

STATEMENT OF WORK NEW U.S. EMBASSY GUARD FORCE UNIFORMS

STATEMENT OF WORK FOR NEW UNIFORMS

1.0 INTRODUCTION

- 1.1 The U.S. Embassy in Dili, Timor-Leste requires the services of a company to provide new guard uniforms
- 1.1.1 The works to be done are shown on Attachments 1 -14
- 1.1.2 The request is for Polos, Pants, Hats, Belts, Boot Socks, Jackets, Rain Coats and Velcro patches for uniforms for 140 Guards.
- 1.1.3 All embroidery and printing work will be completed as a responsibility of the contractor.
- 1.1.4 Any damage to uniforms in shipment will be the Contractor to its original conditions at its own cost.
- 1.1.5 All given sizes shall be confirmed by the Contractor at final tender, since this is a **fixed sum best value contract**.
- 1.1.6 Uniform Shirts shall meet specifications in Attachment 1 in a quantity of **532** or greater
- 1.1.7 Uniform Pants shall meet specifications in Attachment 2 in a quantity of **532** or greater
- 1.1.8 Uniform Hats shall meet specifications in Attachment 3 in a quantity of 284
- 1.1.9 Uniform Belt shall meet specifications in Attachment 5 in a quantity of 20
- 1.1.10 Uniform Boots Socks shall meet specifications in Attachment 6 in a quantity 840 pair or greater
- 1.1.11 Uniform Jackets shall meet specifications in Attachment 11 in a quantity of 10
- 1.1.12 Uniform U. S. Flag Patch shall meet specifications in Attachment 12 in a quantity of 100
- 1.1.13 Uniform Dual Flags Patch shall meet specifications in Attachment 13 in a quantity of 100
- 1.1.14 Equipment Rain Gear shall meet specifications in Attachment 14 in a quantity of 10
- 1.1.15 Current uniform sizes for guards are provided in Attachment 15

2.0 GENERAL REQUIREMENTS

- 2.1 The Contractor shall provide quantity, personnel, equipment, materials, tools and supervision as needed to complete the services needed to meet the technical requirements in this Statement of Work [SOW].
- 2.2 The work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period. The period of performance for all Phases of the project shall be completed in **30 working days from Notice to Proceed**.

3.0 CONTRACT ADMINISTRATION

- 3.1 The Contractor shall not conduct any work that is beyond this Statement of Work and accompanying specifications unless directed in writing by the Contracting Officer [CO]. Any work done by the Contractor beyond this SOW and accompanying specifications without direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.
- 3.2 The Contracting Officer shall provide a Notice to Proceed [NTP] to the Contractor. No work shall be initiated until the NTP is issued by the CO. A final confirmation on uniform sizes will be provided at time of NTP as the embassy will adjust some size data.
- 3.3 The Contracting Officer may designate more than one individual to serve as the Contracting Officer's Representative [COR]. The Contractor will be furnished evidence of COR appointments, including explicit authority delegated to each COR and their responsibilities.
- 3.4 The Embassy does not make representations or warranties of whatsoever kind or nature, either expressed or implied, as to the quality, level of completion, accuracy, extent of compliance with the standards, codes and requirements described or referred to in this SOW, or the extent of coordination between or among the documents provided to the Contractor.
- 3.5 The Embassy's review, approval, or acceptance of, nor payment for the services required under this contract shall be construed to operate as a waiver of any rights under this contract or any cause of action against the Contractor arising out of the performance of this contract.
- 3.6 The Embassy has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract.

3.7 If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. The Embassy may by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Embassy that is directly related to the performance of such service or terminate the contract for default.

3.8 The Embassy has the right to terminate this contract of convenience at any time in whole, or from time to time, if the Contracting Officer determines it is in the interest of the Embassy.

4.0 RESPONSIBILITY OF THE CONTRACTOR

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

4.2 The Contractor shall identify a Project Manager who shall be responsible for the overall management of the project and shall represent the Contractor. The Project Manager shall be approved by the COR.

4.3 The Project Manager shall be in contact with any questions and to prepare Status Reports on the project and submit them to the COR. Status Reports shall contain accomplishments, arising concerns and proposed solutions, any proposed changed orders, and any other pertinent information required to report the progress of performance.

4.4 All documentation produced for this project will become the ownership of the Embassy at the completion of this project.

4.5 The Contractor shall verify that all materials provide operational dependability. The Contractor assures the completed uniforms shall be easily maintained or replaced with readily available materials and services.

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

4.7 The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters.

4.8 The Contractor shall be and remain liable to the Embassy in accordance with applicable law for not fulfilling the agreed upon contract.

