

SCOPE OF WORK
Construction Services to Build/ Provide and install TWO Traditional wooden pavilion Accra Embassy Compound

A-PURPOSE OF THE PROJECT AND GENERAL REQUIREMENTS

It is the intention of the American Embassy Accra Ghana to Build/ Provide and install Two Traditional wooden pavilion on American Mission Compound (AMC) and Chief of Mission Residence (CMR), located within Cantonments, Accra.

The contractor shall perform all specified work required for this project, supply of materials, labor, and installation.

B- General requirements:

B-01 **Intent:** The purpose of these specifications is to provide an approach for the intended build two Traditional wooden Pavilion, resulting in a clean vanished, stable finished, fully adjusted, tested, and paved flooring. The spirit as well as the letter of the specification shall be followed, and all the work shall be executed to the true intent and meaning of these specifications.

B-02 **Discrepancies and omissions:** It is the responsibility of the contractor, to inform the contracting officer (CO) or the contracting officer representative (COR) of any discrepancies in the specifications before signing the contract, default of which will make him responsible for any errors or omissions in the specifications even though these have been approved by the Embassy.

All costs incurred by any changes or alterations to this Scope of Work, necessitated by any errors or omissions shall be at the contractors own expense without having the right to ask for any indemnity.

B-03 **Quality of equipment, material and workmanship:** All equipment and materials provided by the contractor shall be approved by the Contracting Officer (CO) or by the Contract Officer Representative (COR), free from defects and of the same type, standard and quality as set forth in the specifications. Equipment and materials of similar application shall be of the same manufacturer unless otherwise specified. The contractor's employees responsible for the work shall be qualified technicians, equipped with proper tools and having previous experience in similar applications.

B-04 **Coordination with other trades:** The contractor shall plan and coordinate the work with all the trades in advance of requirements and shall provide all necessary resources to ensure compliance on this project. Any extra cost incurred by lack of coordination on the part of the contractor shall be at his/ her own expense.

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C-SCOPE OF WORK AND GENERAL SPECIFICATIONS:

- Contractor shall provide needed materials, equipment, tools, and labor for building two wooden Traditional pavilions with measurements of about 35 feet around. Installing all wooden Post to specified height (10 feet). All measurement is just estimated; actual measurement shall be taken by the contractor during site visit.
- Contractor shall provide and install interlocking bricks (3'' thick pavement) for flooring to prevent wetness and tripping hazard. All damage cause by the contractor employee will be at the contractor own expense. Contractor shall install screen around pavilion prevent mosquito and other insects. Client should be able to open or close as and when needed.
- Contractor shall roof pavilion with approved traditional material to ensure beautification and safety. Contractor shall provide electrical system by installing electrical outlet, lights, and fan. Pavilion shall be polished with weather proved vanish
- The project shall be designed in such a way as to allow safe circulation of pedestrians in the area. The contracting officer shall approve location in which material and equipment will be kept.
- Contractor shall remove all debris, broken electrical fixtures, water piping, and covering the area (grass) with the approved plaster sheeting before work commences to ensure safety of personnel and maintain the integrity of the property.
- Contractors are to take their own measurements for the works during the site visit or at a prearranged appointment. **(Remember, very measurement in the document is just an estimate, actual measurement shall be taken by the contractor during site visit appointment.**

(C7) Compound

- Contractor shall keep compound clean and free from safety hazard. [Specific location to place materials and tools and measurements will be identified during site visit, subject to CO/COR approval.]
- Contractor will be only permitted to compound by RSO approval or otherwise specified by Contracting Officer. Contractor shall always clear/ clean all debris on compound.

E-GENERAL TECHNICAL SPECIFICATIONS

Where applicable

1- Contractor provided services

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All construction and materials shall be in accordance with U.S. and local codes and as approved by the COR.

The submission of the bid will be conclusive evidence that the bidder has complied with all conditions related to the character, quality and quantity of work requirements to be performed.

The extent of work in each section includes providing all labor, supervision, materials, equipment, accessories, services and tests necessary to complete and ready for operation, the work in accordance with Embassy specifications.

2- Alteration and coordination

Work under this contract involves the coordination of different activities during the entire job to include the preparation of detailed schedules from commencement to completion as the time allowed for the execution of this contract is a maximum of 15 days from issuance of the Notice to Proceed by the contracting officer.

The contractor shall be responsible to make all the necessary coordination with the COR for all aspects of the project.

Alterations and amendments: where applicable, requirements of contract documents apply to alterations and amendment works in the same manner as for the work under this contract.

