SCOPE OF WORK

DATE: January 25, 2013

PROJECT: Annual Maintenance Contract for Ansul Wet-chemical Fire Suppression System

LOCATION: Chancery Kitchen, Kathmandu, Nepal

The Embassy of The Unites States, Maharajgunj, Kathmandu, Nepal, requests a proposal for the project as described below.

Project Description:

The United States Embassy in Kathmandu, Nepal has Ansul Wet-chemical fire suppression systems installed in the hood inside Chancery main kitchen. This system is connected to the central Fire Alarm Control System of the embassy building. Below is the detailed information on fire suppression system and its hood:

- Model: Ansul R-102 Wet-chemical fire suppression system (Automan, Regulated Release Mechanism)
- Cylinder: Ansul R102, 3 Gallon liquid agent restaurant fire suppression system (1 unit)
- Hood make: Halton (1 unit)
- Model No.: KVC

The purpose of this SOW is to secure the qualified labor required for successful completion of the following work at US Embassy, Kathmandu, Nepal. This work statement applies to fire suppression system and its components for service and maintenance once in a year for the period of five years from the date of commencement of the contract. Entire maintenance work should be completed in not more than two working days. Weekends will be preferred not to hamper normal kitchen work during regular working days.
This contract includes but is not limited to following scopes

a. Ansul R-102 Wet-chemical fire suppression system
   - Clean, inspect and test the fire suppression system and its liquid agent cylinder.
   - Obtain and review manufacturer's information for servicing, testing, and operating.
   - Clean and inspect the fusible links and connecting wires.
   - Replace fusible links annually or as necessary during the visit.

WORK STANDARDS

This Statement of Work requires the Contractor to furnish and provide Tyco authorized, factory trained and certified, or equally qualified personnel, and engineering support to assess, inspect, test, perform Preventive Maintenance, for Wet-chemical fire suppression system operation at U.S. Embassy, Kathmandu. The contractor shall furnish all tools and test equipment and properly supervise all site personnel who are trained and qualified to work this system. Additionally contractor personnel, as applicable, shall be factory trained and certified to perform work. In lieu of factory certifications, contractor personnel who possess prior experience with working on and operating these types of equipment. If the contractor desires to supplement factory certifications with hands on experience, the contractor shall submit with their proposal personnel qualification statements describing the type of work performed, equipment worked, duration of work, references and any additional training certificates, licensure, etc. that support the proposed personnel qualifications documentation. Minimum qualification experience time is two (2) years.

PRODUCTS USED

No replacement material is required under this work statement except the consumables like cleaning materials which has to be supplied by vendor. The contractor is responsible for supplying all preventive maintenance consumables required to carry out the contract and safety equipment to complete this SOW.

ENGINEERING ASSESSMENT & OTHER SITE REQUIRED WORK

Additionally, the contractor shall provide professional engineering services, assessments, inspections, and provide recommendations for any systems or equipment found to be defective, misapplied, incorrectly applied or installed, etc. or otherwise deemed a safety, functionality or reliability hazard. For any equipment or systems determined to be in a failed or unusable state, the contractor shall perform a root cause failure analysis to determine the latent failure root and assess the equipment for repair/replacement requirements. All work shall be completed in accordance with this statement of work, specific task/delivery order requirements and in
accordance with manufacturer instructions, to verify and validate the electrical usability, integrity and continued functionality of the fire suppression system. The contractor shall also perform all work utilizing Reliability Centered Maintenance techniques and process, including but not limited to predictive testing and inspection, power monitoring. During the course of this work the contractor should note any other known problems at Post that they either witness or are made aware of by embassy personnel.

COMMENCEMENT OF TRAVEL TO SITE AND WORK

Site visits, proposed visit dates, and itinerary routing shall be provided as a work plan in conjunction with cost proposal. The contractors work plan must indicate a full schedule and note the work days and travel days for site. The contractor shall under no circumstances incur any travel or other costs, or begins the travel to the site or work at site until a security clearance is verified by Regional Security office and a signed purchase order is issued. Once all needed material is onsite, visit dates will be coordinated between embassy personnel, contract COR and the contractor. It usually takes 2 weeks for testing equipments to arrive at Kathmandu, if it is sent via commercial courier (FedEX etc) which are necessary to perform the annual maintenance contract. The contractor will be asked to furnish the COR the traveling technicians flight itinerary and security information. Approval of travel has and will continue to be approved on a basis in writing by the CO, contingent on the following:

• Contractor personnel are required to report for work the same or next business day after completing travel (both outbound and inbound);

SERVICE INTERRUPTIONS

The contractor shall plan, coordinate, and schedule all site work with the Facility Manager. Where fire protection, detection, or evacuation alarms are affected, advance written approval of the Facility Manager shall be obtained. The implementation plan should be focused on minimizing any interruptions.

