

**United States Embassy Kyiv Ukraine**

**Request for Quotation**

**REPAINTING OF THE GARAGE PARKING AREA  
(PR5492248)**

**Date: July 13, 2016**

# **SECTION I. SCOPE OF WORK**

## **1.0 General**

### **1.1 Introduction**

This Scope of Work is for repainting of the Embassy of the United States Parking Garage Area structure located at 4 Igor Sikorsky Street, Kyiv. The contractor shall perform repainting of the Garage Parking Area structure interior walls surfaces and parking lines as described in this SOW.

### **1.2 Background**

The Garage Parking Area is the US Government owned property, located at 4 Igor Sikorsky Street, Kyiv. The Garage Parking Area is a concrete structure with interior walls surfaces painted in grey color. Parking lines are painted in white color. The structure interior walls surfaces and parking lines require repainting.

### **1.3 Abbreviations**

- 1.3.1 Point of Contact (POC)
- 1.3.2 Contracting Officer (CO)
- 1.3.3 Contracting Officer Representative (COR)
- 1.3.4 Contracting Officer Technical Representative (COTR)
- 1.3.5 Post Occupational Safety and Health Officer (POSHO)
- 1.3.6 Assistant Post Occupational Safety and Health Officer (APOSHO)
- 1.3.7 Material Safety Data Sheets (MSDS)
- 1.3.8 Personal Protective Equipment (PPE)
- 1.3.9 Occupational Health and Safety Act (OSHA)

### **1.4 Objectives**

The objective is for qualified contractors to perform required repair actions and repaint the Garage Parking Area interior walls surfaces with one coat of paint, used for the painting of outdoor concrete surfaces and to repaint the parking lines.

## **2.0 SOW for Warehouse roof repair**

### **2.1 Repainting**

- 2.1.1 Inspect the existing condition of the painted concrete interior walls surfaces to determine the areas, which require special cleaning – existing stains, flaked off paint, scratches.
- 2.1.2 Perform appropriate repair of the damaged surfaces – remove stains, remove loose paint, remove dirt and prepare surfaces for painting.
- 2.1.3 Apply one coat of paint to the bare interior walls concrete surface as a priming coat.
- 2.1.4 Apply one coat of paint to the interior walls concrete surfaces in a whole.

- 2.1.5 While performing of painting all precautions shall be taken to prevent damage to autos, building and pavement due to paint spilling or overspray.
- 2.1.6 The contractor assumes all responsibility for any damage, occurred as a result of contract work.

## **2.2 Supplies and Tools**

- 2.2.1 The contractor shall provide all necessary tools and equipment to perform the work.
- 2.2.2 All painting materials will be furnished by the contractor. Contractor shall use the high quality paint, similar or exceeding the existing paint quality.

## **2.3 Safety Practices**

- 2.3.1 Contractor shall follow Safety policy and be subject to review of safety practices by the COTR, COR, POSHO, and APOSHO.
- 2.3.2 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).
- 2.3.3 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).
- 2.3.4 It is the contractor's responsibility to promote good safety practices and eliminate hazards during the performance of work.
- 2.3.5 Work must be performed in a manner that provides a safe environment for the workers and Embassy personnel and visitors.
- 2.3.6 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.
- 2.3.7 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.
- 2.3.8 Contractor will use all necessary P.P.E. to perform all cleaning and maintenance tasks and will ensure safety procedures are followed.
- 2.3.9 Contractors shall be responsible for reporting all incidents immediately to the APOSHO by telephone.
- 2.3.10 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).

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

## **2.4 Quality Assurance**

- 2.4.1 The services being performed hereunder and the supplies furnished will be inspected from time to time by the COR, or his/her authorized representatives, to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality.
- 2.4.2 The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such an inspection.

## **3.0 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 (point 7.0) within 24 hours of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the AH.

## **4.0 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 Embassy of the USA in Ukraine.
- 4.2 The USA Embassy is located at 4 Igor Sikorsky Street.
- 4.3 The total area to be painted and the total length of parking lines shall be verified by the bidder before submitting the bids.
- 4.4 Contractor personnel will report to the Service Controlled Access Center (SCAC).
- 4.5 The work has to be scheduled between 8:00 AM and 6:00 PM, Saturdays, Sundays and official holidays.
- 4.6 The contractor shall plan, coordinate, and schedule all work which will cause excessive noise, dust, and/or an interruption in service (loss of use) 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.
- 4.7 No contractor vehicles will be left on the premises over night or when work is not in progress.
- 4.8 The Project start shall commence with contract award. The work shall be completed in two weeks period.

## 5.0 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 Garage Parking Area and commencement of work.

## 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

COR- Tommy Heard  
COTR – Igor Serpak

## SECTION II. SITE VISIT

The site visit will be held on **July 20, 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 July 19, 2016** to [KyivGSO@state.gov](mailto:KyivGSO@state.gov).

## SECTION III. REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM)

According to Federal Acquisition Regulations prospective contractors shall be registered in the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) prior to award of a contract and through final payment of contract.

*Quick Start Guide For New Foreign Registration* is provided in Attachment B (separate file).

**Important: allow up to 18 business days after you start the registration process before your registration is active in SAM.**

## SECTION IV. 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 VI are acceptable;
- 8) Detailed schedule of works;
- 9) Warranty terms;
- 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 A);
- 12) Evidence of active registration in SAM or current status of registration process.

### **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](mailto:KyivGSO@state.gov) with subject line “Quote for Repainting of the Garage Parking Area (PR5492248)”

**3.3. Quotes due date:** on or before **18:00 August 17, 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](mailto: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 \_\_\_\_\_