized under the contract.

### F.3 DELIVERY SCHEDULE

The following items shall be delivered under this contract.

DELIVERABLE	DUE DATE
Ground Maintenance Plan (C.4.5 & C.6.2)	30 days after date of contract award
Pruning Schedule (C.6.2)	30 days after date of contract award
Names, biographic data, police clearance of contractor personnel (H.1)	20 days after date of contract award
Certificate of Insurance (H.5)	7 days after date of contract award

### F.4. NOTICE TO PROCEED (NTP)

After contract award and submission of acceptable insurance certificates, the Government will send the Contractor a Notice to Proceed. That Notice to Proceed will establish a date (a minimum of ten (10) days from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start.

**SECTION - G**  
**CONTRACT ADMINISTRATION DATA**

**G.1. MONITORING OF THE CONTRACTOR**

**G.1.1. 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 are:
- A. Riyadh, Hamid A. Mirza, Facility Engineer
  - B. Jeddah, Akram Elfeki, Facility Manager
  - C. Dhahran, Brain Robinson, GSO

**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 SUBMISSION OF INVOICES**

The Contractor shall submit invoices in an original and three (3) copies to the Contracting Officer's Representative (COR) through the Financial Management Office (FMO) at the following address:

***Financial Management Center  
American Embassy Riyadh  
P.O Box 94309  
Riyadh – 11693  
Kingdom of Saudi Arabia  
Tel: 011-488-3800 Ext. 4366, 4557***

**G.2.1 VALUE ADDED TAX.**

VALUE ADDED TAX (VAT). The Government will not reimburse the Contractor for VAT under this contract. The Contractor shall not include a line for VAT on Invoices as the U.S. Embassy has a tax exemption certificate with the host government.

## **SECTION – H SPECIAL CONTRACT REQUIREMENTS**

### **H.1 SECURITY**

H.1.1 General. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Government will run background checks on all proposed Contractor employees. The Contractor shall provide the names, biographic data and police clearance on all Contractor personnel who shall work on this contract.

H.1.2 Identity Cards. The Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identify card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the Government.

### **H.2 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 required. 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. The Contractor's employees shall wear clean, neat and identifiable uniforms, although not necessarily identical uniforms. All employees shall wear accreditation at all times.
- (c) 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 that interfere with normal and efficient Government operations.
- (d) 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 that produce similar effects.
- (e) 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; or,

- Organizing or participating in gambling in any form.
- (f) 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. The Contractor shall not duplicate keys 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 this 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.

### H.3 PERSONNEL HEALTH REQUIREMENTS

All employees shall be in good general health without physical disabilities that would interfere with acceptable performance of their duties. All employees shall be free from communicable diseases.

### H.4 LAWFUL OPERATION, PERMITS, AND INDEMNIFICATION

- (a) Bonds. The Government imposes no bonding requirement on this contract. The Contractor shall provide any official bonds required, pay any fees or costs involved or related to the authorization for the equipping of any employees engaged in providing services specified under this contract if such bonds or payments are legally required by the local government or local practice.
- (b) Employee Salary Benefits. The Contractor shall be responsible for payment of all employee wages and benefits required by host country law or agreements with its employees. The Government, its agencies, agents, and employees shall not be part of any legal action or obligation regarding these benefits which may subsequently arise. Where local law requires bonuses, specific minimum wage levels, premium pay for holidays, payments for social security, pensions, sick or health benefits, severance payments, child care or any other benefit, the Contractor is responsible for payments of these costs and must include them in the fixed prices in this contract.
- (c) Personal Injury, Property Loss or Damage (Liability). The Contractor assumes absolute responsibility and liability for any and all personal injuries or death and property damage or losses suffered due to negligence of the Contractor's personnel in the performance of this contract. The Contractor's assumption of absolute liability is independent of any insurance policies.
- (d) Amount of Insurance. 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**

<b>1. Bodily Injury, On or Off the Site, in Saudi Arabian Riyals</b>	
Per Occurrence	SR 500,000.00
Cumulative	SR 500,000.00
<b>2. Property Damage, On or Off the Site, in Saudi Arabian Riyals</b>	
Per Occurrence	SR 500,000.00
Cumulative	SR 500,000.00

The 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.