3- Construction work procedure

3.1 - Where new work under this project disturbs existing work, the affected surfaces shall be repaired or refinished to match the existing and left in as good condition as existed before the commencement of the work.

Materials and workmanship used in this repair work, unless otherwise indicated or specified, shall conform in type, quality and appearance to the original existing construction.

3.2 - The contractor shall be subject to and shall at all times conform to the COR requirements for the protection of houses, plants, equipment and materials.

3.3 - Trash and debris shall be removed from site on daily basis and disposed of in a legally acceptable manner. After completion of all work, the contractor shall remove all remaining materials and any equipment that does not belong to the United States Government (USG), leaving the site neat and clean with all functions operating.

3.4 – Field supervision: At all times, when the contractor is conducting any performance of the work, the contractor shall have a technically qualified representative on site.

3.5 – Working hours: All work shall be performed during the Embassy regular working hours from 8:00 a.m. to 4:30 p.m. Monday through Friday except for the holidays identified in the holiday schedule of the Embassy, which are considered non-working days. Other hours may be approved by the COR with at least 48 hours advance notice.

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4- Construction schedule

The contractor shall submit, as part of his bid, a detailed schedule for each phase showing each activity along with its duration in working days, predecessors and successors. A computerized schedule is preferred; however, a scaled bar chart may be acceptable. One schedule combining the two phases with parallel work activities may be submitted as an option to the separate schedules.

5- Grades, lines and levels

Where new work is to connect to existing work, dimensions and elevations must be verified in advance. Any discrepancies shall be referred to the Contracting officer with options and solutions for his review and approval before proceeding with the works.

The submission of the bid will be conclusive evidence that the bidder has complied with all conditions related to the character, quality and quantity of work requirements to be performed. No claims for additional or compensation due to variations between existing and conditions encountered during construction will be honored.

6-Cleaning works:

The contractor shall clean the site after completion of work. The CO or the COR shall receive the work according to the specifications afterwards.

(F) SITE VISIT

The vendors should make themselves familiar with the size and conditions of this (SOW) during the site visit that will be arranged prior of submitting the offers. During the site visit, the vendors will have the freedom to check on details specification that falls under this (SOW) and ask question where applicable. A procurement representative will be there also to answer questions related to the contractual side of this contract.

(G) WARRANTY:

Contractor will guarantee all work done by him/her for two years. If any of installs defected, the contractor shall replace it as per specified herein with no extra charge even if the contract period was expired.

The contractor shall guarantee the quality of all workmanship of the Analysis Service that is performed under this SOW for two years after completion. Upon written notification within such period, the contractor will agree to remedy and redo any service in a timely manner without cost to Embassy.

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(H)- GENERAL NOTES:

- All materials needed for the execution of this project, unless otherwise clearly specified, shall be purchased and installed by the contractor. The contractor shall provide all labor and equipment to perform the above work in accordance with the technical specifications, all of which are attached here to and made a part thereof.
- The contractor shall verify all square meters and linear meters mentioned in these specifications.
- All debris resulting from the installation work shall be removed, transported and disposed of outside the compound, unless otherwise requested by the COR.
- The contractor shall ensure that by the end of each working day, the site is cleaned and materials are kept secured, to avoid possible injuries to any body
- Normal work hours shall be 0800 - 1630 Monday through Friday. All **after-hours** work for contractor personnel must be approved in advanced.
- All damages resulting from the contractor's work shall be repaired by the contractor at his own expense. The Contractor shall take reasonable precautions to avoid damaging existing structure, materials and equipment during the course of the work as per OBO SHEM Regulation.
- Discrepancies and omissions: It is the responsibility of the contractor to inform the contracting officer (CO) or the contracting officer representative (COR) of any discrepancies in the specifications before signing the contract; default of which will make him responsible for any errors or omissions in the specifications even though these have been approved by the Embassy.
- All costs incurred by any changes or alterations necessitated by any errors or omissions shall be at the contractors' own expense without having the right to ask for any indemnity.
- Quality of equipment, material and workmanship: All equipment and materials provided by the contractor shall be new, defect-free and of the same type, standard and quality as set forth in the specifications. Equipment and materials of similar application shall be from the same manufacturer unless otherwise specified.
- The contractor's employees responsible for the work shall be qualified technicians equipped with proper tools and having previous experience in similar applications.
- Coordination with other trades: The contractor shall plan and coordinate the work with all the trades in advance of requirements and shall provide all necessary resources to ensure compliance with the installation program.
- The contractor shall undertake to make, at no extra charge, minor changes and modifications in the layout as needed to prevent any conflict with the trades work, or for the proper execution of the work. Any extra cost incurred by lack of coordination on the part of the contractor shall be at his own expense.
- Do not store construction materials, debris, or excavated material within fenced area.

