



U.S. Consulate General  
Karachi, Pakistan  
Date: March 12, 2020

To: Offeror Page 1 of 15

Request Number: **PR9063079**  
From: Procurement & Contracting Department  
U.S. Consulate General  
Plot No- 3, 4, 5, New TPX, Area  
Mai Kolachi Road  
Karachi, Pakistan.  
E-mail: [KRCProcurementContracting@state.gov](mailto:KRCProcurementContracting@state.gov)  
POC: **Ali M Qureshi** Phone: 92-21-35275000

**RFQ - PR9063079-19Pk4020-Q-5038-KHI-FM-Cleaning/Washing for Lift Stations NCC Sp**

The U.S. Consulate Karachi requires following items for **KHI-FMM**, section and requests your participation in quoting for the said services Please provide us cost of the following services to **U.S. Consulate General Plot number 3, 4, 5- New TPX Area, Mai Kolachi Road, Karachi.**

**Item Description:**

S/No	Desperation	Qty	Price	Amount
1-	<b>Local contractor services require on monthly basis for cleaning/washing of all 06 Lift Stations at NCC &amp; 05 Main Holes at Frere Compound.</b>	12	Month	

Site visit will be held on **March 18, 2020 at 11:00 A.M**  
Please e-mail name and CNIC at [KRCProcurementContracting@state.gov](mailto:KRCProcurementContracting@state.gov) before **1400hrs March 16, 2020.**  
Quotations are due by **March 24, 2020 latest by 1500 hrs PST.**

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U.S. CONSULATE GENERAL, KARACHI.



**US CONSULATE KARACHI, PAKISTAN**

**STATEMENT OF WORK**

**For**

**Lift Stations & Main Holes Cleaning at NCC & Frere Compound**

***MARCH 2020***

**RFQ -PR9063079-19PK4020-Q-5038- KHI-FM: Cleaning/Washing for Lift Stations NCC  
Sp.**

SENSITIVE BUT UNCLASSIFIED



## GENERAL REQUIREMENTS

The project is described as “**Lift Stations & Main Holes Cleaning at NCC & Frere Compound**”. The Contractor shall complete all work including furnishing all necessary, skilled labor, transportation, materials and supervision. All work will be performed within firm fixed price and within the time specified.

### BACKGROUND

US Consul General Karachi require to clean lift stations and septic tanks at NCC.

### SOLUTION

US Consul General Karachi require to clean lift stations and septic tanks at NCC.

### GENERAL CONDITIONS

CO: Contracting Officer

COR: Contracting Officer’s Representative

FM: Facility Manager

RSO: Regional Security Officer

POSHO: Post Occupational Safety and Health Officer

APOSHO: Assistant Post Occupational Safety and Health Officer

#### 1. COR:

A Contracting Officer’s Representative will be assigned to ensure quality assurance goals are met.

#### 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 be measure and verify quantities needed to complete this project prior to bid submission.

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## GENERAL REQUIREMENTS

### 3. Services and Deliverables

Provide the following services and deliverables:

- Direct the scope of the field investigation to validate existing conditions.
  - Provide for COR technical review and comment.
  - Address all COR comments from the prior submittal.
  - Provide Job Hazard Analysis
- 10 days after award, provide a work schedule to the COR for review and approval.
- Contractor is responsible to provide PPEs to their staff including Hard Hats, Safety Googles, Gloves, Ear Plugs, Face shields, and other related PPE identified in Job Hazard Analysis by A/POSHO.
- Complete in all respect as per the following specification.
  - 1- Make sure all tools and safety gears should carry by the vendor's team.
  - 2- Make sure safely movement of vendor's vehicle, surrounding area of lift stations and tanks.
  - 3- Before doing inside the lift stations and septic tanks, you must open pit's covers for 01 hours.
  - 4- You must need to check Oxygen level at the bottom of pits, there should not below 20 % O2 level. If found below desire level of Oxygen, then you should wait until maintained above level.
  - 5- Make sure positive fresh air flow inside lift station.
  - 6- Make sure availability of escort for vendor's workers.
  - 7- Make sure safety of consulate assets, when vehicle moving to any lift station or main holes.
  - 8- Make sure housekeeping strictly after finishing the work.
  - 9- Make sure there should not any leakage of vendor's carriers like, vehicle, drums and other similar stuff.