For those Contractor employees assigned to this contract who are either United States citizens or hired in the United States or its possessions, the Contractor shall provide workers' compensation insurance in accordance with FAR 52.228-3.

The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to:

- (a) Any property of the Contractor,
- (b) Its officers,
- (c) Agents,
- (d) Servants,
- (e) Employees, or
- (f) Any other person,

arising from, and incidental to, the Contractor's performance of this contract.

The Contractor shall hold harmless and indemnify the Government from any and all claims arising, 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.

- (e) **Permits.** Without additional cost to the Government, the Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work under this contract. The Contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. The Contractor shall provide evidence of possession or status of application for such permits, licenses, and appointments to the Contracting Officer with its proposal. Application, justification, fees, and certifications for any licenses required by the host government are entirely the responsibility of the Contractor.

#### H.5 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. If Contractor is self-insured then the Contractor shall not change or decrease the coverage without the Contracting Officer's approval.

#### H.6 TRANSITION PLAN

Within Ten (10) calendar days after contract award, the Contracting Officer may request that the Contractor develop a plan for preparing the Contractor to assume all responsibilities for services defined in Section C and the Exhibits in Section J of this contract. The plan shall establish the projected period for completion of all clearances of Contractor personnel, and the projected start date for performance of all services required under this contract. The plan shall assign priority to the selection of all supervisors to be used under the contract.

**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:

<http://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an Internet “search engine” (for example, Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

**FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)**

<u>CLAUSES</u>	<u>TITLE AND DATE</u>
52.202-1	DEFINITIONS (NOV 2013)
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 (SEP 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	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011)
52.204-7	SYSTEM FOR AWARD MANAGEMENT (JULY 2013)

- 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
- 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JULY 2013)
- 52.204-12 DATA UNIVERSAL NUMBERING SYSTEM NUMBER MAINTENANCE (DEC 2012)
- 52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (JULY 2013)
  
- 52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (AUG 2013)
- 52.209-9 UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
  
- 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 INFORMATION OTHER THAN COST OR PRICING DATA MODIFICATIONS (OCT 2010)
  
- 52.222-19 CHILD LABOR – COOPERATION WITH AUTHORITIES AND REMEDIES (NOV 2013)
- 52.222-50 COMBATting TRAFFICKING IN PERSONS (FEB 2009)
- 52.223-18 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
  
- 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUNE 2008)

- 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)
- 52.229-6 TAXES - FOREIGN FIXED-PRICE CONTRACTS (FEB 2013)
- 52.229-7 TAXES- FIXED PRICE CONTRACTS WITH FOREIGN GOVERNMENTS (FEB 2013)
- 52.232-1 PAYMENTS (APR 1984)
- 52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS (FEB 2007)  
(for additional/emergency services only)
- 52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)
- 52.232-11 EXTRAS (APR 1984)
- 52.232-17 INTEREST (OCT 2010)
- 52.232-22 LIMITATIONS OF FUNDS (JUNE 2013)
- 52.232-24 PROHIBITION OF ASSIGNMENT OF CLAIMS (JAN 1986)
- 52.232-25 PROMPT PAYMENT (JULY 2013)
- 52.232-32 PERFORMANCE-BASED PAYMENTS (APR 2012)
- 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT (JULY 2013)
- 52.232-34 PAYMENT BY EFT – OTHER THAN SAM (JULY 2013)
- 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)
- 52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)

- 52.237-3 CONTINUITY OF SERVICES (JAN 1991)
- 52.242-13 BANKRUPTCY (JULY 1995)
- 52.243-1 CHANGES - FIXED-PRICE (AUG 1987) -- ALTERNATE I&II (APR 1984)
- 52.243-3 CHANGES—TIME AND MATERIALS OR LABOR HOURS (SEP 2000) (for additional/emergency services only)
- 52.245-1 GOVERNMENT PROPERTY (APR 2012)
- 52.245-2 GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES (APR 2012)
- 52.245-9 USE AND CHARGES (FEB 1997)
- 52.246-25 LIMITATION OF LIABILITY – SERVICES (FEB 1997)
- 52.248-1 VALUE ENGINEERING (OCT 2010)
- 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)
- 52.253-1 COMPUTER GENERATED FORMS (JAN 1991)

The following FAR clauses are in full text:

52.232-99, Providing Accelerated Payment to Small Business Subcontractors (DEVIATION) (AUG 2012)

- (a) Upon receipt of accelerated payments from the Government, the Contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.
- (b) Include the substance of this clause, including this paragraph (b), in all subcontracts with small business concerns.
- (c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

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.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MARCH 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 five (5) years.

