

United States Embassy Kyiv Ukraine

Request for Quotation

CAFETERIA GREASE TRAP INSTALLATION

(PR5494490)

Date: July 12, 2016

SECTION I. SCOPE OF WORK

1 General

1.1 Introduction

The United States Department of State (DOS) requires services for the design and installation of a grease trap for the Cafeteria in the New Embassy Compound (NEC). NEC is located in 4, Sikorskogo street Kyiv, Ukraine.

1.2 Background

The grease trap is installed in the Cafeteria. It is connected to the sewage line. Currently the existing trap does not meet the demands. Plumbing staff must clean a sewage line and grease trap on monthly basis. Cafeteria is located on the 1st floor in NEC in North-West side. The grease trap attract roaches and is a breeding ground for insects. Current design is shown in Attachment B and Attachment C.

1.3 Abbreviations

- 1.3.1 Point of Contact (POC)
- 1.3.2 Department of State (DOC)
- 1.3.3 New Embassy Compound (NEC)
- 1.3.4 Contracting Officer (CO)
- 1.3.5 Contracting Officer Representative (COR)
- 1.3.6 Contracting Officer Technical Representative (COTR)
- 1.3.7 Post Occupational Safety and Health Officer (POSHO)
- 1.3.8 Assistant Post Occupational Safety and Health Officer (APOSHO)
- 1.3.9 Volatile Organic Compounds (VOC)
- 1.3.10 Material Safety Data Sheets (MSDS)
- 1.3.11 Personal Protective Equipment (PPE)
- 1.3.12 Occupational Health and Safety Act (OSHA)
- 1.3.13 Compound Access Control (CAC)

1.4 Objectives

Install a new outside grease trap on the outside of the building. Install a new sewage line from the cafeteria to the new grease trap and from new grease trap to existing outside sewage line. The new grease trap must be able to be cleaned by a cesspool truck. All pavements must be restored to original condition.

2 Scope of Work

2.1 Grease trap installation

- 2.1.1 This is a “turn-key” project.

- 2.1.2 Grease trap must be adequately sized.
- 2.1.3 A grease trap must be designed and installed to trap oils, fats, and grease in a container to prevent them from reaching the sewers.
- 2.1.4 All installation must be performed by qualified contractor personnel.
- 2.1.5 No remanufactured or "gray market" items. All items must be covered by the manufacturer's warranty. All parts must be supplied by reputable vendors such as (This is just informational and does not serve as an endorsement nor recommendation) COMPANY /PHONE /PRODUCTS Hanson Pipe and Precast 972.262.3600 Grease Traps, Interceptors (Formerly CPI) 800.441.0128 Sample Test Wells Grand Prairie, Texas Old Castle Precast 817.453.1054 Grease Traps, Interceptors Mansfield, Texas 888.965.3227 Sample Test Wells www.oldcastleprecast.com Park Environmental Equipment 972.842.8874 Grease Traps, Interceptors Dallas, Texas 888.611.7275 Sample Test Wells www.park-usa.com PW Eagle 972.712. 6418 Wastewater Access Chamber (Formerly Uponor, ETI) cell: 972.467.9084 Clean Out Sampling Chamber Plano, Texas (via Montgomery Sales) Schier Products 800.827.7119 Great Basin www.schierproducts.com Thermaco 800.633.4204 Trapzilla www.Trapzilla.com or local vendors.
- 2.1.6 Installation of the grease trap must be in compliance with local laws. The grease trap must be installed lower than "freezing point" for Kyiv. Place of installation and drawings should be coordinated with the COTR.
- 2.1.7 The body material for grease collector must be cast iron or steel. The sewage line pipes must be DN 100 or greater.
- 2.1.8 The design must include cleanouts, sewage vents and a new manhole in the connection from new sewage line to existing sewage line.
- 2.1.9 The grease trap shall be designed and installed to allow for complete access for inspection and maintenance of the inner chamber and viewing and sampling of effluent wastewater discharged to the sewer.

2.2 Civil works

- 2.2.1 All construction works (including foundations, hole drilling, manhole installation, ground excavation, floor channels etc.) shall be performed by the contractor.
- 2.2.2 Contractor is responsible to keep a workspace clean after himself and remove garbage after the work. Remove all tools, trash, and debris from the work areas at the end of each work day.
- 2.2.3 Contractor is responsible to restore all pavement (asphalt, concrete etc.) to new condition after grease trap installation.

- 2.2.4 Backfill existing grease trap and install concrete slab subfloor over backfill and install floor tiles similar to the existing to match the floor level.
- 2.2.5 The contractor shall coordinate all work and testing of systems with COTR.

