

Statement of Work
REPLACEMENT OF TOILET FIXTURES WITH TOUCHLESS ONES

1. BACKGROUND

The Centers for Disease Control and Prevention (CDC) office requires a Company which will supply and install new touchless toilet fixtures. Provide labor to remove the existing toilets, urinals, exhaust fans, shower room and basins including tops and installing new ones. The company shall provide a detailed quotation for the work, after visiting the office premises.

2. PERIOD OF PERFORMANCE

CDC would like to initiate the task as soon as possible. The duration of the project shall not be more than 35 working days.

3. POINT OF CONTACT

CDC Administrative Manager

4. TYPE OF SERVICE

CDC would like the company to provide only labor to remove existing parts and fixing of new ones. All the new items shall be touchless ones and provided by the vendor.

5. SCOPE OF WORK

The vendor to perform the following: -

- Remove all existing toilets (12 units) and replace with new ones of different functionality.
- Remove all shut-up sprayers (8 pieces) and install new ones.
- Remove all hand-wash basins, pillar tapes including countertop and install new ones.
- Remove and replace all plumbing accessories i.e. flexibles, angle valves etc.
- Remove all floor-traps which are of 4ways and replace with new ones (six pieces).
- Inspect and clean up the drainage system. Remove all the existing urinals (4 pieces) and install new ones.
- Change the PPR Pressure Pipe in order to increase the pressure to the urinal tabs and toilets.
- Seal all leakages on the pipes.
- Change all broken PPR items e.g. gate valves, etc.
- Inspect all piping system and improve water pressure.
- Remove the existing shower-rose and install new one provided by client.
- Remove old exhaust fans and install new ones.

Replacement of toilet fixtures with touchless ones to improve health safety for CDC staff.

6. PAYMENT TERMS

Payment will be effected once an invoice has been submitted to the Embassy and confirmation of receiving the service has been given by the Admin Manager.

The vendor will need to attach the following for payment process: -

- Certified copy of the Job Card
- Tax invoice
- Purchase Order

7. MINIMUM QUALIFICATIONS

Construction Company/Plumbing Specialized Company registered by CRB.

8. CONDITIONS OF CONTRACT

8.1 General

This is a firm fixed price turnkey project and amount quoted shall include all work described in the scope of work and the general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account.

The Contractor shall restore all surfaces disturbed by the work to match with existing surfaces. Any deviation from the original contract/scope of work shall be reported to the Contracting Officer Representative (COR) before work begins, and approved by the Contracting Officer (CO). No additional work or changes will be carried out without a contract modification and prior approval.

8.2 Responsibilities of the Contractor

8.2.1 The Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and equipment etc., required for completion of the work in all aspects and as per the scope of work.

8.2.2 All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the Contractor against various items of schedule of rates and no separate payment of such expenses shall be considered or granted.

8.2.3 The Contractor shall employ and provide one full time civil engineer to supervise the project. The assigned engineer should have proven prior experience of carrying out such type of work.

8.2.4 The Contractor shall not proceed with the next scheduled activity until the previous activity has been checked and approved by the COR. The Contractor shall note all inspection dates in the schedule chart.

8.2.5 The Contractor shall keep the site clean and accessible to Embassy employee at all times.

8.2.6 All required permits to execute the project shall be the sole responsibility of the Contractor.

8.3 Specifications

Work under this contract shall be carried out strictly in accordance with the specifications attached and will meet U.S. and Local codes.

8.4 Execution of Work

The Contractor is advised to review the material specifications and the scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions and to understand the exact quantity and quality of work

Within 3 working days of Contract Award, the Contractor shall submit the following items via email:

- a. Bar chart for review and approval by the COR. All dates and time schedules agreed upon shall be strictly adhered to. The Contractor shall notify the COR in advance regarding anticipated problems or delays throughout the project, or any deviation of the schedule.
- b. Weekly schedule/activity plan for the coming week for the duration of the project *prior to the start date*.
3. For dismantling/blocking or making connection to any existing services or any shut-down, Contractor shall inform the COR at least 3 (three) working days in advance and proceed with the work only after approval from the COR.

9.0 Materials

- i. All materials used on this work shall be new and conforming to the contract specifications as per US and local codes.