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

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.

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)

**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. The Contracting Officer must make all modifications to the contract in writing.

**652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)**

(a) The Contractor warrants the following:

- (1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
- (2) That it 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.

**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.

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  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Saudi National Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

Saudi Holidays

\*Eid-al-Fitr Ramadan  
Saudi National Day  
\*Eid-al-Adha/Hajj

\*Dates are only approximate since they are determined by locally observed phase of the moon. Consequently, adjustments to the declared local holiday will be made once specific dates are announced by Government.

- (b) When any such day falls on a Friday or Saturday, the following Sunday 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.

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.

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.

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.

**SECTION - J  
LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**J.1 LIST OF ATTACHMENTS**

**Exhibit A - LOCATIONS FOR GARDENING SERVICES**

**Exhibit B - CONTRACTOR FURNISHED MATERIALS**

**Exhibit C – COMBATING TRAFFICKING IN PERSONS (TIP)  
(CONTRACTOR FURNISHED HOUSING FOR WORKERS)**

**Exhibit D - GOVERNMENT FURNISHED PROPERTY**

**Exhibit E - HOLIDAYS**

**J.2 EXHIBIT A**

**LOCATIONS FOR GARDENING AND GROUNDS MAINTENANCE SERVICES**

**All standard services are to be delivered on regular Embassy working days**

**EXHIBIT A – 1 (Riyadh)**

<u>Location</u>	<u>Address</u>
Ambassador's Residence	Diplomatic Quarter (See Section C for details)
DCM's Residence & Lot 288	Diplomatic Quarter (Lots 288, 324, 325, Section E-11)
DATT Residence	Diplomatic Quarter (Lot 137) (as per 6 FAM)
FCS Residence	Diplomatic Quarter (Lot 138)
ATO Residence	Diplomatic Quarter (Lot TBD)
Chancery	Diplomatic Quarter (Section E-3)
GSO/Annex	Wadi Arqa

**U.S. GOVERNMENT OWNED RESIDENTIAL**

**SENIOR OFFICER'S RESIDENCES ALL LOCATED IN DIPLOMATIC QUARTER**

**CLUSTERS: A, I, L, M (Common Areas Only)**

- A - Lots 286 & 287 Section E-12
- I - Lots 392, 393, 394, Section E-11
- L - Lots 137, 138, 139 & 140 Section E-18
- M - Lots 340 & 341 Section E-11

**STAFF HOUSING ALL LOCATED IN DIPLOMATIC QUARTER**

**CLUSTERS: B, C, D, E, G, H, J, Ka, Kb (Common Areas Only)**

- B - Lots 170 & 171 Section E-16
- C - Lots 102, 103, 104 & 105 Section E-19
- D - Lots 28, 29, 30 & 31 Section E-3
- E - Lots 409, 410, Section E-6
- G - Lots 295, 296, 297, 298, 299 & 300, Section E-12
- H - Lots 234 & 235 Section E-17
- J - Lots 176, 178, 183, 188 & 190 Section E-5
- Ka - Lots 307 & 310 Section E-10
- Kb - Lots 369 Section E-10

**EXHIBIT A – 2 (Jeddah)**

**LOCATIONS FOR GARDENING AND GROUNDS MAINTENANCE SERVICES**

**All standard services are to be delivered on regular Consulate working days.**

<u>Location</u>	<u>Address</u>
Consulate Office Building and Annex	All located on the AmConGen compound
GSO Annex Building	
FMS Maintenance Shops	
GSO Non-expendable and Expendable Warehouses	
Transportation Motor Pool Dispatcher's Office and Lot	
LGF Office	
LGF Trailers	
Health Unit (Crawford House No. 2)	
Snack Bar	
Heroes Hall & Pool Area	
APO and Post Mail Room	
CG's Residence	
CMR (Ambassador's Residence)	
MSG Quarters	
MSG Gymnasium and ISMT Room	
Crawford House #3	
Crawford House #4	
Crawford House #5	
Crawford House #6	
Garden and plant nursery area	
Tennis Court	
Playground Area	
AEFSA Office	
All Consulate Car Parks	
Razor wire located throughout the Compound	
Perimeter wall, exterior bollards, and Guard Houses	

**Common Areas to be cleaned or maintained**

All out-door Areas inside the Consulate Compound perimeter wall, including all roadways and sidewalks, raised planters, beds and pots, inside the security set-back area within 100 feet of the interior of the perimeter wall and all open areas between buildings, and within the perimeter wall.

**EXHIBIT A – 3 (Dhahran)**

**LOCATIONS FOR GARDENING AND GROUNDS MAINTENANCE SERVICES**

**All standard services are to be delivered on regular Consulate working days.**

<u>Location</u>	<u>Address</u>
CG's Residence Chancery Building	All located at the American Consulate General compound

**General Services Office building**

Health Unit (House No. 48)  
House No. 40, designated MSG Quarters  
Park and Common Areas  
Access Road  
House No. 38 (FCS)

**American & LES Rec Centers**

Tennis Court  
Recreational facility pools (2)  
All recreational facility out door spaces  
All Consulate Car Parks  
Visitor's Entrance Walkway  
Motorpool/Warehouse Area] (only outside area)  
Multipurpose Room ] (only outside area)  
Maintenance Shops Area ] (only outside area)

**Common Areas to be cleaned or maintained**

Common Areas between House No. 71 and House No. 38  
Common Areas between House No. 38 and House No. 39  
Common Areas between House No. 39 and House No. 63  
Common Areas between House No. 63 and House No. 64  
Common Areas between House No. 64 and House No. 41  
Common Areas between House No. 41 and House No. 43  
Common Areas between House No. 43 and House No. 44  
Common Areas between House No. 44 and House No. 48  
Common Areas between House No. 48 and House No. 49  
Common Areas between House No. 49 and House No. 50  
Common Areas between House No. 50 and House No. 51  
Common Areas between LES Rec Center and House No. 40  
Common Areas between House No. 40 and American Rec Center  
Common Areas between American Rec Center and House No. 71  
Common Areas behind House No. 40 and American Rec Center  
Common Areas behind Motorpool and Warehouse  
Common Areas opposite the Maintenance Shops  
Common Areas Behind Consulate Office Building  
Common Areas opposite House No. 50 and House No. 51

### **J.3 EXHIBIT B**

#### **CONTRACTOR FURNISHED MATERIALS**

The Contractor shall provide all equipment, materials, supplies, and clothing required to perform the standard and temporary additional services as specified in this contract. Such items include, but are not limited to uniforms, personnel equipment, tools, cleaning supplies, equipment 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 spare equipment for all Contractor-furnished materials to ensure uninterrupted service.

Uniforms, including hats/caps and sweaters and/or jackets for winter season

Gardening tools, including rakes, shovels, saws, trash cans, garden hoses, sprinklers, and all other similar equipment required to maintain and aerate beds, facilitate weeding, pruning and to maintain gardens, containers, in clean, neat and good condition.

Brooms, sweepers, mops, cherry pickers, cleaning cloths, plants, flowers, fertilizer, seeds, and all other implements required to perform the cleaning services, and trash and debris removal required by the contractor.

**FULLY COMPLIANCE OF COMBATING TRAFFICKING IN PERSONS AS PER SAUDI ARABIA LABOR LAW AND US GOVERNMENT FEDERAL ACQUISITION REGULATION FAR 52-222.50**

If the Contractor provides housing to their employees, provide information and evidence if the housing requirements are in accordance with the Saudi Arabia Labor laws and regulations (SEE EXHIBIT-C FOR MORE DETAILS)

### **J.3 EXHIBIT C**

#### **CONTRACTOR FURNISHED HOUSING FOR WORKERS**

The Contractor is required to provide room and board for each of the workers which include at a minimum the following items: single size bed and bedding assigned to each individual, bathroom facilities, lounge area, common area and kitchen area with storage available for each worker. These facilities shall be cleaned and maintained to minimize the potential health risks by the Contractor. Equipment to maintain the facilities such as brooms, dustpans, vacuums, fire extinguishers shall be provided for workers usage if required.