2.3 Supplies and Tools

Contractor shall provide all necessary tools, supplies and equipment, including excavators, diggers, perforators, hammers, wrenches, pliers, soldering tools etc. to perform the work.

2.4 Safety Practices

- 2.4.1 Contractor shall follow Safety policy and be subject to review of safety practices by the COTR, COR, POSHO, and APOSHO.
- 2.4.2 Each contractor performing maintenance/contract work in a US Government facility shall be subject to the provisions of the OSH Act of 1970, and the current safety standards including OSHA 1910 (general industry) and 1926 (construction).
- 2.4.3 All on-site employees of the Contractor and its Subcontractors shall be required to perform this SOW according to the standards, policies and procedures equal to or more stringent than those found in OSHA's latest edition of the 1910 (General Industry) & 1926 (Construction).
- 2.4.4 It is the contractor's responsibility to promote good safety practices and eliminate hazards during the performance of work.
- 2.4.5 Work must be performed in a manner that provides a safe environment for the maintenance technicians and customers.
- 2.4.6 The contractor is responsible for ensuring that their employees comply with all applicable regulations, industry accepted safety practices and guidelines, as they apply to their discipline of work.
- 2.4.7 All products and supplies to be used by contractor shall not endanger the safety and health of building and property occupants, and shall be safe for the environment and comply with local laws, policies, standards and regulations.
- 2.4.8 Contractor will use all necessary P.P.E. to perform all work and will ensure safety procedures are followed.
- 2.4.9 Contractors shall be responsible for reporting all incidents immediately to the APOSHO by telephone.
- 2.4.10 Contractors are responsible to ensure that all of the contractor's staff and any sub-contractors have been made aware of the Safety Practices in this

SOW, as a minimum, and agree to compliance and sign the Compliance Acknowledgment. See “**Attachment A.**”

- 2.4.11 A copy of the Compliance Acknowledgment must be kept at the work site for the duration of the project for each contractor/sub-contractor.

2.5 Quality Assurance/Quality Control

- 2.5.1 The services being performed hereunder and the supplies furnished will be inspected from time to time by the COR, or COTR to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality.
- 2.5.2 The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the CO as a result of such an inspection.
- 2.5.3 Five years warranty must be provided for the work. Contractor must use materials with manufacturer’s warranty of not less than three years.
- 2.5.4 Contractor must provide qualified labor and the supervision required for successful completion of this SOW. Each proposal for this project will include all of the tasks listed in this SOW.

3 Requirements and deliverables

In addition to manufacturer's written installation, perform the following:

- 3.1.1 Verify that piping systems tests are complete. Flow test is needed.
- 3.1.2 Check for piping connection leaks.
- 3.1.3 Check for clear relief valve inlets, outlets, and drain piping.
- 3.1.4 Contractor must verify that no water or wastewater leaving grease trap can backflow into grease trap.

4 Place of Performance/Hours of Operation

- 4.1 All work is to be performed on site at the U.S. Government facility known as the New Embassy Compound (NEC).
- 4.2 The NEC is located at 4, Sikorskogo (formerly Tankova) street.
- 4.3 Contractor personnel will report to the front CAC located at the NEC.
- 4.4 Time activities:
 - Monday through Friday - 8:00 AM till 5:00 PM
- 4.5 The contractor shall plan, coordinate, and schedule all work which will cause an interruption in service (loss of use) of the NEC areas with the COR or his representative. Notification shall include the hours and dates of the service interruption and must be made at least 48 hours in advance. The contractor must

schedule work to maintain flexibility since maintenance work may not be granted on the date(s) requested.

- 4.6 No contractor vehicles will be left on the premises over night or when work is not in progress.
- 4.7 The Project start shall commence with contract award, the contractor shall schedule a kick off meeting and site visit with the COR as soon as possible but, no later than 14 days after contract award.
- 4.8 In addition to the recognized public holidays, the Department of State observes the following American holidays, and/or any other day designated by Federal law, Executive Order or Presidential Proclamation. The following are days when the US Embassy is closed, due to the observance of annual holidays:

Date	Day	Country	Holiday
January 1	Fri	U.S./Ukraine	New Year's Day
January 7	Thurs	Ukraine	Orthodox Christmas
January 18	Mon	U.S.	M. L. King's Birthday
February 15	Mon	U.S.	Presidents' Day
March 8	Tue	Ukraine	International Women's Day
May 2* (observed)	Mon	Ukraine	Orthodox Easter
May 2, 3* (observed)	Mon, Tue	Ukraine	International Labor Day
May 9	Mon	Ukraine	Victory Day
May 30	Mon	U.S.	Memorial Day
June 20* (observed)	Mon	Ukraine	Holy Trinity Day
June 28	Tue	Ukraine	Constitution Day
July 4	Mon	U.S.	Independence Day
August 24	Wed	Ukraine	Independence Day
September 5	Mon	U.S.	Labor Day
October 10	Mon	U.S.	Columbus Day
October 14	Fri	Ukraine	Ukrainian Defenders Day
November 11	Fri	U.S.	Veterans Day
November 24	Thurs	U.S.	Thanksgiving Day
December 26 (observed)	Mon	U.S.	Christmas Day

5 Security

- 5.1 The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. Information submitted by the contractor will not be disclosed beyond the Embassy. The contractor shall submit this information including construction vehicle requirements within 10 days of the notice to proceed.
- 5.2 Contractor shall provide security information to U.S. Embassy representative for access and escort requirements. Information shall be provided at least 10 days prior to work.
- a) Company name and names of workers
 - b) Dates of scheduled work.
 - c) Level of clearance.
 - d) Name of Company for third party contractors.
 - e) State whether laptop, digital cameras or other electronics is needed for the task.

6.0 Insurance

The Quoter is required by FAR 52.228-5, "Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Quoter shall at its own expense provide and maintain during the entire performance period the following insurance amounts, covering general liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury):

(1) BODILY INJURY, ON OR OFF THE SITE, IN U.S. DOLLARS	
Per Occurrence	The Contractor shall comply with Ukrainian law
(2) PROPERTY DAMAGE, ON OR OFF THE SITE, IN U.S. DOLLARS	
Cumulative	USD 10,000.00

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

The Quoter agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Quoter, its officers, agents, servants, and employees, or any other person, arising from and incident to the Quoter's performance of this contract. The Quoter shall hold harmless and indemnify the Government from any and

all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

The Quoter 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.

7.0 Points of Contact

CO: Trisha Presto

COR: Tommy Heard

COTR: Konstantin Sukhenko

SECTION II. SITE VISIT

The site visit will be held on **August 02, 2016 at 14:00** at 4 Ihor Sykorskiy St., Kyiv. For site-visit registration the prospective quoters should provide company contact information and names of visitors no later than **12:00 on August 01, 2016** to KyivGSO@state.gov.

SECTION III. QUOTE REQUIREMENTS

1.0 Pricing

- 1.1. The quoter should provide a fixed cost price to meet this scope of work. The prices below shall include all direct and indirect costs, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit.
- 1.2. Payment will be performed in the local currency (hryvnya). In case the price is submitted in another than local currency, the payment will be provided in the local currency anyway, based on the official NBU currency exchange rate on the date of final invoicing.
- 1.3. According to U.S. Federal Acquisition Regulations (FAR), advance payments are prohibited. Pursuant to the Prompt Payment Act of the FAR, the U.S. Government must make the payment within 30 calendar days after receipt of the goods and services and the valid original invoice(s). The quoter should confirm in the offer that these payment terms are acceptable.

2.0 Documents to be submitted

Each quote must consist of the following:

- 1) General information about company (full name, description of activity etc.);

- 2) Copies of state registration documents (certificate for state registration or extract from the Unified State Register of Legal Entities; certificate for company registration as VAT taxpayer/unified taxpayer, etc.), copies of licenses and permits according to the current Ukrainian legislation; legal and post address;
- 3) Name of employee, responsible for quote submission (phone number and e-mail);
- 4) Confirmation that the quoter will perform the work according to all requirements, mentioned in Section I. Scope of Work;
- 5) List of clients over the past 2 years, demonstrating prior experience with relevant past performance information and references (provide places of performance, contact names, telephone and fax numbers and email addresses);
- 6) Detailed price proposal (including the names of brands/manufacturers of the major materials) with the confirmation of fixed pricing;
- 7) Technical documentation/specification for the proposed equipment;
- 8) Payment terms with the confirmation that the terms mentioned in chapter 1.0 Section III are acceptable;
- 9) Detailed schedule of works;
- 10) Detailed information regarding warranty as required in chapter 2.5.3 Section I;
- 11) Copy of the Certificate of Insurance(s), as required in chapter 6.0, Section I, or a statement that the Quoter will get the required insurance, and the name of the insurance provider to be used;
- 12) Signed Compliance Acknowledgment of Safety Guidelines (Attachment A).

3.0 QUOTES SUBMISSION

3.1. Format of Quote: scan-copy of documents submitted by e-mail. The quote should be signed by authorized employee and stamped.

3.2. E-mail address for quotes submission: KyivGSO@state.gov with subject line "Quote for Cafeteria Grease Trap Installation (PR5494490)"

3.3. Quotes due date: on or before **18:00 August 23, 2016**. No quotations will be accepted after this time.

3.4. All questions regarding this request should be submitted in written to the e-mail: KyivGSO@state.gov

ATTACHMENT A

Compliance Acknowledgment of Safety Guidelines.

I, the undersigned, have read, reviewed and acknowledge my understanding of the Compliance Guidelines, as set forth in the SOW document. In addition, my company and its employees are committed to the implementation of these items. We also realize that these statements are global, and the safety rules and regulations presented are minimum guidelines that must be followed:

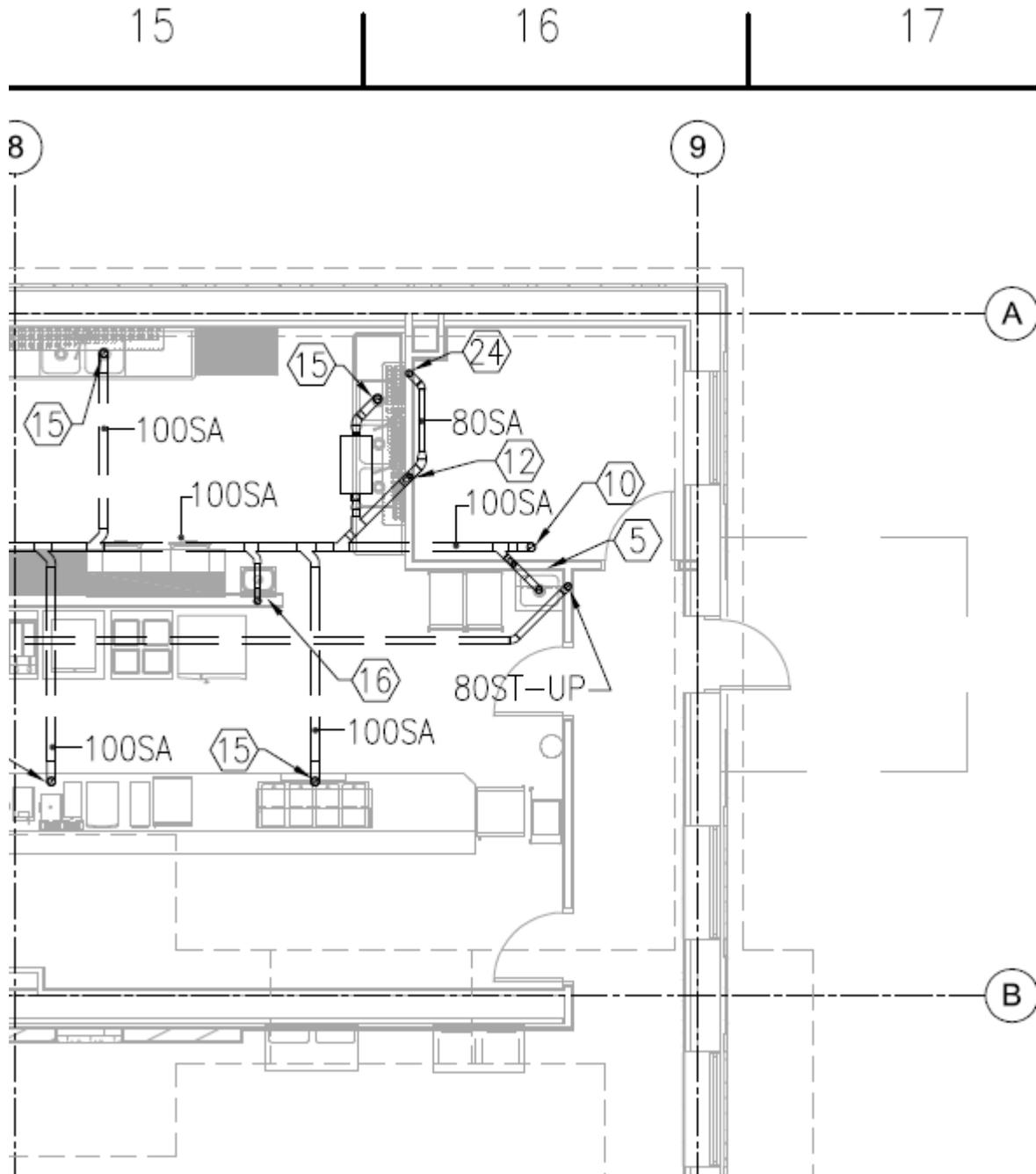
Contractor Name _____

Date Name of Company Safety Representative Business Phone _____

24 Hour Emergency Contact _____

Authorized Signature _____

ATTACHMENT B



ATTACHMENT C

