

EMBASSY OF THE UNITED STATES OF AMERICA

LUSAKA – ZAMBIA

PROPOSED REHABILITATION OF MSGQ TENNIS AND BASKETBALL
COURTS

PURPOSE AND DESCRIPTION OF THE SERVICES:

The purpose of this Statement of Work (SOW) is to instruct and orient the development of the services, and to establish obligations and rights of the Embassy of the United States of America in Lusaka, Zambia, always referred to as the CONTRACTING OFFICER, and represented by the Facility Manager or General Services Officer Appointed Inspector and of the contracted company, always referred to as the CONTRACTOR, to whom the execution of the services of REHABILITATION OF MSGQ TENNIS AND BASKETBALL COURT approximately 1,018.68m² surface area at NEC will be entrusted to the Contractor, as this document specifies.

1. THE CONTRACTOR WILL BE RESPONSIBLE FOR:

PREPARATORY WORK

Construct a barrier to barricade the opened section also to serve as temporal wall demarcation during construction. Arrangements shall be made to suppress dust by spraying water on regular basis. Arrangements shall be made to electrically isolate the power during working hours. Protect all work area including nearby hedge, flowers, grass to prevent damage and wear. All work materials to be cleared off the site on daily basis and no obstructions and debris to be left outside of the work area.

1.1 REHABILITATION OF MSGQ TENNIS AND BASKETBALL COURTS

Scrape off The old play surface above the concrete base (approximately 1,018.68m² surface area). Remove and mark pole positions in readiness for replacement of the same with new poles complete with new mechanisms and net.

Temporarily stockpile on site all debris and dispose or cut away within 24hrs .

Set out court accurately as close to north/south as possible, ensuring measurements are accurate and that it is rectangular.

Establish the four levels in the corners and allow for a slope not less than 0.83% (1:120) and not more than 1% (1:100).

Observe strictly the cross-sectional layers of the tennis court as detailed on the supplied drawing.in Layers 1,2,and 3.

The thickness of play surface above the concrete will be approximately 10mm. The Barraflex(or equivalent) cwt membrane cushion thickness can be set between 2mm and 4mm (as in layer 3) and is applied as a series of coatings in liquid form

The Baramastic (or equivalent) as in layer 2 blended vinyl compound can be approximately 3-4mm.

The Barracote (or equivalent) as in layer 1 Play surface will be approximately 2mm

The final paint is the internationally accepted green surface with marked lines to international standards for tennis courts and basketball courts.

Remove grass/weeds and apply embassy approved growth inhibitors also apply termite and blackants repellent to court surface.

1.1.1 STANDARD OF PLAYING SURFACE

The tennis court shall be installed to internationally acceptable standards as follows;

- To the standards for a surface required by the International Tennis Federation for International tournaments as per ITF Booklet :- “issue in June 1997” as detailed under

1.0 “Test Methods and Criteria”

1.1	Surface Pace	30-40
1.2	Slip Resistance	60-11033
1.3	Traction:	0.60-1.50
1.4	Shock absorption	-/+ 70%
1.5	Vertical Ball Rebound	80%-100%

- Materials to be applied under dry conditions

1.1.2 AIM OF REHABILITATION AND RESURFACING

The aim of the resurfacing works is to achieve the following characteristics:

- A consistently true bounce at a controlled speed.
- No glare or reflection.
- Non slip in wet or dry conditions
- Playable while damp.
- Unaffected by extremes of temperatures and always comfortable under foot.
- Quick drainage and prolonged life of the play surface.

1.1.3 SURFACE

- Prime Court: Barramastic (or equivalent) is a blended compound of copolymer resin and a fibrous filler to stabilise and strengthen the product.
- Apply 3 x layers of Barramastic (or equivalent) prime court to entire court surface area.

1.1.4 FINAL COURT COLOUR

- The basic formulation of Barracote (or equivalent) is similar to that of Barramastic apart from the fact that a pigment and naturally rounded sand are added to the product.
- Apply Barracote (or equivalent) Green by squeegee to the entire court surface or Barracote Biscuit on the surround.
- Apply line with Barraline (or equivalent) to international rule.
- Install the Contractor supplied poles and crank mechanism, tennis net, center strip and install own center ground hook.
- Repaint the tennis court lines to international standards

1.2 GENERAL

1.2.1 All materials shall be submitted for quality checks before use.

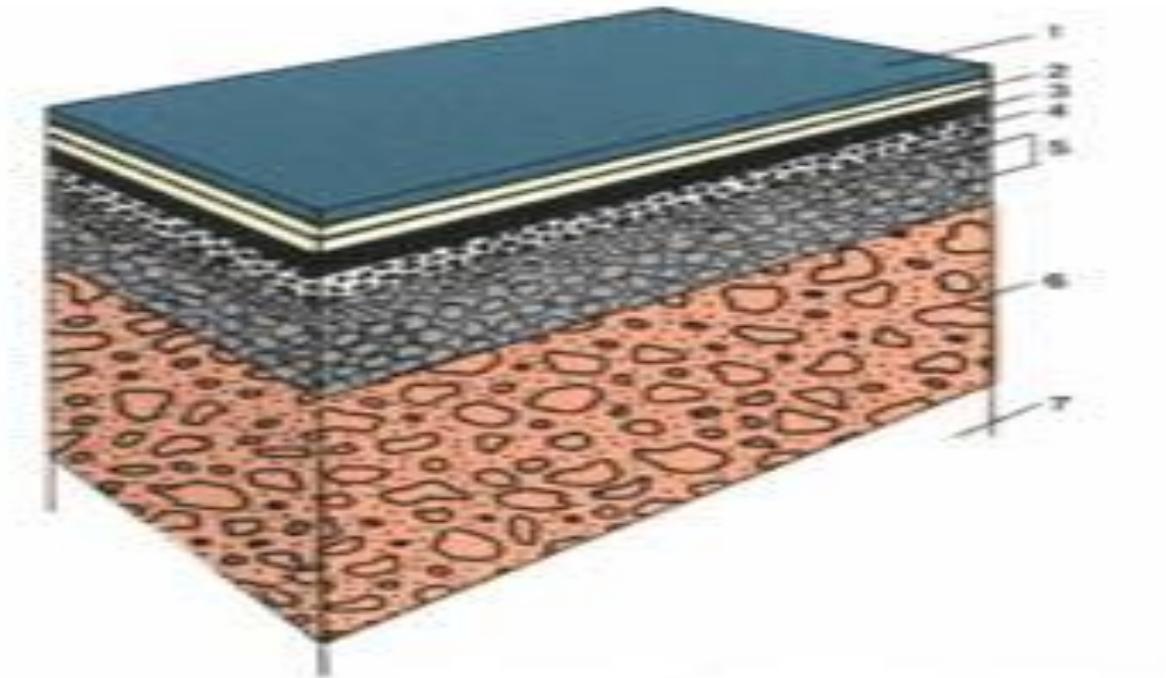
1.2.2 The contractor shall be required to maintain the general dimensions and esthetics to shape of the existing structure and landscape.

1.2.3 The contractor shall be required to submit a hazard analysis form, and observe all safety regulations during the period of the project.

1.2.4 All men on site shall be dressed in appropriate PPE.

1.2.5 Lay protection cloth/plastic on the ground around the worksite for any droppings and to prevent damage to grass, flowers and plants. No paint shall be applied to the grass, plants or any object that does not require painting. Care to be observed to prevent damage to piping and cables, otherwise complete replacement of full length will be required if damaged.

1.2.15 TENNIS COURT CROSS SECTION



1. Barracote playing surface.
A fine-grain, deep-textured colored compound.

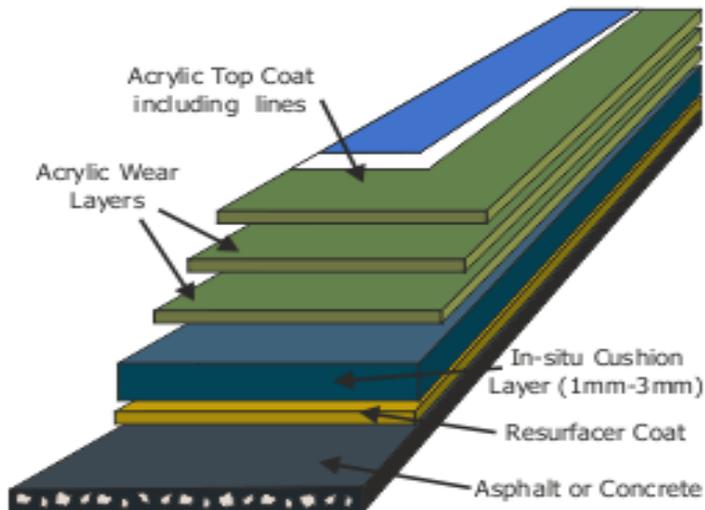
2. Barramastic blended vinyl compound. 2/3 layers.