##### **Housing Plan**

1. The Contractor will submit a Housing Plan if the Contractor intends to provide employer furnished housing for TCNs. The Housing Plan must describe the location and description of the proposed housing. Contractors must state in their plan that housing meets host country housing and safety standards and local codes or explain any variance.

2. Contractor shall comply with any Temporary Labor Camp standards contained in this contract. In contracts without a Temporary Labor Camp standard, fifty square feet is the minimum amount of space per person without a Contracting Officer waiver. Contractor shall submit proposed changes to their Housing Plan to the Contracting Officer for approval.

3. The Department of State Contractor will treat employees with respect and dignity by taking the following actions:

1). Contractor may not destroy, conceal, confiscate, or otherwise deny access to an employee's identity documents or passports. Contractors are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document to prevent or restrict the person's liberty to move or travel in order to maintain the services of that person, when the person is or has been a victim of a severe form of trafficking in persons. Contractor must be familiar with any local labor law restrictions on withholding employee identification documentation.

2). Contractor shall provide employees with signed copies of their employment contracts, in English and the employee's native language, that define the terms of employment, compensation including salary, overtime rates, allowances, salary increases, job description, description of any employer provided housing, benefits including leave accrual, and information on whether hazardous working conditions are anticipated. These contracts must be provided prior to employee departure from their countries of origin. Contractors will provide workers with written information on relevant host country labor laws. Fraudulent recruiting practices, including deliberately misleading information, may be considered a material breach of this contract.

3). Contractor shall provide all employees with a "Know Your Rights" brochure and document that employees have been briefed on the contents of the brochure. The English

language version is available at <http://www.state.gov/g/tip> or from the Contracting Officer.

- 4). The Contractor shall brief employees on the requirements of the FAR 52.222-50 Combating Trafficking in Persons including the requirements against commercial sex even in countries where it is legal and shall provide a copy of the briefing to the Contracting Officer Representative (COR).
- 5). Contractor shall display posters in worker housing advising employees in English and the dominant language of the Third Country Nationals being housed of the requirement to report violations of Trafficking in Persons to the company and the company's obligation to report to the Contracting Officer. The poster shall also indicate that reports can also be submitted to the Office of the Inspector General (OIG) Hotline at 202-647-3320 or 1-800-409-9926 or via email at [OIGHOTLINE@STATE.GOV](mailto:OIGHOTLINE@STATE.GOV).
- 6). Contractor shall comply with sending and receiving nation laws regarding transit, entry, exit, visas, and work permits. Contractors are responsible for repatriation of workers imported for contract performance except an employee legally permitted to remain in the country of work and who chooses to do so; or an employee who is a victim of trafficking seeking victim services or legal redress in the country of employment or a witness in a trafficking-related enforcement action.
- 7). Contractor will monitor subcontractor compliance at all tiers. This includes verification that subcontractors are aware of, and understand, the requirements of FAR 52.222-50 Combating Trafficking in Persons and this clause. Contractors specifically agree to allow U.S. Government personnel access to Contractor and subcontractor personnel, records, and housing for audit of compliance with the requirements of this clause.
- 8). The Contractor agrees to include this clause in all subcontracts over \$150,000 involving recruitment of third country nationals for subcontractor performance. On contracts for other than commercially available off the shelf items, Contractor will certify with the submission of their proposal and annually thereafter that the Contractor and subcontractors have a compliance plan in place appropriate to the size and nature of the program to prevent trafficking activities and to comply with the provisions of this clause. The certification will confirm that, to the best of its knowledge and belief, neither the prime nor subcontractor have engaged in any trafficking related activities described in section 106(g) of the Trafficking Victims Protection Act (TVPA) or the prohibitions of this clause. Contracting Officer Representatives (CORs) shall evaluate Housing Plan compliance with random, at least semi-annual inspections. Inspections shall be coordinated with Regional Security Officers to ensure the safety of inspection personnel. Inspections should include a common sense evaluation of living conditions taking into account local standards, contract requirements, and the Contractor's Housing Plan. CORs may consider local government inspection and certification of housing if available, but final evaluation and determination of acceptability rests with the COR.

