

GENERAL REQUIREMENTS



US EMBASSY MALABO

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For

Tennis Court Resurfacing

SEPTEMBER 2021

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The project is described as “**Tennis Court Resurfacing**”. The Contractor shall furnish all necessary design, schedule, materials, labor, transportation, equipment, investigation and supervision.

BACKGROUND

The Tennis Court surface from construction is disintegrating leaving large areas of erosion and mold, making it unusable.

SOLUTION

Install new Tennis Court surface and net per these General Requirements and construction drawings in this document.

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. 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 performance of the work.

GENERAL REQUIREMENTS

5. Work Hours:

The contractor may work up to 7 days a week between the hours of 8:00 AM and 5:00 PM.

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 personal protective equipment (PPE) that will 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 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 supply of disposable paper cups at each dispenser.

9. Housekeeping:

The contractor is responsible to clean up daily. The contractor is responsible to dispose 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 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 shall be necessary for the effective scheduling and prosecution of the construction work. Further, all parties shall review security and material delivery requirements, and personnel assigned.

GENERAL REQUIREMENTS

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 area 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 to submit 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

- Provide removal of existing tennis court surface and cleaning.
- Repair of damaged areas and cracks where necessary and restoring to the same level. There shall be no areas of water pooling on playing surface.
- Provide application of resurfacing material and paint court and lines per drawings provided.
- Provide line painting for Basketball Goal areas per below illustration.
- Provide a new Tennis Court net
- Provide a 5-year warranty following completion and acceptance by the COR.

A site visit has been scheduled for November 15, 2021, by 9:30am, interested firms should send their representative information (employee full name, company, phone number) to MalaboP@state.gov

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