

LETTER TO PROSPECTIVE OFFERORS

August 10, 2016

**US Embassy Helsinki
Itäinen Puistotie 14
00140 Helsinki, Finland**

Dear Prospective Offeror:

SUBJECT: Request for Quotes for replacing driveway gates and fences for real property owned by the U.S. Embassy Helsinki, Finland at Westend, Espoo.

The U.S. Embassy intends to award a firm-fixed contract based on proposals received based on the attached Scope of Work (SOW).

The pre-bid site visit is scheduled on August 25, 2016 at 13:00 (Helsinki Time). Participants will meet at Kuninkaanniemi 8, 02160 Espoo, and continue from there to Westendintie 34, 02160 Espoo. The purpose of this site visit will allow contractors the opportunity to review the work sites, determine what materials are needed, and develop a price proposal to complete the work outlined by the attached SOW.

The names of the interested participants for the site visit must be submitted no later than August 24, 2016 at/or before 10:00 (Helsinki Time) to kakelak@state.gov.

Your proposal, in English, must be submitted electronically by email with the subject line "Gate and Fence Project, Proposal Enclosed" to HelsinkiProcurement@state.gov no later than August 31, 2016 before 13:00 (Helsinki Time).

You may also elect to submit your proposal in hard copy marked for the attention of the "Monica E. Madrid - Contracting Officer –Gate and Fence Project, Proposal Enclosed", which may be delivered to the Embassy via mail. No proposal will be accepted after the cut-off date and time.

If you have any questions, please direct them to HelsinkiProcurement@state.gov. Questions must be submitted in writing in English at or before 14:00 (Helsinki Time) on August 29, 2016.

All bidders will be notified after the award.

Sincerely,



Monica E. Madrid, Contracting Officer

STATEMENT OF WORK
FOR
Replacement of Driveway
Gates and Fence

At
Westendintie 34 and
Kuninkaanniemi 8
Espoo

August 10, 2016

1.0 INTRODUCTION

1.1 Overview:

The U.S. Embassy Helsinki has a requirement for a contractor to perform driveway gate and fence projects. The work will consist of:

Project 1: Replace driveway gate and fence at Westendintie 34

- Remove and dispose existing driveway gate and fence, including sole casting
- The gate should include a manual lock.
- Power cable installation for the gate motor
- Install new sliding driveway gate (W:5000mm*, H:1700mm*) and pedestrian gate (W: 800mm*, H:1700mm*) including new sole casting
- Automation work (motor-, photocell and remote control installation)
- Six remote controls to be included
- Install 52 meters* of fence with new sole casting, fence height 1800mm*¹

Project 2: Replace driveway gates (2) at Kuninkaaniemi 8

- Remove and dispose of existing driveway gates and fence, including sole casting
- The gate should include a manual lock.
- Power cable installation for the gate motors
- Left side gate (street view): Install new sliding driveway gate (W:4000mm*, H:1130mm*), pedestrian gate (W: 1000mm*, H:1130mm*) fence (W:5600mm*, H:1200mm*) including new sole casting and four remote controls
- Right side gate (street view): Install new sliding driveway gate (W:3500mm*, H:1200mm*) including new sole casting and two remote controls
- Automation work (motor-, photocell and remote control installation)

General requirements:

- Removal and disposal of existing gate and fence structure in full.
- Color and material of new gates and fence: RAL 7016 or similar, material steel
- Contractor shall be responsible for protection of landscaping and existing construction as needed. Any damage shall be repaired to owner's satisfaction.
- All materials, supplies and labor as needed for a complete project.

¹ * All dimensions are estimated and approximate heights. The quoting contractor should confirm all sizes and material needed for this project.

1.2 The project locations are:

Westendintie 34 and Kuninkaaniemi 8
02160 Espoo

1.3 The Contracting Officer Representative (COR) shall be:

Michael Dilks, Facility Manager
Phone + 358 9 6162 5239
Cell + 358 40 648 4256
Email dilksmj@state.gov

1.4 All inspections will be requested through the COR.

2.0 GENERAL REQUIREMENTS

2.1 The Contractor shall provide a quantity of construction personnel, equipment, materials, tools and supervision as needed to complete the services and technical requirements in the Statement of Work (SOW). It is expected that the Contractor shall partner closely with Embassy personnel.

2.2 The Contractor shall designate and make available a representative to meet with the Contracting Officer's Representative (COR) weekly to discuss the Progress of the Project or other matters pertaining to the Project. The contractor shall follow up all telephone conversations affecting the scope of work with an email summary of the conversation sent to the COR.

2.3 All work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period.

2.4 Contractor shall perform work during normal business hours.

3.0 CONTRACT ADMINISTRATION

3.1 The Contractor shall NOT conduct any work that is beyond this Statement of Work unless directed in writing by the CO. Any work done by the Contractor beyond this SOW without direction from the Contracting Officer (CO) will be at the Contractor's own risk and at no cost to the U.S. government.

3.2 Neither payment, or approval, nor acceptance of Contractor's services under this contract by the Embassy 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.