DEFECTIVE EQUIPMENT

For any failed, unusable or inoperable equipment, the contractor shall perform an equipment failure investigation and root cause failure analysis to determine latent root failure causes to identify and document the failure, resultant damages and to provide information and data to avoid future failure occurrences and to develop a statement of work to repair/replace defective equipment components and/or replace the equipment in its entirety.

SITE RESTORATION
The contractor shall ensure that all facilities receiving this work shall be left in a condition acceptable to the Facility Manager and COR.

**DISPOSAL OF MATERIALS REMOVED**

The embassy shall be responsible for the disposal of all trash created while performing this work statement. The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site, and shall ensure that all items removed through this work are disposed of properly.

**TRAINING**

The contractor shall train one or more embassy representatives in the proper operation and maintenance of the Wet-chemical fire suppression system. Training shall be given until the representatives have an adequate comfort level with the unit’s operation and maintenance, not to exceed 3 hours.

**SAFETY**

Safety is the highest priority on this and all OBO/CFSM/FM projects. The contractor shall direct all of those under his charge to work safely. Regular safety meetings shall be held among on-site contractor personnel, and safety concerns shall be brought to the attention of the Post Safety and Health Officer (POSHO) and the COR.

**REQUIREMENTS AND DELIVERABLES**

The contractor shall provide one copy of a typed summary report within 30 days of site work statement completion. The report must be written in the English language. The report can be either hard copy or delivered electronically. Report to be delivered to the post’s Facility Manager. Required deliverables are as follows:

- Narrative summary site report to include all findings, repairs or corrective measures, completed inspection and testing checklists.
- Completed testing and inspection form for Wet-chemical Fire Suppression System.
- List of spare parts that Post need to purchase for second visit.

All final project closeout documentation and final invoice shall be submitted 30 days following completion of the Post visit.
SECURITY REQUIREMENTS

Personnel proposed for the site work should submit a Biographic Information Form (provided below) after the contract is awarded. Vendor’s representative will be escorted upon entry at site.

PROJECT COSTS AND TRAVEL

Vendor are requested to quote on lump sum basic for the entire work that will cover all their expenses to perform this contract that should include air tickets, per diem, lodging & meal expenses, local transportation to and from site to hotel, shipping (for test equipments), labor, shipping as minimum and any other associated logistical cost.

PROJECT COMMENCEMENT

The contractor shall provide a travel schedule detailing number of days at site, travel days and full itinerary routing as a work plan in conjunction with cost proposal.

POINTS OF CONTACT

Post Contracting Officer and Contracting Officer’s Representative.

End SOW
BIOGRAPHIC INFORMATION FOR SECURITY INVESTIGATION
REGIONAL SECURITY OFFICE
US EMBASSY, KATHMANDU

1. NAME IN FULL: ____________________________________________________________
   LAST, FIRST MIDDLE

2. NAME AT BIRTH, IF DIFFERENT FROM ABOVE:
   ____________________________________________________________

3. DATE OF BIRTH: __________  __________  __________
   MONTH  DAY  YEAR  PLACE OF BIRTH

4. CITIZENSHIP: ________________  ________________  ________________
   PLACE  DATE OF ISSUE  CITIZENSHIP NO

5. __________  __________  __________  ________________  ________________
   SEX  HEIGHT  WEIGHT  COLOR OF EYES  COLOR OF HAIR

6. PERMANENT ADDRESS: ______________________________________________________
   TEL. ____________________________
   ______________________________________________________

7. PRESENT ADDRESS: ______________________________________________________
   ______________________________________________________
   TEL. ____________________________
   MOBILE.
8. CURRENT EMPLOYED OFFICE: __________________________________________________________

ADDRESS: _______________________________________________________________________

SUPERVISOR NAME: __________________________ CONTACT NO. ______________________

FROM: _____________________ TO: __________________________

9. FAMILY INFORMATION

<table>
<thead>
<tr>
<th>PRESENT ADDRESS</th>
<th>DATE OF BIRTH</th>
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<tbody>
<tr>
<td>(a) FATHER’S NAME: ___________________</td>
<td>____________</td>
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<tr>
<td>(b) MOTHER’S NAME: ___________________</td>
<td>____________</td>
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<tr>
<td>(c) NAME OF SPOUSE: ___________________</td>
<td>____________</td>
</tr>
<tr>
<td>(d) CHILDREN: _________________________</td>
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10. Have you ever been detained or arrested by any police or government authority: yes ( ) no ( )

Explain here:
_________________________________________________________________________________
_________________________________________________________________________________

11. Have you ever used illegal drugs: yes ( ) no ( )
12. Are you affiliated with any political parties or groups: yes ( )  no ( )

13. Is all the details/information above in this form true and correct: yes ( )  no ( )

Comments: ........................................................................................................................................................................

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Supervisor Signature                             Signature

Date:                                           Date: