GENERAL REQUIREMENTS

US EMBASSY MALABO

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For

Pergola Repairs

APRIL 2022
The Project is described as “Pergola Repairs.” The Contractor shall furnish all necessary design, schedule, materials, labor, transportation, equipment, investigation, and supervision.

BACKGROUND

The community pool's pergola has sustained weather damage over the years and will require repairs to restore the structure to like-new condition. In addition to the pergola, there are four wooden French doors that need to be rebuilt.

SOLUTION

Replace rotten old wood on the pergola. Restore wood that do not require replacement. Rebuild four wooden French doors. All wood must to be pressure treated and stained.

1. COR:

A Contracting Officer’s Representative (COR) will be assigned to ensure quality assurance goals are met. 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 the property accessibility, and all other important information pertaining to the Project.

2. Fixed-Price Proposal:

The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work. The Contractor will measure and verify quantities needed to complete this Project prior to bid submission.

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 US Embassy.

3. Design Criteria:

The Work shall be governed by drawings attached and these General Requirements.

The Contracting Officer’s Representative shall provide approval for all materials and equipment prior to their use.

4. Execution:

The Work shall be executed in a diligent and workmanlike manner in accordance with the negotiated fixed price, this Scope of Work, the Project Schedule.
The Contractor is responsible for preventing any damage to surrounding properties arising from the Contractor's work performance.

5. Work Hours:

The contractor may work up to 5 days a week between the hours of 8:00 AM and 5:00 PM. With the exception of local and U.S. holidays.

6. Safety:

The Contractor shall be responsible for conducting the work in a manner that ensures the safety of all persons at the US Embassy. Safety standards must meet current EM 385 US Corps of Engineers Safety and Health Requirements Manual requirements available online.

Contractors shall provide each employee with personal protective equipment (PPE) to protect the employee from hazards.

The contractor shall have at least one safety monitor / traffic flagman to keep pedestrians out of the work area as needed. Install barricades to delineate the project area.

7. Workforce:

The Contractor shall be responsible for planning, monitoring, coordinating, and controlling the works. The Contractor will provide their employees with clean and complete uniforms.

8. Accommodations:

The Contractor shall utilize toilets on the US Embassy Compound. The Contractor shall also provide drinking water dispensers and maintain a supply of disposable paper cups at each dispenser.

9. Housekeeping:

The Contractor is responsible for cleaning up daily. The Contractor is responsible for disposing of all dirt, concrete, stone, and construction debris outside of the property before the close of business each day.

10. Site Security:

The contractor shall comply with US Embassy security policy.

The Contractor shall prepare a list of all the names of personnel working for the Contractor and any subcontractors, with national ID numbers, and submit the list to the Facility Manager for vetting of employees by the RSO at least 30 days prior to commencement of work.

11. Coordination meetings:
The COR shall conduct an initial construction conference near the date of Notification to Proceed. Agenda items shall include a review of the general plans, conditions, procedures, and requirements as necessary for the effective scheduling and prosecution of the construction work. Further, all parties shall review security and material delivery requirements and personnel assigned.

12. Defects in Work:

Where the Contractor has defects in the works, the Contractor shall provide corrective actions. The corrective action shall be acceptable to the COR. This does not provide a basis for a claim for Contract Modification/Additional Compensation, or extension of Contract Time.

13. Work execution:

Coordinate all phases and aspects of the works carefully to achieve intended results. Upon completion of the work, return all disturbed areas to original conditions.

14. General Submittals:

The Contractor shall prepare and implement an Activity Hazard Analysis (AHA) prior to the start of work for COR approval.

The Contractor is responsible for submitting a schedule of the work in the form of a bar chart for COR approval.

The contractor shall provide product data for every portion of the project for COR approval.

15. Services and Deliverables

- Replace the pergola’s rotten wood with dry teak (teka) wood.
- Restore pergola’s wood that is in good condition.
- Rebuilt four wooden French doors with pressure treated wood.
- Apply water base sealer for all wood faces to protect it from sun and rain.
- All materials will be provided by the contractor.
- Provide a 5-year warranty following completion and acceptance by the COR.

A site visit has been scheduled for May 12, 2022, by 9:30am, interested firms should send their representative information (employee full name, nationality, company, phone number) to MalaboP@state.gov
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