- 3.3 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.
- 3.4 The COR, on behalf of the CO, has the authority to issue a temporary stop order during the execution of any particular phase of this SOW. This authority may be executed when the Embassy requires time for official functions or is in possession of specific credible information indicating that the lives of Embassy personnel are immediately threatened and that the execution of the project will increase the Embassy's vulnerability. The COR shall promptly notify the CO that work has been stopped. The Embassy may stop work on up to 10 occasions for full workdays during the project with 24 hours' notice to the Contractor. The Embassy shall fund work stoppage for mission critical operations beyond 10 days.
- 3.5 The CO has the right to terminate this contract for convenience at any Phase in whole, or from time to time, if the CO determines it is in the interest of the U.S. government.

4.0 RESPONSIBILITY OF THE CONTRACTOR

- 4.1 The Contractor shall prepare and maintain a Project Schedule to address the cost and schedule for the project. The Project Schedule is intended to document the entire project from beginning to end.
- 4.2 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.
- 4.3 The Contractor shall be and remain liable to the U.S. government in accordance with applicable U.S. law for all damages to the Embassy caused by the Contractor's negligent performance of any of the services furnished under this contract. The rights and remedies for the U.S. government provided for under this contract are in addition to any other rights and remedies provided by U.S. law.
- 4.4 The Contractor's senior representative shall be responsible for briefing COR on the status of the Work. The Contractor shall have all the means to communicate with on-site personnel using state-of-the-art technologies for the industry including, but not limited to, electronic mail, World Wide Web, digitizing equipment, wireless phone or other means.
- 4.5 The Contractor shall ensure that the overall program is executed smoothly, delivered on schedule, and within the project budget. The Contractor shall coordinate the efforts of all sub-contractors to ensure successful completion of this program within schedule and cost.
- 4.6 All unclassified drawings and unclassified documents must be returned to the COR at completion of the task order. In addition, all documentation produced for this project shall become the property of the U.S. government at the completion of the project.
- 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. The

Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.

5.0 CONSTRUCTION SERVICES

- 5.1 The Contractor shall survey the area where construction will take place and become thoroughly familiarized with the existing conditions and conditions that will affect the construction. The Contractor shall be responsible for all permit requirements, licensing requirements, and the quality and availability of materials, sub-contractors, and equipment that may be needed to execute the contract.
- 5.2 The Contractor shall inspect and evaluate all available drawings and specifications pertaining to the project. The Contractor shall field verify all dimensions for construction relevant to the project.
- 5.3 All materials and equipment incorporated into the project shall be brand new. The Contractor shall transport and safeguard all materials and equipment required for construction as instructed by the manufacturer's instructions. Materials and equipment needed for a complete installation shall be the responsibility of the Contractor.
- 5.4 The Contractor shall at all times keep the work area free from accumulation of waste materials. Upon completing construction, the Contractor shall remove all temporary facilities and leave the project site in a clean and orderly condition acceptable to Post. Any repair of damage caused as a result of this project will be the responsibility of the Contractor.
- 5.5 The Contractor shall maintain continuous usage of existing systems during construction.
- 5.6 Deliverables to Accompany Completion of Construction: The Contractor shall provide one copy of the following to the COR:
- A. Contractor & Manufacturer's Contact List. The Contractor shall provide a list containing contractor's & manufacturers' contact information for future repair and maintenance.
 - B. Maintenance Instructions. Provide two copies to Embassy.
 - C. Manufacturers' Warranty. Provide two copies to Embassy.
 - D. Two-year workmanship guarantee in writing covering all equipment, materials and labor in the event any workmanship or equipment items are found defective.

6.0 PROJECT SCHEDULE

- 6.1 The Contractor shall commence work under this contract promptly upon Notice to Proceed, execute the work diligently, and achieve final completion and acceptance of the project, including final cleanup of the premises, within the contract period specified.

6.2 Milestones:

- Pre-Bid Meeting at site August 25, 2016 at 13:00
- Bid Due Date August 31, 2016 before 13:00
- Provide Project Schedule September 09, 2016 before 17:00
- Completion of Project No later than November 15, 2016

6.3 Bids should be submitted in English and are due August 31, 2016 no later than 13:00 and should include a proposed design for these fences and gates. All bids to be submitted by email to helsinki@state.gov

6.4 **Notification of intent to attend pre-bid meeting must be submitted to Kimmo Kakela (kakelak@state.gov or tel. 050-3816504) more than 24 hours in advance for security clearances.**

7.0 **SECURITY CLEARANCES**

7.1 All people on site are required to have a security clearance from the Regional Security Officer (RSO) prior to being allowed on site. Because of this requirement, 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.

7.2 The contractor shall submit this information including vehicle requirements within 10 days of the Award of Contract.

8.0 **PAYMENTS**

8.1 The Contractor shall provide a fixed fee, lump sum proposal to the CO for the work.

8.2 The Contractor shall submit monthly 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 Payment terms are 30 days.

8.4 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 include the Contractor's Release of Claims Certificate and a one-year Workmanship Guarantee attached.

9.0 **SAFETY REQUIREMENTS**

9.1 The Contractor shall adhere to all applicable safety standards.

END OF STATEMENT OF WORK