- ii. Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalogues for pre-approval.
- iii. All materials used on the project shall be approved by the Contracting Officer Representative (COR) before use. Any changes/substitutes on material shall be approved by COR before proceeding.
- iv. All materials shall be stored in a proper manner and protected from natural elements so as to avoid contamination, damage, or deterioration.

10.0 Site Clearance and Cleanup

- i. The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from the premises daily, maintaining a neat site condition.
- ii. Upon project completion, the Contractor shall remove all surplus materials and leave the site in a broom clean condition.

11.0 Workmanship

Workers working on the site shall be skilled in their job and have relevant job experience.

12.0 Safety procedures

I. Scope and Application

Contractor must meet with POSHO or representative before each phase of work begins to discuss safety concerns and agree upon appropriate PPE, methodology, and risk mitigation plans.

Contractor shall acknowledge POSHO authority to specify methods and safety equipment, and monitor the work until complete, approved, and shut down.

This document applies to all Contractors and sub-Contractors working at or on American Embassy property owned or leased as specified in the scope of work. While working on U.S. Government projects the Contractor or sub-Contractor are responsible for maintaining an agreed upon and approved level of safety for the workers and the public.

II. This basic requirement is as follows:

1. Proper Protective Equipment will be worn by workers while in any work area or while performing tasks that create hazards for workers. The requirements listed below are minimum requirements and may be supplemented or added to by the POSHO.

a. Safety glasses will be worn while performing the following

i. Drilling

ii. Chiseling, chipping

iii. Wood working, metal working

b. Hearing protection will be provided for all those who operate loud power tools and equipment. i. Hard hats will be worn in areas where falling objects are a hazard.

c. Gloves will be worn for cleanup and removal of work area waste and materials. i. Proper footwear will be worn by all workers, including safety shoes.

d. Electrical issues i.e All power cords and power taps will be wired appropriately, leaving no exposed wires that are live or could come in contact with staff or other personnel.

ii. While working on electrical systems proper lockout/tag-out procedures will be followed, and the circuit being worked on will be de-energized (turned off at the main breaker).

iii. Power cords and temporary power will be GFCI protected and shall not be placed in areas that are prone to flooding or are wet, (i.e. running through puddles on the floor).

iv. Equipment will be plugged into a standard GFCI-protected receptacle and not wired directly into power taps.

e. Waste cleanup and removal i. All excess or waste materials will be removed from the site at the close of each work day. Debris will be removed to include food bags and containers. Staging of materials shall be in an agreed upon location.

f. Safety meetings shall occur at least once a week with at least one Embassy staff member present, unless otherwise approved.

13.0 NOTICE OF DELAY

In the event the Contractor receives a notice of any change in the work, or if any other conditions arise which are likely to cause or are actually causing delays which the Contractor believes may result in

completion of the project after the completion date, the Contractor shall notify the Contracting Officer of the effect, if any, of such change or other conditions upon the approved schedule, and shall state in what respects, if any, the relevant schedule or the completion date should be revised. Such notice shall be given promptly and not more than two (2) days following the first occurrence of event giving rise to the delay or prospective delay. Revisions to the approved time schedule shall only be made with the approval of the Contracting Officer.

14.0 LIQUIDATED DAMAGES - CONSTRUCTION (APR 1984)

If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay to the Government as liquidated damages, the sum of one percent (1%) for each calendar day of delay.

15.0 EXECUSABLE DELAY

The Contractor will be allowed time, not money, for excusable delays as defined in FAR 52.249-10, Default. Examples of such cases include (1) acts of God or of the public enemy, (2) acts of the United States Government in either its sovereign or contractual capacity, (3) acts of the government of the host country in its sovereign capacity, (4) acts of another contractor in the performance of a contract with the Government, (5) fires, (6) floods, (7) epidemics, (8) quarantine restrictions, (9) strikes, (10) freight embargoes, (11) delays in delivery of Government furnished equipment and (12) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor, and the failure to perform furthermore (1) must be one that the Contractor could not have reasonably anticipated and taken adequate measures to protect against, (2) cannot be overcome by reasonable efforts to reschedule the work, and (3) directly and materially affects the date of final completion of the project.

16.0 WARRANTY

The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of one year from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the Contractor at his expenses.