3. Barraflex cushioned layer (optional extra)

4. Barragrit premix filler coat.

5. **Chipped stone course** sprayed with bitumen emulsion.
6. **Base course** of approved gravels or crusher run compacted to required standards.
7. **Compacted sub-soil base.** Soil tests are carried out when required.

1.2.16 GENERAL TOP PLAY SURFACE COURT CROSS SECTION



2. FOR THE EXECUTIONS OF THE SERVICES:

2.1. The CONTRACTOR must issue a liability statement of the services, assuming complete responsibility for having performed the work in accordance to the SOW, and clearly accepting entire responsibility of the work for a period of time of one year, starting from the acceptance date of the work by the CONTRACTING OFFICER. This statement must stipulate that any needed repairs to the work performed will be provided by the CONTRACTOR at his entire expense with no delays.

2.2. The CONTRACTOR will provide all the materials, equipment, tools, labor, permits and other necessary documents required to execute the work at his/her entire expense.

2.3. The CONTRACTOR is responsible to supply and enforce the use of individual protective equipment (PPE), required for the kind of work to be performed, in perfect condition and according to the present safety codes.

2.4. Any proposed changes to the SOW proposed by the CONTRACTOR, can only be implemented after a written approval by the CONTRACTING OFFICER. The CONTRACTING OFFICER has the right to deny changes to the SOW even if it has already been executed, if previous approval was not consented.

2.5. The CONTRACTOR must submit for acceptance a proposed “project working schedule”, indicating the work to be performed and the implementation time frame. Once approved by the CONTRACTING OFFICER this “proposed work schedule” will become part of the contract documentation and must be followed by the CONTRACTOR.

2.6. It is the CONTRACTORS responsibility to maintain a clean and safe working environment. Trash containers must be kept at the work site and all trash and debris must be removed from the work site as deemed necessary by the CONTRACTING OFFICER.

2.7. The CONTRACTOR is responsible for enforcing the necessary safety procedures in order to reduce the risk of fire, and must not store flammable material or fuel at the work place. All electrical work (both temporary and permanent must comply with local electrical codes and safety requirements.

3. ACCESS OF THE WORKERS AND VEHICLES TO THE WORK SITE

3.1. The CONTRACTOR must provide, in writing, to the CONTRACTING OFFICER, a complete list of all his/her workers, and vehicles that will be used at the work site. This list should contain the name and employee number of all the workers, copy of the official working document, brand, model, color, and license plate of the vehicles, which should be sent by fax during business hours, within two business days (i.e. 48) hours prior to accessing the project grounds.

4. RESPONSIBILITIES AND INCUBENCIES

- 4.1. The contracted services must be performed in accordance to the specifications presented by the CONTRACTING OFFICER.
- 4.2. The CONTRACTOR must inspect the work place and carefully examine the technical material presented by the CONTRACTING OFFICER, and cannot, in any circumstances, argue about lack of knowledge of the details and conditions required to perform the work, and it is his/her entire responsibility for the project performance.
- 4.3. Any and all costs and local authority's requirements related to this project, such as: licenses, fees, taxes, insurance, fines, rentals, etc, will be provided at the CONTRACTORS expense. This must be done with maximum effort on the part of the CONTRACTOR, so that the administrative, fiscal and technical aspects of the work, do not delay the project.
- 4.4. It is the CONTRACTOR'S responsibility to provide all materials, tools, manpower and equipment necessary for the correct execution of the contracted services within the established deadline, except when expressly indicated.
- 4.5. The CONTRACTOR will be fully responsible for the efficiency of the services, as expressed by the affective Codes, the Statement of Work and any other contractual or technical documents.
- 4.6. The CONTRACTOR must state on the proposal that he/she fully understands the project documents and the services to be performed.
 - 4.6.1. In case of any discrepancies, the CONTRACTOR must provide immediate communication, in writing, to the CONTRACTING

OFFICER, stating the facts, before the correspondent services are performed, indicating any discrepancies, errors or omissions that might be observed, including aspects regarding technical rules, regulations or laws, in order to prevent errors or discrepancies that might bring issues to the intended development of the work.

- 4.6.2. If the CONTRACTOR fails to disclose errors, omissions or discrepancies, the CONTRACTOR cannot refuse to fix them, at his/her own expenses, nor can the CONTRACTOR request to extended contractual deadline without written permission from the CONTRACTING OFFICER.
- 4.6.3. It is mandatory that the CONTRACTOR must visit and inspect the work site where services will be performed, and cannot, under any circumstances argue about not being aware of the local conditions, and he/she will be solely responsible for the area during construction.
- 4.6.4. For the services listed here, the CONTRACTOR will be responsible for supplying and safely storing all tools and equipment required to complete the project within the contracted period of time.
- 4.6.5. The CONTRACTOR will be responsible for all the damages that might occur on the property and/or any third parties hired by the CONTRACTOR for the execution of the contracted services.
- 4.6.6. For the services executed and the equipment supplied, until the acceptance of the work, the CONTRACTOR will be the only responsible party for all working areas covered by the contract to include existing and temporary structures within or surrounding the work area of the actual works to be preformed.
- 4.6.7. The CONTRACTOR will be fully responsible for any areas adversely affected by the performance of the work, and he/she will be fully

liable for maintaining the area and repairing any damages that were caused by the work.

4.6.8. The CONTRACTOR will have to enclose the entire working area to avoid the access of non authorized people, and will be responsible for any material or physical damage at the work site.

5. SUBCONTRACTS

5.1. The CONTRACTOR cannot subcontract any services that have been established in this contract without the written permission of the CONTRACTING OFFICER.

6. GENERAL ORIENTATION AND FISCALIZATION

6.1. The CONTRACTING OFFICER will supervise the execution of the services and has the right to indicate, if he/she wishes, a licensed engineer, as the CONTRACTING OFFICER representative, to inspect and follow the work.

7. WORK ORDERS

7.1. All ORDERS or COMMUNICATIONS from the CONTRACTING OFFICER to the CONTRACTOR, or vice-versa, must be done in writing, and only then can be implemented.

8. ADDINGS AND MODIFICATIONS

8.1. In the event of any unforeseen changes of services listed in the "STATEMENT OF WORK" or other project documents, the CONTRACTOR can only implement them after written authorization of the CONTRACTING OFFICER.

9. COMPLEMENTARY OBSERVATIONS

9.1. For implementing the services, the following must also be observed;

9.1.1. The local and U.S. construction codes and related laws.

9.1.2. The material specifications standards

10. THE PERIOD OF EXECUTION

10.1. For the conclusion of the services here listed it was foreseen a maximum period of 30 days, counting from the CONTRACTING OFFICER written "Notice to Proceed" letter.

10.2. The services will be performed from 07:00am to 5:00pm, Monday through Friday. The payment will be made after the completion of services and the completion statement issued by the CONTRACTING OFFICER.

10.3. A signed copy of this SOW must be returned attached to the final proposal, indicating the acceptance of the SOW and the terms listed here.

10.4. The prices must be presented in U.S. dollars and will be considered non adjustable for the period of execution of the services.

11. PROPOSAL

11.1. The proposals, in sealed envelopes, should be delivered to the Embassy of the United States of America in Lusaka, located at the corner of Independence Road and United Nations Road, addressed to Mr. Boniface Mwalusaka – Procurement Department, phone number 211357000.

11.2. The proposals must have a total cost of the services specified in item 1 of this document, including all the expenses related to the execution of the services.

12. VISITS

12.1. Visits by the bidders to the place of work are mandatory and must take place during the date and time scheduled. The CONTRACTING OFFICERS engineer responsible for the project must be contacted 72 hours prior to the bidders visit. Any questions should be presented in writing and should be delivered to the Embassy of the United States of America in Lusaka, located at the corner of Independence Road and United Nations Road, addressed to Mr. Boniface Mwalusaka – Procurement Department, phone number 211250955.

13. Name of Company: [Click here to enter text.](#)

Name of Contractors Representative: [Click here to enter text.](#)

Signature: _____

Date: _____

Name of Contracting Officer: [Click here to enter text.](#)

Signature: _____

Date: _____

Name of Contracting Officers Representative: [Click here to enter text.](#)

Signature: _____

Date: _____