5.0 PRE-PRODUCTION REQUIREMENTS

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

5.2 The Contractor shall prepare and submit a Quality Control Schedule [QCS] and Project Safety Plan [PSP] to address the project. The QCS and PSP are intended to document the entire project from beginning to end.

5.3 Submit a copy of a warranty for a period of ONE [1] year at no cost to the Embassy signed by the Contractor.

5.4 The Embassy will provide a sample of uniform items displayed in attachments 2, 3, 4, 7, 8, 9, and 12 and a sample of material weave for attachments 2 and 7.

6.0 PRODUCTION REQUIREMENTS

6.1 The approval of the drawings and/or materials by the Contracting Officer shall not be construed as a complete check, but will indicate only that the general method of production and detailing is satisfactory. Approval of such drawings and/or materials will not relieve the Contractor of the responsibility for any error which may exist as the Contractor shall be the responsible for the dimensions, design, quality, adequate connections, details and satisfactory production of all work.

6.2 The Contractor shall be responsible for all required materials not provided by the Embassy, equipment and personnel to manage, administer, and supervise the project. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.

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

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

6.5 The Contractor work shall in accordance with U.S. codes and standards.

7.0 DELIVERABLE SCHEDULE

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

7.2 Milestones

Proposal submittals **October 22, 2016, 3:00 p.m.**

Pre-production submittals Within 10 working days after Award of Contract

Embassy submittal review Within 10 working days after receive of submittals

Completion Within 30 working days after receive of Notice to

Proceed (NTP)

7.3 Project Completion: Furnish Contractor's one year workmanship warranty.

8.0 PAYMENTS

8.1 The Contractor shall provide a fixed priced lump sum proposal to the Contracting Officer, as indicated on **Price Schedule Breakdown, with the logo, name, address, phone numbers and e-mail of the company and signed by the General Manager or legal representative**, as well as schedule of the works.

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

8.3 The Contractor shall specifically identify his last invoice "Final Invoice." The Final invoice shall include the remaining payment claimed to be due under the basic contract and all modifications issued, if any. The final invoice shall also have the Contractor's Release of Claims Certificate attached.

Attachment 1

SIZE CHART

A- Neck

Measure around the base of your neck. Keep the tape loose.

B- Chest

With your arms relaxed at your side, measure the around fullest part of your chest.

C- Waist

Measure at your natural waistline. Remember to keep the tape a bit loose.

D- Sleeve

With your elbow slightly bent, measure from the center of your neck, over your elbow and down your wrist.

E- Inseam

Measure from the top of your inner thigh down to the bottom of your ankle.



	Neck	Chest	Waist	Sleeve
XS			29	
S	14½-15	37- 38	30	32½- 33
			31	
M	15½-16	39- 41	32	33½- 34
			33	
			34	
L	16½-17	43- 45	35	34½- 35
			36	
			37	
			38	
XL	17½-18	47- 49	40	35½- 36
			42	
XXL	18½-19	51- 53	44	36½-37
			46	
3XL	19- 19½	55- 57	50	37½- 38
			52	
4XL	20-20½	58- 60	54	37½- 38
			56	
5XL	21-22	62- 64	58	37½- 38
			60	
6XL	23-24	66- 68	62	37½- 38
			64	

Attachment 2

Uniform Shirt (Performance Polos)



REGIONAL SECURITY OFFICE



Left Sleeve



Colors: Supervisor Polo (White)



Quantity: 127 or greater

Guard Polo (Heather/Light Grey)



Quantity: 405 or Greater

Materials: Polo shirts should be made with a 100% Polyester, 95% Polyester 5% percent Elastene
Performance Polos
Moisture Wicking
Heather Grey
Fit: relaxed
Antimicrobial Odor Resistance
UV Protection
Elastic on sleeve ends
U.S. Embassy Logo 3" Width and 3" Height
Dual Flags Logo Size 3" Width and 2" Height
U.S. Flag Logo 2" Width and 3.5" Length
Sample of material for shirt provided to winning bid
Total Quantity: At least 532

Attachment 3
Uniform Pants



Pants Front



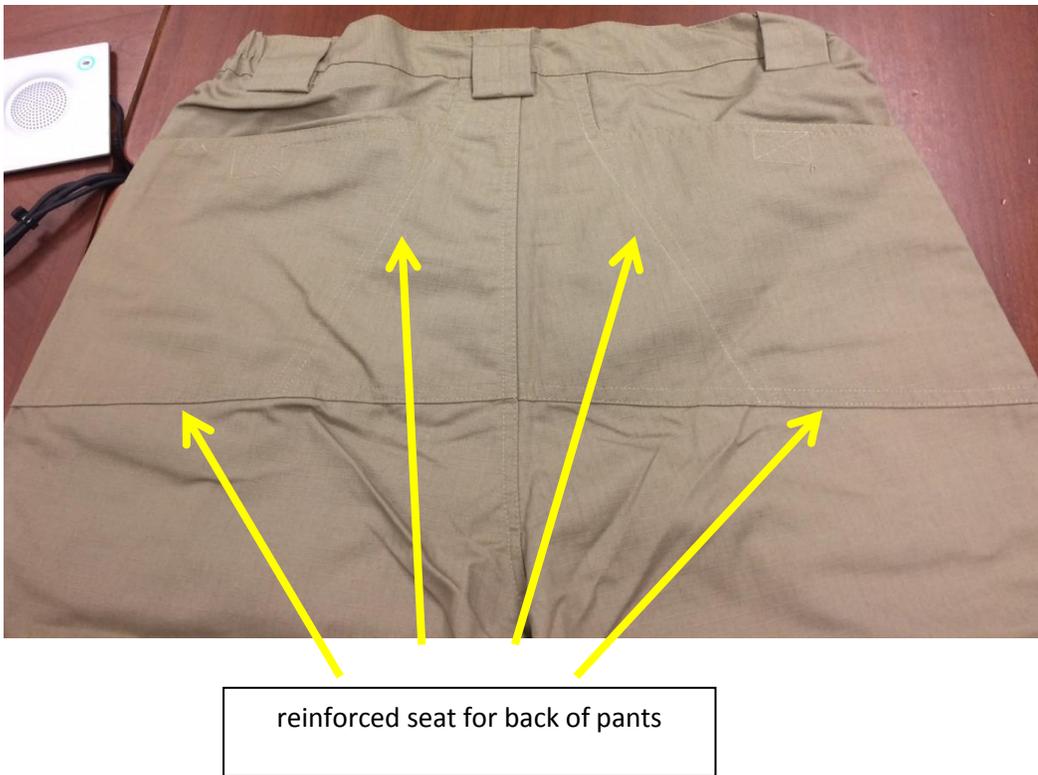
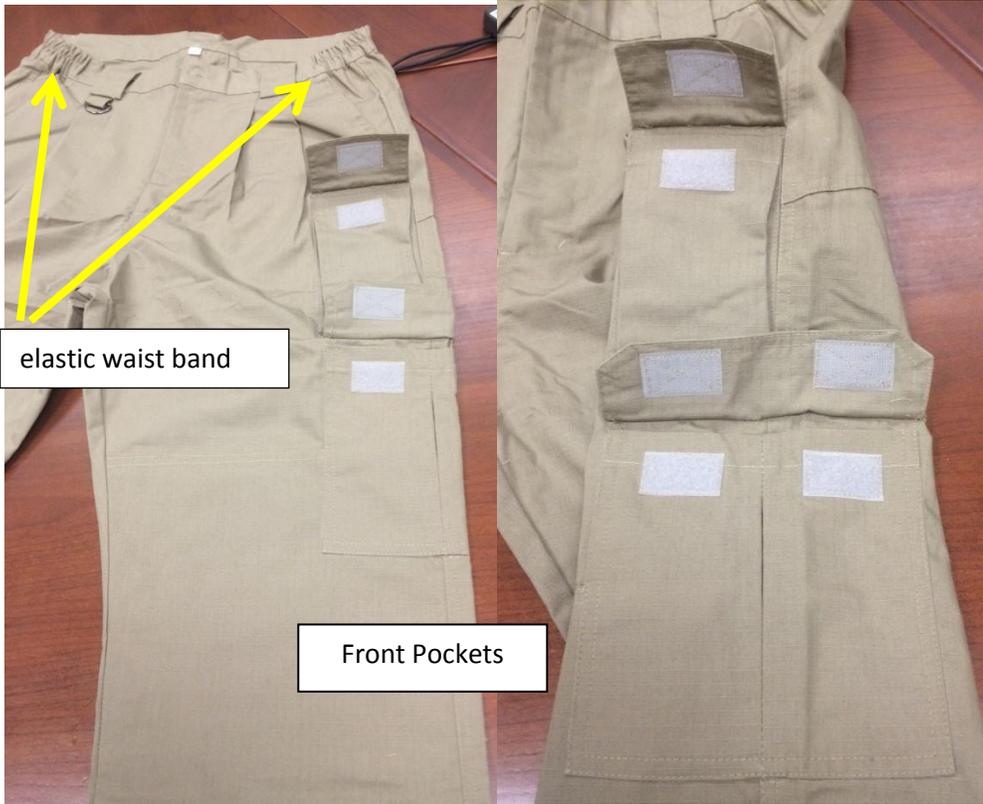
Pants Back



Reinforced Knees

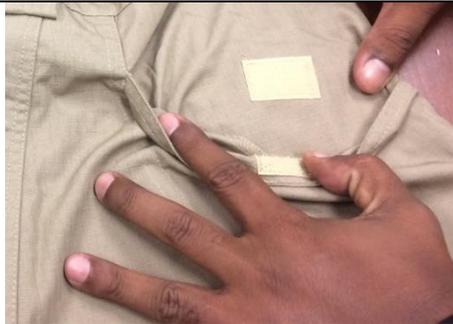


YKK Zipper

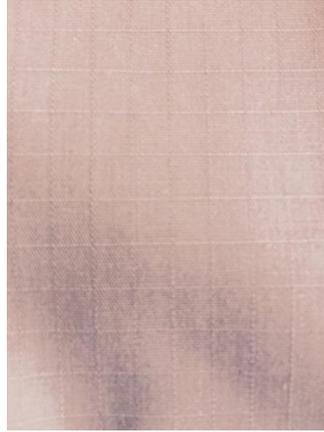




Rear pockets with velcro



Inside pants label with waist x inseam
Ex. waist 34 X inseam 30 would read 34x30



Teflon® Coated Poly/Cotton Ripstop Material

Requirements

Color: Khaki

Must be labeled inside pants with waist size and inseam ex. waist 34 and Inseam 30 should be labeled as 34X30. Label should be on packaging and in pants

Comfort Fit waist band

Teflon® Coated Poly/cotton ripstop fabric

Reinforced seat and knees

YKK® zippers

Total Quantity: 536

Attachment 4
Uniform Hat



Velcro for Adjustment

- Requirements:
- Hat should match color of pants
 - Materials should be a Drifit material
 - Antimicrobial Odor Resistance
 - Desert U.S. Flag on center of hat
 - Back should use velcro to adjust size
 - Total Quantity: 284

Attachment 5
Uniform belt



Requirements

Material: 1.5" or 1.75" Nylon webbing

Fits BDU-style uniform belt loops

Style of belt: Riggers

Color: Khaki/Tan

Total Quantity: 20

Attachment 6

Uniform Boot Socks



Requirements

Antimicrobial protection

Moisture Wicking

Reinforced heel and toe

Lin Toe seams to eliminate toe irritation

Length of sock required to meet 7" boot

Sock size to match shoe size for comfort.

Total Quantity: 840 pair or greater

S: 12

M: 396

L: 420

XL: 12

SOCK SIZE	KIDS' SHOE SIZE	WOMEN'S SHOE SIZE	MEN'S SHOE SIZE
S	3Y-5Y	4-6	--
M	5Y-7Y	6-10	6-8
L	--	10-13	8-12
XL	--	--	12-15

Attachment 7
Uniform Jackets



Jacket Sketch



Velcro Patches



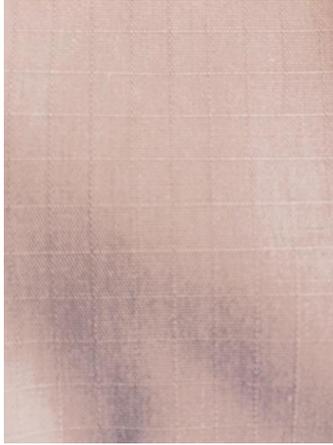
Front of Jacket, but color should be BLACK. Easier to see in different color.



Side Arm Pockets with Velcro



Front Pockets



Teflon® Coated Poly/cotton ripstop fabric Material

ACU-style uniform, enhanced for law enforcement
Fade, shrink and wrinkle resistant
Felled seams throughout for enhanced durability
Mandarin-style collar
Two tilted chest pockets with hook and loop closure
Drain holes in bellowed pockets
Covered two-way zipper front
Extended length for tucking into pant
Bi-swing back
upper-arm pockets with loop-facing patch for insignia
Enlarged three-channel pen pocket on left sleeve
Adjustable sleeve cuffs
Teflon® Coated Poly/cotton ripstop fabric
Total Quantity: 10

Attachment 8
Uniform U. S. Flag Patch



Requirements
Velcro Backed Patch
2" Width and 3.5" Length
Total Quantity: 100

Attachment 9

Uniform Dual Flags Patch



Requirements

Velcro Backed Patch

Size 3" Width and 2" Height

Total Quantity: 100

Attachment 10
Equipment Rain Gear





Requirements

Fits over normal clothing

Single-ply 200-denier Nylon

Polyurethane Coating (keeps you dry)

1½" Silver Reflective Film

Adjustable jacket bottom t

Adjustable at wrists

Double-stitched seams

Sealed with urethane tape

Built-in hood

Printed with Segurança

Color: Lime

Total Quantity: 10