

United States Embassy Kyiv Ukraine

Request for Quotation

WALLS REPAINTING AT AMERICA HOUSE

(PR5494007)

Date: July 13, 2016

SECTION I. SCOPE OF WORK

1 General

1.1 Introduction

This Scope of Work is for repaint of interior walls at America House (AH) located at 6 Pimonenko St., Kyiv, Ukraine. The contractor shall perform complete repainting of the interior walls according with this SOW. The U.S. Embassy in Kyiv has need of a qualified service contractor, to do renovation at AH by repaint all the interior walls to refresh them and to make it more presentable.

1.2 Background

The walls are not washable with the paint currently on the walls. The plaster corners are unprotected, so they were easily damaged. The corners and walls vulnerable to damage by chairs and tables need to be made more durable.

1.3 Abbreviations

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

1.4 Objectives

The objective is to paint the interior of the AH with a quality durable paint of the correct type for area being painted that can be washed for easy maintenance and maintain a new appearance after washing. Special mural walls are not to be painted. Provide adequate wall corner protection to prevent damage and make the walls in high use areas less vulnerable to damage by installing Wainscoting.

The area needed to be painted is about 950m² and it is the responsibility of the contractor to verify the numbers using attached drawings (see **Attachments A, B, C**).

2 Scope of Work

2.1 Painting

- 2.1.1 Repaint the interior walls with one coat of water based semi-gloss Latex washable paint for interior stucco walls, not eggshell, keeping the existing colors.
- 2.1.2 Purchase or fabricate Wainscoting Beaded Panels (see **Attachment F**), made of moisture-proof plywood. Wainscoting Beaded panels must be painted the same color as the wall, but with high-gloss Latex quality durable easy wash paint.
- 2.1.3 Install Wainscoting Beaded Panels in the conference room.
- 2.1.4 Purchase or fabricate and install plastic or wooden protective wall corners to all the walls corners exposed to damage by moving furniture and other items.
- 2.1.5 Apply paint coat by brush, roller, spray, or other applicators accordingly to manufacturer's written instruction.

2.2 Cleaning and Protecting

- 2.2.1 Protect all the floors and furniture by plastic and tape to prevent putting paint where it should not to be. If the paint is applied by spray painting all precautions must be taken to prevent damage due to overspray. The contractor assumes all responsibility for any damage. Move furniture and return it into initial position if needed for job to be done.
- 2.2.2 Remove all tools, trash, and debris from the work areas at the end of any work day.
- 2.2.3 Provide "Wet Paint" signs to protect newly coated finishes.
- 2.2.4 After completing coating operation, remove temporary protective wrappings.

2.3 Supplies and Tools

The contractor shall provide all necessary tools and equipment, including brush, roller, spray, 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 D.**"
- 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 Two years warranty must be provided for the work. Contractor must use materials with manufacturer's warranty of not less than two 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.
- 2.5.5 COR may direct Contractor to stop applying coatings if materials being used do not comply with specified requirements. Contractor shall remove noncomplying coating materials from Project site and recoat surfaces coated with rejected materials.

3 Requirements and Deliverables

The contractor must submit a list of personnel with ID type and numbers as well as the vehicle plates and models to the contact person within 24 hours of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the AH.

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 AH.
- 4.2 The AH is located at 6 Pimonenko Street.
- 4.3 Contractor personnel will report to the front Controlled Access Center (CAC) located at the AH.
- 4.4 Time activities:
 - Tuesdays through Saturdays - 8:00 AM and 11:00 AM
 - Monday - 8:00 AM and 5:00 PM.
- 4.5 The contractor shall plan, coordinate, and schedule all work which will cause excessive noise, dust, and/or an interruption in service (loss of use) of AH 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:

Calendar Year 2016

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*	Mon	Ukraine	Orthodox Easter (observed)

May 2, 3*	Mon, Tue	Ukraine	International Labor Day (observed)
May 9	Mon	Ukraine	Victory Day
May 30	Mon	U.S.	Memorial Day
June 20*	Mon	Ukraine	Holy Trinity Day (observed)
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	Mon	U.S.	Christmas Day (observed)

5 Security

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. The contractor shall submit this information including service vehicle requirements within 24 hours of the notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the AH and commencement of work.

6 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 Points of Contact

CO – Trisha Presto

COR- Tommy Heard

COTR – Seriavin Oleksandr

COTR - Igor Serpak

SECTION II. SITE VISIT

The site visit will be held on **July 19, 2016 at 14:00** at 6 Pimonenko St., Kyiv.

For site-visit registration the prospective quoters should provide company contact information and names of visitors no later than **18:00 on July 18, 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/manufacturer of the major materials) with the confirmation of fixed pricing;
- 7) Payment terms with the confirmation that the terms mentioned in chapter 1.0 Section III are acceptable;
- 8) Detailed schedule of works;
- 9) Detailed information regarding warranty as required in chapter 2.5.3 Section I;
- 10) 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;
- 11) Signed Compliance Acknowledgment of Safety Guidelines (Attachment D).

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 Walls Repainting at America House (PR 5494007)”.

3.3. Quotes due date: on or before **18:00 August 01, 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 C



SENSITIVE BUT UNCLASSIFIED

ATTACHMENT D

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 E

Green Program Guidelines for Facility Maintenance

The NEC was designed and constructed to achieve LEED (Leadership in Energy and Environmental Design) certification. This process included sustainable site development, use of water and energy efficient technology, and systems to monitor and improve indoor air quality. Facilities Maintenance has a key role in Green initiatives.

FM operations include several green initiatives: regular maintenance is performed on heating units, burners, boilers, and A/C units to optimize efficiency; Post practices Integrated Pest Management in accordance with SHEM guidance; and FM makes provisions for recycling at Mission facilities by ensuring proper training and bin placement.

- During make-ready process for all residences, replace incandescent lights with LED lights. For long-term leased and government-owned properties, install motion sensors, and/or timers for lights, and low-flow water fixtures as appropriate. Install Energy Star appliances in government-owned facilities and residences.
- Use environmentally-friendly cleaning and repair products in office facilities.
- Provide cleaning and replacement of entryway mats to reduce shoe-borne contaminants in office buildings.
- Provide opportunities for recycling shredded paper, batteries, unclassified toner and printer cartridges, fluorescent bulbs, and moving boxes.

ATTACHMENT F

BEADED PANEL WAINSCOTING