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## GENERAL REQUIREMENTS

- 10- Make sure vendor's team members those will be doing inside the pit, they must be wearing safety mask and minimum one person will watch them continue until complete the job.
- 11- Make sure while doing cleaning/washing work, there must electrical switch/breaker off position.
- 12- In case of using temporary receptacle inside the confide space, you must be use receptacle with GFCI (Ground Fault Circuit Interrupter) device.
- 13- Before going down inside the any lift station you must use safety harness.
- 14- Garbage/Mud will be disposed by the vendor safely.
- 15- Vendor's team will bring all job relevant tools, vehicles & other stuff.

### 4. Design Criteria:

The Work shall be governed by referenced standards and contained within this Scope of Work.

Notify the COR in the event of conflicting design criteria. In general, the more stringent criteria shall be applied, subject to COR approval.

The Contractor is responsible for compliance with all design criteria; Work not in compliance shall be deemed unacceptable.

The Contracting Officer's Representative shall inspect and approve or reject all materials and equipment prior to their use.

### 5. Execution:

The Work shall be executed in a diligent and workman like manner in accordance with the negotiated fixed price, this Scope of Work, the Project Schedule.

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## GENERAL REQUIREMENTS

When pursuing the work, the contractor is to take extra care as not to damage existing structures. The Contractor is responsible for preventing any damage to surrounding properties arising from the Contractors performance of the work.

Contractor shall be responsible for repairing any damage to adjacent properties as a result of its activities on the Project Site. If the damage is not repairable, the cost will be calculated by the Facility Manager and deducted from the payment of the final invoice.

### 6. Work Hours:

The contractor shall work 6 days a week between the hours of 8:00 AM and 5:00 PM.  Designated labors must be at US Consulate compound at 0800hrs

- a. Must carry original NICs
- b. Contractors to check-in for clearance at US Consulate Karachi at 0800hrs (8am) and then commence work each day until the project reaches final completion.
- c. Break Hour for Friday – 1200-1400hrs
- d. Break Hour for Monday to Thursday – 1200-1300hrs

If any aspect of this work is deemed by the COR, the FM, the RSO or the POSHO/APOSHO to be interruptive of normal US Consulate operations, the Consulate security or safety, the contractor shall be required to perform that portion of the work on Saturdays and Sundays.

### 7. Safety:

The Contractor shall be responsible for conducting the work in a manner that ensures the safety of employees and visitors at the US Consulate, and the Contractor's employees. Safety standards must meet or exceed current EM 385 US Corps of Engineers Safety and Health Requirements Manual requirements available online.

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 steel toe boots. Sandals or athletic shoes are not acceptable. PPE such as gloves, dust masks, are recommended. These items must be provided at the Contractor's expense.

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## GENERAL REQUIREMENTS

Workers may use discretion if they feel unsafe in using the equipment in a hostile environment.

Any worker at an elevated location above 1.8 meters, with the exception of a portable ladder, will be provided a safety harness by the Consulate staff for their use.

The contractor must document in the bid for work how the hazard controls will be implemented and maintained during the project.

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

The Contractor must have a competent person on-site for inspection of equipment, training workers in the safe use of equipment and the recognition of hazards related to their use, supervision, and identifying and correcting unsafe work practices for high hazard work.

All contractor personnel shall wear hard hats, safety glasses, ear-plugs, gloves, close- steel toes boots and any other Personal Protection Equipment deemed necessary by the Facility Manager.

