WOOD TREATMENT, CLEANING AND SEALING OF DECORATIVE PERGOLAS AND FENCE

(SCOPE OF WORK)

1. OVERVIEW
   The Facilities Management of the US Embassy Djibouti is seeking the services of a professional wood treatment, cleaning and sealing contractor to wood treat, clean and seal wooden pergolas at several locations inside of the US Embassy. The contractor will provide approved professional labor and all required tools, machines, and materials. The contractor responsibility is to submit his personnel for clearances. Those who do not get the clearance, the contractor should submit replacements. The contractor is to assure best practice of cleaning and sealing services and should be subject to Contracting Officer's Representative (COR) approvals.

2. BACKGROUND
   Due to Djibouti weather condition the wooden decorative fence and pergolas need to be re-stained and renovated. The pergolas and fence are used for decorative purposes inside the embassy compound and need to be renovated. It is the contractor responsibility to re-stain and renovate all surfaces and put them back to original shape. The pergolas consist of vertical and horizontal wooden frames and columns.

3. LOCATION OF WORK
   3.2. Marine Security Guard Quarter (MSGQ) decorative fence.

4. SCOPE OF WORK

4.1. General Tasks:
   4.1.1. Remove the existing stain and sealant.
   4.1.2. Use rough grade sandpaper to expose the wood
   4.1.3. Smooth out the wood and try to avoid taking off too much wood.
   4.1.4. Remove dust, use rag or broom to remove the majority of the dust that was left behind by the sanding process.
   4.1.5. Use a normal garden hose to rinse the wood off completely. This will remove any remaining dust.
   4.1.6. Allow to dry completely before proceeding with the next step.
   4.1.7. Apply sealant, use a fine bristled paint brush to apply a fresh coat of sealant to the gazebo. Use smooth, even back-and-forth motions with the paint brush. Try not to apply too much sealant. It only requires a thin layer of sealant to protect the wood. Too much can cause bubbling, which reduces the effectiveness of the sealant.
   4.1.8. Allow the sealant dry for 12 hours. If necessary, apply a second coat of sealant.
   4.1.9. Apply a stain or finish, use a paint brush and outdoor stain or varnish to coat the gazebo. Use a clear coat of varnish and allow the varnish or stain to dry for 12 to 24 hours.
4.1.10. Apply a second layer of stain, use a paint brush and outdoor wood sealant to apply a coat of sealant over the stain or varnish. This process will help to improve the overall effectiveness of the sealant and reduce wear on the stain or varnish you used. It will also make the process of cleaning the gazebo significantly easier.

4.1.11. Apply mold killer to the wood faces to kill the entire mold on wood and remove black and non-original wood appearance.

4.1.12. Use a scraper tool to remove the old finish. Wipe the blade with cloth between scrapes. You may have to apply stripper and scrape more than once in order to remove the majority of the old finish.

4.1.13. Once stripping is done, and the surface is dry, wipe with mineral spirits using a clean cloth to remove any residual stripper. Allow the surface to fully dry before moving on to sanding.

4.1.14. To remove the last bits of finish, use a palm sander with medium-grit sandpaper (about 150-grit) until you see the bare wood. Then switch to fine sandpaper (200+ grit) until the entire piece is uniform.

4.1.15. Wipe down the whole surface with a tack cloth to remove any dust from sanding.

4.1.16. Upon completion of the work all paint cans, other materials, containers, debris, and protective coverings shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

4.1.17. Then use a clean wiping cloth to remove excess stain. Wipe lightly with the grain to avoid streaking. You’ll need to apply multiple coats until you like the color. Keep following the same process but be sure to let the stain dry between coats so you can gauge what it looks like before deciding whether to add another coat.

4.1.18. Once the coat of stain is totally dry, apply an oil-based clear coat for a final layer of sheen and protection. Spray-on clear coat is easy to use and provides great coverage. Spray with a nice even motion following the natural lines of the piece. Apply two coats, sanding in between with 200-grit or higher sandpaper after the first coat is dry. This technique will smooth any imperfections from first coat and give you a pro grade finish. Then spray on a final layer.

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

4.1.20. Contractor’s staff is subject to such restriction for entry and exit as are required by the Embassy’s security requirement.

4.1.21. Any deviation from the original contract/scope of work shall be informed to COR before work begins. No additional work or changes will be carried out without a contract modification.

4.1.22. Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work.

4.1.23. Contractor shall not proceed with next activity until previous activity will be checked and approved by COR. Contractor shall mentioned all inspection dates in the schedule chart.

4.1.24. Contractor should keep the site clean and accessible to Embassy employee all time.

4.1.25. The same original wood appearance should be preserved. The contractor will be responsible for any damages.
4.1.26. Embassy will not provide water and power sources and contractor should provide suitable connections for themself. Contractor should temporarily move plants or awnings if needed to accomplish his work and then put them back.

4.1.27. The duration of the project shall not exceed one month (thirty) working days.

5. **PRODUCT OPTION**: Provide the following wood stain equal or equivalent brand or quality:
   5.1. Teak oil
   5.2. Tung oil
   5.3. Linseed oil
   5.4. Or equivalent
   5.5. DAP Professional Painter’s Putty “53”

6. **SPECIFICATIONS**: Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.

7. **EXECUTION OF WORK**
   7.1. The Contractors are advised to review the material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work.
   7.2. On award of the work, Contractor shall submit all items below via email:
      7.2.1. Bar chart within 3 days for approval by the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the COR in advance regarding anticipated problems through the project.
      7.2.2. Proposed start date
      7.2.3. Weekly schedule/activity plan for the duration of the project **prior to the start date**.
      7.2.4. For dismantling/blocking or making connection to any existing services or any shut-down, contractor shall inform the COR at least five working days in advance and proceed with the work only after the permission from the COR.

8. **MATERIALS**
   8.1. All materials used on this work shall be new and conforming to the contract specifications as per US and local codes.
   8.2. Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for pre-approval.
   8.3. 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.

9. **STORAGE OF MATERIALS**: All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

10. **SITE CLEARANCE AND CLEANUP**: The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from Embassy premises, maintaining a neat site condition.
11. SAFETY

11.1. Contractor is responsible and shall continue management and implementation of a safety and health program throughout renovation.

11.2. The Contracting Officer and the Post Occupational Safety and Health Officer [POSHO] reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner.

11.3. Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor's expense.

11.4. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants, or equipment.

11.5. Contractor will use all safety gadgets e.g., hard hats, cotton, plastic gloves and goggles as required on site to avoid the accident.

11.6. Any equipment or work considered dangerous shall be immediately discontinued.

11.7. Contractor shall provide a comprehensive safety plan when bidding for construction project Scope of Work that will be reviewed by the POSHO and/or APOSVO.

11.8. The contractor shall provide all required personal protective equipment (PPE) for all the workers on site and shall enforce the use of the appropriate gear for specific hazards.

11.9. The Contractor shall attend a safety briefing with the POSHO and/or APOSVO to review the contractor's safety plan before mobilizing to execute the project.

11.10. The Contractor shall follow the BARRICADING AND FENCING safety regulations when applicable.

11.11. The Contractor shall follow the FALL PROTECTION safety regulations when applicable.

11.12. The Contractor shall follow the HAZARDOUS safety regulations when applicable.

11.13. The Contractor shall follow the HAND AND POWER TOOL SAFETY regulations when applicable.

11.14. The Contractor shall follow the SCAFFOLDING safety regulations when applicable.

11.15. The Contractor shall follow the NOISE safety regulations when applicable.

12. WARRANTY

12.1. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials.

12.2. 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 own cost.

13. ADMINISTRATION

13.1. POINT OF CONTACT (POC). The Contractor shall appoint a project manager to act on behalf of the Contractor as the (POC) for all communications between the Contractor and (COR).

13.2. CONTRACTING OFFICER'S REPRESENTATIVE (COR). The designated COR for this Task Order is the Facilities Manager (FM). All administrative matters, and
request for technical clarifications and assistance regarding this Task Order shall be directed to the (FM).

13.3. **PAYMENTS:** Invoice shall be submitted to the (COR) upon completion of all works and after handing over to the (COR). Invoice shall include the contract number.

13.4. **TERMINATION:** If, for convenience to the Embassy, any phase or task of the delivery order is deemed unfeasible by Embassy, the United States Government may at this point pay the Contractor of this project for the work done to date and terminate the remaining portion of the delivery order.

13.5. The Contractor shall NOT conduct any work that is beyond this Statement of Work (SOW) unless directed in writing by the Contracting Officer (COR). Any work done by the Contractor beyond this (SOW) without direction from the (COR) will be at the Contractor’s own risk and at no cost to the Government.

