

Embassy of the United States of America
Khartoum, Sudan

January 26, 2021

Dear Prospective Vendors,

Subject: UPDATE Request for Quotation NO: 19SU4021Q0004

The US Embassy Khartoum would like to call for qualified contractors/vendors for **NOB & NOX Carpets' Replacement**, you are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

- 1- Standard Form SF-1449
- 2- Basic information, statement of work or specifications and technical qualifications.

The Embassy plans to award this project to responsible company submitting lowest price technically acceptable. We intend to award this project based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. You are encouraged to make your quotation competitive.

You are also cautioned against any collusion with other potential offerors regarding price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

A site visit will be held February 02, 2021 at 10:00. Prospective bidders should contact **Aisha Suliman** at Sulimanaa@state.gov OR on phone number +249-1-870-22562 no later than January 31, 2021 at 14:30 for additional information and to arrange entry to the property.

Please read the RFQ carefully, and if you are interested Return the completed SF-1449 to:

The U.S. Embassy
Procurement Section / GSO
P.O. Box 669,
Kilo 10, Soba

Oral quotations will not be accepted.

quotation due date February 04, 2021.

Sincerely,

Sau Ching

Contracting Officer

STATEMENT OF WORK
NOB & NOX Carpets' Replacement
NEC- OBO # 10000
US EMBASSY KHARTOUM

1. Statement of Work:

The contractor shall provide all personnel, equipment, tools, material supervision and other items necessary to install carpet tiles, as defined in the Statement of Work at US Embassy Khartoum.

2. General:

The purpose of this statement of work is to define the requirements for the planning, and replacement of around **(four thousand) 4000** square meters of floor coverings in the NOB, NOX Buildings at US Embassy Khartoum at Soba neighborhood. The U.S. Embassy request to include 10% additional installation work. The contractor shall install carpet tiles, which involves cutting, transporting, and proper installation in accordance with instructions. The term "floor coverings" shall be used as a generic term throughout the statement of work in lieu of "carpet tiles". This specific word shall only be used when discussing a specific type of floor covering. The intent of this service is to remove/cure substances generated under the carpet tiles and install the new carpet provided by the U.S. Embassy. All work shall be executed in accordance with the project SOW, associated contract documents and be compliant with all applicable safety, equipment and building codes and standards.

3. GENERAL CONDITIONS

3.1 Fixed-Price Proposal. The Contractor shall provide one fixed-priced Proposal per each square meter that includes every aspect of the Work. The quotation shall include total price based on the unit square meter price plus 10% additional installation work.

3.2 Specifications. The Work shall be governed by the International Construction code and this Statement of Work. The Contractor is responsible for compliance with all US Building Codes; Work not in compliance with the Codes shall be deemed to be unacceptable.

3.3 Execution. The Work shall be executed in a diligent and workmanlike manner in accordance with the fixed price, this Statement of Work, the Project Schedule, International and local Building Codes, where applicable.

3.4 Work Hours. The replacement of the carpets must occur during the weekends, holidays or after normal business. It is because of the large number of people working in the building during the weekdays. UNLESS approved in advance by the Contracting Officer. Any modification in the schedule shall not incur any additional costs on the USG.

3.5 Safety. The Contractor shall be responsible for conducting the work in a manner that ensures the safety of employees and visitors to the US Embassy and the Contractor's employees. All employees must use adequate PPE (Personal Protection Equipment).

3.6 Workforce. The contractor shall provide all supervision, skilled and unskilled labor needed to perform the work.

3.7 Subcontractors. Contractor shall be responsible for the conduct and workmanship of Subcontractors engaged in the Project, and for Subcontractors compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors.

3.8 Modification to Contract. The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise in writing by the Contracting Officer. Any work performed by the Contractor beyond this SOW without written direction from the Contracting Officer will be at the Contractor's own risk and at no cost to the Embassy.

3.9 Stop Work. At any time during the Project, the Contracting Officer reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion. Any stoppage of work for any reason at any time shall not incur any additional costs on the embassy side.

3.10 Housekeeping. The contractor is responsible to clean up daily after working hours.

3.11 Tobacco Policy: The contractor shall ensure that all contractor employees do not use tobacco products within 16 meters near any building entrance, any base facility, around fuel tanks and generators, within any clearly marked "No Smoking" areas.

3.12 Safety and Accident Reporting: The contractor shall be responsible for all base, local, state and U.S. Federal occupational safety requirements. The contractor shall ensure that all installations of floor coverings are always conducted safely. The contractor shall ensure that all contractor employees are issued and properly use all required safety protection equipment. The contractor shall use mechanically sound and safe vehicles and equipment in the performance of services under this contract. The contractor shall take necessary corrective actions if the contractor's employees are conducting operations in an unsafe manner. Additionally, the contractor and contractor's personnel shall be knowledgeable of and comply with all other base incident-reporting procedures.

4. ASSUMPTIONS AND CRITERIA

4.1 The contractor is responsible to field measure and to quantify the required materials to complete the job.

4.2 The contractor is responsible for the repair of all damage to furniture during the installations of the carpet replacement process.

4.3 Measuring: The contractor shall be responsible to confirm all the measure requested installation areas. It is incumbent upon the contractor to accurately measure each proposed installation site before the bidding process. The contractor needs to clear/confirm any doubt for the surface.