### Safety Training:

- Provide specific training to supervisory personnel and all craft workers of the Contractor and subcontractors in proper use and care of specific personal protective gear, equipment, and clothing.
- Contractor and subcontractor employees shall be trained and supervised by qualified persons to perform, safely and confidently, recognized hazardous work operations and work performed with hazardous conditions to which they have been assigned.

### 8. Workforce:

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

The supervisor shall be on the jobsite at all times.

The Contractor shall be responsible for total integration of effort and control of the works. The Contractor shall be responsible for planning, monitoring, coordinating, and controlling the works.

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## **GENERAL REQUIREMENTS**

The Contractor shall provide a Project Superintendent with a minimum of 5 years professional employment record of demonstrated performance in comparable work. Project Superintendent shall have experience in all aspects of work execution.

The contractor shall provide Foremen and other supplemental staff as necessary to perform the work within the timelines and quality standards specified. Staff shall demonstrate knowledge, skill, and experience with the construction methods, techniques, and standards required by the contract. Contractor employees shall have access to the equipment and equipment areas and will be escorted by US Consulate personnel.

The Contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The Contractor shall provide, to each employee and supervisor, uniforms and personal equipment. The Contractor shall be responsible for the cost of purchasing, cleaning, and repair of the uniforms.

Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

The Contractor shall not condone disorderly conduct, use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action if any of the services exceed the standard. The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

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## GENERAL REQUIREMENTS

Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

### 9. Accommodations:

Toilets: The contractor shall utilize toilets nearest the work place with escorted person.

Drinking water: The contractor shall also provide an adequate number of drinking water dispensers, distributed for convenience and efficiency-of-use around the construction areas. Maintain supply of disposable paper cups at each dispenser at all times.

### 10. 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 while on US Government property.

### 11. 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 US Consulate.

### 12. Stop Work:

At any time during the Project, the Contracting Officer (CO) reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion.

### 13. General Submittals:

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## GENERAL REQUIREMENTS

The contractor is responsible to submit a hazard control measure plan for the work.

The contractor is also responsible to submit a detailed construction schedule indicating when the various portions of the work will be commenced and completed within the required schedule in the form of a bar chart. This bar chart shall be in sufficient detail to include all significant milestones.

### 14. Close-out:

Prior to final acceptance, the COR will conduct a QA/QC inspection to check compliance with the

SOW.

### 15. 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. Any dirt, concrete, stone and other construction debris may not be piled on the ground. Immediately upon removal, it must be loaded into a truck and disposed of immediately once the vehicle is full.

At the end of the day even partially loaded trucks must be removed from the US Consulate compound and the contents disposed of properly at authorized dump sites.

The Contractor shall coordinate and supervise the protection, cleaning, and maintenance work at the Project Site during receipt, handling, storage, installation, curing, and similar stages of construction execution to affect minimum exposure to hazards by personnel and minimum deterioration to the US Consulate compound.

### 16. Notification to proceed:

The contractor shall start the work within 10 days of Notice to Proceed. However, prior to the commencement of any excavation, the contractor and the COR shall locate and mark any underground water or electric utilities or other lines which may be present. The contractor is required to provide orange spray paint to mark the ground.

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## GENERAL REQUIREMENTS

### 17. 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 the property accessibility; and all other important information pertaining to the Project.

### 18. Contractor's Representative:

The Contractor shall provide a representative on-site during all working hours with the authority to make all decisions on behalf of the Contractor and subcontractors.

### 19. Site Security:

The contractor shall comply with US Consulate Karachi 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.

The contractor shall also provide a list of all equipment, listing the manufacturer, model, serial number of all equipment to be used on this project at least 5 days prior to the commencement of any work. Any vehicles utilized by the contractor are also considered equipment. The contractor must provide make, year, model number and license plate number. All vehicles will be inspected prior to entering and prior to leaving the premises.

The COR will assign a holding area for the equipment. Equipment, other than vehicles, should remain on site for the duration of the project to avoid having to have a security screening of it each time it enters the compound.

Any vehicle that is leaking oil will be immediately removed from the US Consulate compound.

The contractor must notify the COR in writing at least 24 hours in advance of the pending removal of any contractor owned equipment.

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The contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct at no cost to the U.S. Government.

## 20. Defects in Work:

Where the Contractor's QC procedures, or those undertaken by or for the USG, disclose patent or latent defects in the works, the Contractor shall provide corrective actions. The contractor shall seek to repair, restore, reconstruct, replace, or otherwise correct defects in the works to comply with Contract Document requirements and criteria. The corrective action shall be acceptable to the COR.

Provide re-inspection or re-testing of corrected work, repeat until compliance is achieved.

Neither the required quality control procedure, nor detection of defects, nor correction of defects, nor the re-inspection or re-testing of corrected work, provides a basis for Contractor's claim for Contract Modification/Additional Compensation, or request for extension of Contract Time.

## 21. Delays:

Delays that are found to be caused by the Contractor's actions or inactions shall not be a cause for a time extension to the contract completion date.

If the Contractor's execution of the works falls behind the accepted Project Execution Schedule, the Contractor shall take any and all steps necessary within the agreed work period parameters to improve progress. These attempts at recovery shall incur no additional cost to the USG. The Contractor shall execute the works diligently and shall seek to complete all works at or before the agreed upon contract completion date.

## 22. Site Organization:

The contractor shall have at least one safety monitor / traffic flagman to keep pedestrians out of the work area.

Install new barricades to delineate the project area.

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## GENERAL REQUIREMENTS

### 23. Work execution:

Coordinate all phases and aspects of the works carefully to achieve intended results, including best overall visual effect. Remove and replace workmanship and/or material that are found to be not in compliance.

In all aspects of the work, fully comply with construction safety and occupational health requirements.

Explosive Actuated Tools are not permitted.

Install each element of project only during weather conditions that will contribute to successful workmanship and allow for proper curing, protection, and concealment.

The Contractor shall schedule and perform Quality Control services during the work progress.

Upon completion of the work, return all disturbed area (to include lawn) to original conditions.

### 24. Estimated time of completion

2- Days.



**Price:**

**Firm Fixed Price.**

TAX: Your prices shall be duty/tax free. U.S. Consulate General Karachi will neither deduct nor pay any tax for this service.

**Inspection & Acceptance:**

A Government representative will inspect the service(s) delivered to determine the quality and acceptability. Substandard services/products shall be unacceptable at vendor's expense.

**Payment Terms:**

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon complete delivery to the US Consulate General, Karachi and submission of legitimate invoice to Financial Section after delivery, and submission of receipt.

**SUBMISSION OF INVOICE:**

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. **Karachi, FMC Invoices** [KarachiFMCInvoices@state.gov](mailto:KarachiFMCInvoices@state.gov) (for sending invoice-in PDF format)
2. One copy clearly marked "DUPLICATE Copy for Proc & Contracting."  
[Krcproc@state.gov](mailto:Krcproc@state.gov)

For payment related queries contractor will contact Karachi Fiscal Office [KarachiFical@state.gov](mailto:KarachiFical@state.gov). Contracting Officer takes no responsibility for payment and/or associated queries.

- 1- **Karachi, FMC Inquiries** [KarachiFMCInquiries@state.gov](mailto:KarachiFMCInquiries@state.gov) (for any query related to payment)

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**Contract Clauses:**

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

[http://aoepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx)

52.249-2 Termination for Convenience of the Government (Fixed-Price)

(MAY 2004) Alternate I (APR 1984)

52.212-4 Contract Terms and Conditions--Commercial Items (May 2015)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016)

**Offer Due Date:**

1. Please submit your quote on or before **March 24, 2020 at 1400hr** to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses:

[KRCProcurementContracting@state.gov](mailto:KRCProcurementContracting@state.gov)

No quote will be acceptable after the due date.

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide reference of our Request Number **PR9063079**, in all your correspondence regarding this request for price quotation

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