**J.4 EXHIBIT D**

**GOVERNMENT FURNISHED PROPERTY (GFP)**

The Government shall make the following property available to the Contractor as "Government furnished property (GFP)" for performance under the contract:

For Riyadh – N/A

For Dhahran – N/A

For Jeddah -

The supply of water shall be furnished by the Post.

The supply of electricity shall be furnished by the Post.

Post will supply the Contractor with an insured Mitsubishi Truck Model 2004 with an estimated value of **SR 60,000.00** L/P # GKA-006 (Vin Code # E6K04K016612) with a built in 4000 Liter water tank to be used as water truck for irrigation and watering inside the Compound perimeters. The water truck shall not be driven or taken outside the Consulate Compound, unless expressly authorized by the Contracting Officer.

***Post will provide the Contractor with an area for the plant nursery***

**J.5 EXHIBIT E**

**J.5 HOLIDAYS**

The Government recognizes the following holidays, for which the contractor's employees shall be entitled to premium pay and overtime:-

**U.S. HOLIDAYS**

New Year's Day  
Martin Luther King's Birthday  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Saudi National Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

**SAUDI HOLIDAYS**

\*Eid-al-Fitr Ramadan  
Saudi National Day  
\*Eid-al-Adha/Hajj

\*Dates are only approximate since they are determined by locally observed phase of the moon. Consequently, adjustments to the declared local holiday will be made once specific dates are announced by Government.

**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 subparagraph (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];*** and  
  
(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
- (c) in this provision.
- (d) **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.
- (e) **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.
- (f) **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 (OCT 98)**

- (a) **Definitions.**

"Common parent", as used in this 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.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

- (b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, 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) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 USC 7701( c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) 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 the Federal Government.

(e) Type of Organization.

\_\_\_ Sole Proprietorship;

\_\_\_ Partnership;

\_\_\_ Corporate Entity (not tax exempt);

\_\_\_ Corporate Entity (tax exempt);

\_\_\_ Government entity (Federal, State, or local);

\_\_\_ Foreign government;

\_\_\_ International organization per 26 CFR 1.6049-4;

\_\_\_ Other \_\_\_\_\_

(f) 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 52.204-7 SYSTEM FOR AWARD MANAGEMENT (JULY 2013)

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

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities. “Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern.

(D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional System for Award Management records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at subpart 32.11) for the same concern. “Registered in the System for Award Management (SAM) database” means that—

- (1) The offeror has entered all mandatory information, including the DUNS number or the DUNS+4 number, the Contractor and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see subpart 4.14) into the SAM database;
- (2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;
- (3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process;and
- (4) The Government has marked the record “Active”.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

- (1) An offeror may obtain a DUNS number—
- (i) Via the Internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or
  - (ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.
- (2) The offeror should be prepared to provide the following information:
- (i) Company legal business.
  - (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
  - (iii) Company Physical Street Address, City, State, and ZIP Code.
  - (iv) Company Mailing Address, City, State and ZIP Code (if separate from physical).
  - (v) Company Telephone Number.
  - (vi) Date the company was started.
  - (vii) Number of employees at your location.
  - (viii) Chief executive officer/key manager.
  - (ix) Line of business (industry).
  - (x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov>.

(End of clause)

*Alternate I (Jul 2013).* As prescribed in 4.1105(a)(2), substitute the following paragraph (b)(1) for paragraph (b)(1) of the basic provision:

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the System for Award Management prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation. If registration prior to award is not possible, the awardee shall be registered in the System for Award Management within 30 days after award or before three days prior to submission of the first invoice, whichever occurs first.

(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.6. 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JULY 2013)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **561730**.

(2) The small business size standard is **\$7.0 Million USD**.

(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 provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM 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 SAM 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 provision at 52.204-7, System for Award Management.

(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, 2010, or 2012.

(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, Alternates I, II, and III.) 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 \$77,494, the provision with its Alternate II applies.

(D) If the acquisition value is \$77,494 or more but is less than \$100,000, the provision with its Alternate III 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 Certain Activities or Transactions Relating to Iran-Representation and Certifications. 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 SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM 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
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\_\_\_\_\_

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 SAM.

(End of provision)

K.7 RESERVED

K.8. 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:
Telephone Number:
Address:

K.9 652.225-70 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.

**[Proposal Note: If the bidder/offeror has indicated "yes" in blocks (a)(1), (2), or (3) of the following provision, the bidder/offeror shall include Defense Base Act insurance costs covering those employees in their proposed prices. The bidder/offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>.]**

**K.10 652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES**  
**(JUNE 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 *Kingdom of Saudi Arabia*.

- 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) RESERVED

(End of provision)

**K.11 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)

## **SECTION - L**

### **INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

#### **L.1 SUBMISSION OF OFFERS**

L.1.1 Summary of Instructions. Each offer must consist of the following:

L.1.1.1. A completed solicitation, in which the SF-33 cover page (blocks 12 through 18, as appropriate), and Sections B and K have been filled out.

L.1.1.2. Information demonstrating the offeror's ability to perform, including:

- (1) Name of a Project Manager (or other liaison to the Embassy/Consulate) who understands written and spoken English;
- (2) Evidence that the offeror operates an established business with a permanent address and telephone listing;
- (3) List of clients over the past five (05) years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has not performed comparable services in Saudi Arabia then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:
  - Quality of services provided under the contract;
  - Compliance with contract terms and conditions;
  - Effectiveness of management;
  - Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
  - Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

- (4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
- (5) The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.
- (6)

(6) The offeror's strategic plan for Gardening and Ground Maintenance services to include but not limited to:

(a) A work plan taking into account all work elements in Section 1, Performance Work Statement (PWS).

(b) Identify types and quantities of equipment, supplies and materials required for performance of services under this contract. Identify if the offeror already possesses the listed items and their condition for suitability and if not already possessed or inadequate for use how and when the items will be obtained;

(c) Plan of ensuring quality of services including but not limited to contract administration and oversight; and

(d) (1) If insurance is required by the solicitation, a copy of the Certificate of Insurance(s), or (2) a statement that the Contractor will get the required insurance, and the name of the insurance provider to be used.

(e) The offeror's may submit the following additional item(s) with the proposal:

1. Company Brochure
2. Technical Proposal
3. List of Clients
4. Financial Statement, etc.

The complete offer shall be submitted at the address indicated at Block 7, if mailed, or Block 9, if hand delivered, of Standard Form 33, "Solicitation, Offeror and Award."

The Offeror shall explain/justify any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this solicitation in the appropriate volume of the offer.

#### L.1.2. Proprietary Data.

Offeror shall specifically identify by page(s), paragraph(s), and sentence(s), and shall not generalize any information considered to be proprietary data.

#### L.2 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. Also, the full text of a solicitation provision may be accessed electronically at:

<http://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an internet "search engine" (for example, Google, Yahoo, Excite) is suggested to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

- 52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
- 52.209-9 UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS (JULY 2013)
- 52.214-34 SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
- 52.215-1 INSTRUCTIONS TO OFFERORS—  
COMPETITIVE ACQUISITIONS\*(JAN 2004)

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

- 52.216-29 TIME-AND-MATERIALS/LABOR-HOUR PROPOSAL REQUIREMENTS –  
NON-COMMERCIAL ITEM ACQUISITIONS  
WITH ADEQUATE PRICE COMPETITION (FEB 2007)

- 52.237-1 SITE VISIT (APR 1984)

L.3 SOLICITATION PROVISIONS INCLUDED IN FULL TEXT

- 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a fixed price contract resulting from this solicitation.

- 52.233-2 SERVICE OF PROTEST (SEP 2006)

(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 the Contracting Officer, American Embassy, Diplomatic Quarters, Riyadh, Saudi Arabia.

(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.4 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 (3)** 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.5 PRE-PROPOSAL CONFERENCE AND SITE VISIT

1. The Government will hold a pre-proposal conference to discuss the requirements of this solicitation on **Thursday August 07, 2014 at 1030 Hrs. at the Multi-purpose room, American Embassy, Riyadh Saudi Arabia.** Offerors interested in attending should contact the following individual:

Send any questions/inquiries regarding this solicitation to:

Riyadhcontracting@state.gov

Fax: 966-11-488-7939

In accordance with FAR provision 52.237-1, Site Visit, the American Embassy Riyadh will arrange for site visit following the pre-proposal conference on **Thursday August 07, 2014 at 1030 Hrs. in Riyadh on Sunday August 10, 2014 at 1030 Hrs. in Jeddah and on Tuesday August 12, 2014 in Dhahran at 1030 Hrs.** Offerors intending to participate in the pre-proposal conference shall be required to submit the following information no later than **COB Sunday August 05, 2014** to obtain security clearance either by email or by fax.

**Attendance is limited to no more than 2 persons per company.**

Full Name:

Nationality:

Date and Place of Birth

Clear copies of the residence permit, ID or Iqama, etc.

**NOTE TO INTERESTED VENDORS\*** – Due to security concerns, all offerors must contact the above US Government representative and fax the names and company name

of all individuals who will represent the company at the pre-proposal conference. On the date of the pre-proposal conference, company representatives must present matching photo identification in order to be allowed access. Anyone attempting to attend the pre-proposal conference without prior notification will be denied entry.

2. Offerors should submit written questions at least three days before the scheduled pre-proposal conference date, using the address provided on Standard Form 33 or by faxing the questions to the above fax number, marked to the attention of the above-named individual.
3. Attendees may also bring written questions to the proposal conference. If the answer requires research, there is no guarantee that the question will be answered at that conference.
4. No statements made by the Government at the pre-proposal conference shall be considered to be a change to the solicitation unless a written amendment is issued.

**L.6 TRANSITION PERIOD**

The contract authorizes a period for the Contractor to phase in its performance (See Section H, "Transition Plan").

**L.7 652.206-70 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) 516-1696, by fax at (703) 875-6155, or write to:

Competition Advocate  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510

- (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, **Mr. Floyd S. Cable, Management Counselor** at telephone 011-488-3800 and fax 011-488-7939 For a U.S. 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) 516-1696, by fax at (703) 875-6155, or write to:

Acquisition Ombudsman  
U.S. Department of State  
A/OPE  
SA-15, Room 1060  
Washington, DC 20522-1510

(End of Clause)

L.8 652.214-71 AUTHORIZATION TO PERFORM (DEC 1994)

The Contractor warrants that:

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

## SECTION - M EVALUATION FACTORS FOR AWARD

### M.1 EVALUATION OF PROPOSALS

M.1.1 General. To be acceptable and eligible for evaluation, offerors must prepare proposals following Section L. Proposals shall meet all the requirements set forth in the other sections of this solicitation. The Government may determine an offeror to be unacceptable and exclude it from further consideration for failure to comply with Section L.

#### 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. The evaluation process will follow the procedures below:

##### a) Initial Evaluation

The Government will evaluate all proposals received to ensure that each proposal is complete in terms of submission of each required volume, as required by Section L. The Government may eliminate proposals that are missing required information.

##### b) Technical Acceptability

The Government will thoroughly review those proposals remaining after the initial evaluation to determine technical acceptability. The Government will review Technical Acceptability by reviewing information submitted as part of L.1.1.2, including a review of the offeror's proposed project manager to ensure that he or she is acceptable to the Government. The Government may also review past references provided as part of the Experience and Past Performance information as described in L.1.1.2(3) to verify quality of past performance.

##### c) Price

The Government will evaluate price for all technically acceptable offerors and determine the lowest overall price in Section B.

##### d) Responsibility

The Government will determine responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR subpart 9.1, including:

- (1) Adequate financial resources or the ability to obtain them;
- (2) Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- (3) Satisfactory record of integrity and business ethics;

- (4) Necessary organization, experience, and skills or the ability to obtain them;
- (5) Necessary equipment and facilities or the ability to obtain them; and
- (6) 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. The Government will notify unsuccessful offerors as required by FAR 15.503.

#### M.1.3 Award Selection

The Government will review the prices of all technically acceptable firms and the award selection will go to the lowest priced, technically acceptable, responsible offeror. As described in FAR 52.215-1, incorporated by reference in Section L, the Government may award may based on initial offers, without discussions.

#### M.2 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.

#### M.3 PRICE EVALUATION

For the purpose of evaluation, and for no other purpose, the Government will evaluate prices submitted on the basis that the Government will require the estimated quantities shown in Section B of this solicitation. The Government will add the prices for standard services, temporary additional services, and materials/equipment to obtain a total price evaluation

#### M.4 SEPARATE CHARGES

Separate charges, in any form, are not solicited. For example, any charges for failure to exercise an option are unacceptable.