5. Statement of work

5.1 Moving of Office Furniture and Office Equipment: The contractor shall relocate/move all office furniture including systems furniture, equipment, and associated office items from the installation area. The contractor is responsible to relocate these items back to their original locations after the completion of the floor coverings installation. Office equipment that is hard wired, classified, or requires a service technician shall be moved and reinstalled by the government. The moving of systems furniture shall be the contractor's responsibility. The contractor is responsible to repair, replace or reimburse for any damages associated with the moving of office furniture and equipment.

5.2 Remove the old carpet out of the Building to dumpsters provided by the contractor.

The contractor shall remove all existing floor coverings, tack-less or cemented, from the work area. When required, the contractor may use electric powered equipment during the removal process. The contractor is responsible to remove all discarded floor coverings in accordance with all local, state, and federal laws and regulations. The contractor is required to notify the Contracting Officer (CO) of suspected hazardous materials immediately.

5.3 Substrate Preparation: Scrape and remove the old glue left by the old carpet.

The contractor shall inspect and repair all floor surfaces that require new floor coverings. The contractor shall repair all holes, cracks, depressions, rough areas, etc. to provide a smooth professional quality surface using materials recommended by the floor covering manufacturer. The contractor shall remove all existing grease, dirt, wax or any other foreign matter on existing floor surfaces that will prevent bonding of adhesive to floor substrate. Floor ridges shall be grinded level as necessary. The contractor shall clean the surface using a solution of 90% of water and 10% of bleach, assuring any vestiges of mold are removed. Broom and vacuum the surface in preparation to install the new carpet. The contractor shall strictly adhere to the manufacturer's instructions for conditioning adhesives and floor temperatures prior to, during, and after installation. Let the surface dry until the following day.

5.4 Floor Coverings Installation: Apply the glue and install the new carpet. Cut and fit the carpet tiles to butt tightly to vertical surfaces, permanent fixtures and built in furniture including cabinets. All floor coverings shall be installed in the colors, patterns, textures, and other manners indicated on the work request or a drawing. In the absence of drawings, installation shall be in accordance with the instructions. Floor coverings shall be cemented directly to the prepared floor in accordance with the manufacturer's recommended adhesive or equal. All seams shall be uniform, unnoticeable, and permanent using the manufacturer's recommended seam adhesive or equal. The seams shall be joined with adhesives using the compression seam method or manufacturer's recommendations / specifications. The seams shall be in such a manner as to provide maximum seam protection, serviceability and appearance. The seams shall be able to withstand conventional cleaning methods. The ends of the seams shall be formed in a straight line with no staggering effect. All floor coverings seams shall have a matching pattern finish with respect to direction and product pattern design. Care shall be taken to properly match dye or bulk lot production runs resulting in a uniform and continuous appearance.

5.5 Clean any vestiges removing any excess of adhesive of the carpet using the cleaner recommended by the carpet tile manufacturer. The contractor shall remove all debris, scraps and other foreign matter off of the newly installed floor coverings. The contractor shall clean (vacuum or wet mop) the newly installed floor covering surfaces prior to returning any furniture to its original location. The contractor shall properly dispose of all debris in accordance with local, state, and Federal laws and regulations. The contractor shall remove any soiled spots or adhesive from the cove base and adjoining surfaces, including wall surfaces, with appropriate spot remover. The contractor shall trim any protruding face yard from carpet surfaces.

6. Items to be supplied by the Embassy

6.1 The Embassy will provide the carpet tile and the carpet tile adhesive. For additional information see the link below:

http://www.tandus-centiva.com/global/us/product-catalog/flooring/pietra_03101.html

http://www.armstrong.com/commflooringna/product_details_toolbox_magnify.jsp?item_id=47120#

<https://www.patcraft.com/app/ProductSpec/Show/I0119/00205>

<https://www.lfishman.com/buy/product/shaw-5100/46231>

6.2 The Contractor shall install the items that will be furnished by the Embassy, which are listed below:
Floor cleaning solution and other material that needs to complete the work

7. Project Schedule- Authorized Holidays

7.1 In addition to the weekends, the Embassy will observe other holidays during calendar year. Upon selection, Embassy Holiday list shall be submitted to the contractor.

7.2 The contract shall submit a tentative work schedule to be approved by the COR. The contractor shall revise/ adjust regularly as needed.

8. Responsibilities and Project Management

8.1. COR. A Contracting Officers Representative (COR) from the Facility Management, FM, will be assigned to ensure quality assurance goals are met. The Contractor shall always provide the COR access to the site.

8.2 Point of Contact. The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to elevator or utility services; and all other important information pertaining to the Project .

8.3 Management Personnel. The Contractor shall staff the site, full-time, with a competent senior manager who shall perform project management. Remote project management is not an option.

8.4 Health and Safety. The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. Based on hazard assessments, Contractors shall provide or afford each affected employee personal protective equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. If the workers arrive on-site with sandals or athletic shoes, the Contractor is expected to provide rubber boots to them or send them home. Other PPE such as gloves, dust masks, air respirators (sewage work) are also recommended. These items must be provided at the Contractor's expense. Workers may use discretion if they feel unsafe in using the equipment in a hostile environment.