13.6. **Workmanship**

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

13.7. **Working Hours**

13.7.1. Working hours shall be 8:00 A.M. to 4:30P.M Sunday to Thursday.

13.7.2. No work shall be done holidays without prior approval of the Contracting Officer.

13.7.3. The embassy’s current holiday schedule is attached in Appendix.

13.8. **PROPOSAL SUBMITTAL**


14. **REQUIREMENTS AND DELIVERABLES**

14.1. The Contractor must submit a list of personnel with ID type and numbers to the COR within 1 week of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the embassy commencement of work. Security clearances may take several weeks to more than a month.

14.2. The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the COR at least 24 hours in advance for material deliveries.

14.3. Contractor shall give workers names at least 5 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

14.4. A Site Visit must be completed no later than 1 week after Notice to Proceed (NTP).

14.5. The Contractor must notify the COR, in writing, within 1 week of the site visit to perform this Scope of Work.

14.6. The site visit report must outline site conditions, note discrepancies, operational condition of equipment, and related safety concerns.
14.7. **Work reports:**

14.7.1. The Contractor shall provide a summary report after the initial site visit and each week after during the duration of the contract, delivered to the COR.

14.7.1.1. The report must include verification of SOW completion, equipment/tool status for the week, any outstanding discrepancies that were not corrected under this site visit.

*** END of SOW ***
APPENDIX

Appendix 1: The embassy’s current holiday schedule is attached in Appendix.

<table>
<thead>
<tr>
<th>Observed Date</th>
<th>Holiday Date (if different)</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>Sunday, January 2</td>
<td>Saturday, January 1</td>
<td>New Year’s Day</td>
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<tr>
<td>Sunday, January 16</td>
<td>Monday, January 17</td>
<td>Birthday of Martin Luther King, Jr.</td>
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<tr>
<td>Sunday, February 20</td>
<td>Monday, February 21</td>
<td>Presidents’ Day</td>
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<tr>
<td>Monday, February 28, 2022</td>
<td></td>
<td>Al-Isra-Al-Miraj</td>
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<tr>
<td>Tuesday, May 3</td>
<td>Wednesday, May 4</td>
<td>Aid-Al-Fitr</td>
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<tr>
<td>Sunday, May 29</td>
<td>Monday, May 30</td>
<td>Memorial Day</td>
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<tr>
<td>Sunday, June 19</td>
<td>Monday, June 20</td>
<td>Juneteenth National Independence Day</td>
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<tr>
<td>Monday, June 27</td>
<td></td>
<td>Djiboutian Independence Day (2 days)</td>
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<tr>
<td>Tuesday, June 28</td>
<td></td>
<td>U.S. Independence Day</td>
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<tr>
<td>Monday, July 4</td>
<td></td>
<td>Youm Arafat</td>
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<tr>
<td>Friday, July 8</td>
<td></td>
<td>Aid-Al-Adha (2 days)</td>
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<tr>
<td>Sunday, July 10</td>
<td>Saturday, July 30</td>
<td>Islamic New Year’s Day</td>
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<td>Monday, July 11</td>
<td></td>
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<tr>
<td>Sunday, September 4</td>
<td>Monday, September 5</td>
<td>Labor Day</td>
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<tr>
<td>Sunday, October 9</td>
<td>Monday, October 10</td>
<td>Columbus Day</td>
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<tr>
<td>Friday, October 7</td>
<td></td>
<td>Prophet Mohamed’s Birthday</td>
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<tr>
<td>Thursday, November 10</td>
<td>Friday, November 11</td>
<td>Veterans Day</td>
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<td>Thursday, November 24</td>
<td></td>
<td>Thanksgiving Day</td>
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<tr>
<td>Sunday, December 25</td>
<td></td>
<td>Christmas Day</td>
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<tr>
<td>Sunday, January 1</td>
<td></td>
<td>New Year’s Day</td>
</tr>
</tbody>
</table>

Lunar holidays are subject to change (to be announced by the government of Djibouti). Les jours fériés lunaires sont sujettes à changement (annoncé par le gouvernement de Djibouti).
SITE VISIT:

A site visit will be conduct on **06/05/2022 at 9H30am** at US Embassy Djibouti and all interested contractors are invited to contact before **06/02/2022** the procurement department by mail at kayadse@state.gov and copy to djiboutiprocurement@state.gov to provide the names of the attendees( 2 pers max/company).

Then all the prospectors will have till 06/15/2022 to submit their technical proposal and financial offer by email to kayadse@state.gov and copy to djiboutiprocurement@state.gov