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- The contractor shall ensure, that by the end of each working day, the site shall be cleaned and materials shall be kept secured, to avoid possible injuries to the embassy staff.
- All after hours work for contractor personnel must be approved in advance by the embassy regional security office and the general service office.

The Contractor has to:

- Cover exposed and remaining equipment before start any work.
- Temporarily support and protect equipment from damage until they are permanently saved.
- Repair or replace all damaged equipment and materials dictated to remain that are damaged by construction operations, in a manner approved by COR.
- Replace materials or equipment that cannot be repaired and restored as determined by COR.

I- SUBMITTALS

Prior to commencing work - The Contractor shall submit the following to the COR, for review and written approval. Any work is put in place where a submittal has not been received, reviewed by the COR and approved by him in writing, shall be at the contractor's risk. If the project supervisor does not approve such work, he may order the work removed and replaced with approved systems, designs or materials. Such removal and replacement shall be at the contractor's expense.

K- RESPONSIBILITIES:

Tools, Equipment, and Materials: The Contractor shall supply all tools, equipment, and materials required for this project.

Work period: The Contractor will conduct work from Monday through Friday (0800-1630) unless otherwise arranged through the Facilities Management Office.

The Contractor shall clean up and remove all project related debris from the Embassy, and shall be legally responsible for disposing of this debris.

L- USE OF PREMISES:

Access will be restricted to the site location. RSO office shall approve all access request to the compound.

M- SECURITY REQUIREMENTS

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1. The contractor shall submit his/her personnel who will need to enter compound for security clearances at the start of the contract. Those who are not granted access, the contractor should submit replacements.
2. General. The Contractor shall designate a representative who shall supervise the Contractor's technicians and be the Contractor's liaison with the American Embassy. The Contractor's employees shall be on-site only for contractual duties and not for any other business or purpose. Contractor employees shall have access to the equipment and equipment areas and will be escorted by Embassy personnel.
3. Personnel Security. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The Contractor shall provide the names, biographic data and police clearance on all Contractor personnel who shall be used on this Contract prior to their utilization. Submission of information shall be made within **5 days** of award of contract. **No technician will be allowed on site without prior authorization. Note: this may include cleared personnel if advance notice of visit is not given at least one week before the scheduled visit.**
4. Vehicles. Contractor vehicles will not be permitted inside the embassy compound without prior approval. If you need to have vehicle access please submit your vehicle information (Make, Model, License Plate #) along with a written justification as to why access is necessary. This should be submitted to the Facility Manager at least one (1) week prior to the visit.
5. Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall display identity card(s) on the uniform at all times while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the Government. The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.
6. The Contractor must comply with all of the following requirements relating to the protection of U.S. Embassy Accra Diplomatic personnel, property and compound project information and cooperate fully in all security matters Sensitive but Unclassified (SBU) and information that may arise relating to this contract.
7. Contractor personnel may also be exposed to various documents and signs, including Post notices, event schedules, DOS regulations and conversations or announcements relating to the operation of the U. S. Embassy and diplomatic personnel. This information should not be shared with anyone not employed by or falling under the protection of the Embassy.

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8. Contractor personnel may be exposed to various documents, such as blueprints, drawings, sketches, notes, surveys, reports, photographs, and specifications, received or generated in conjunction with this contract. These documents contain information associated with diplomatic facilities for the U.S. Department of State. These documents have been marked with the handling designations "Unclassified" or "Sensitive but Unclassified" and US Government warnings against reproduction and distribution. These documents require special handling and dissemination restrictions. All handling designations and warnings on original documents must be reproduced on subsequent copies.
9. The loss, compromise, or suspected compromise or loss of any SBU information, contract related information (personnel files, payroll information, etc.), any post or diplomatic facility related information (documents, notes, drawings, sketches, surveys, reports, exposed film, negatives, or photographs), or ANY information which may adversely affect the security interests of the United States, must be immediately brought to the attention of the Contracting Officer (CO) and Contracting Officer's Representative (COR).
10. Photographs of any diplomatic overseas building or facility must be authorized in advance by the COR and Regional Security Officer (RSO), who will establish any controls, limits, and/or restrictions as necessary. Exposed film depicting any Controlled Access Area and/or sensitive equipment must be developed in a U.S. - controlled environment by appropriately cleared personnel. No further dissemination, publication, duplication, or other use beyond that which was requested and approved is authorized without specific, advance approval from DS. DS reserves the right to demand retention of all copies of said photographs and/or negatives, following fulfillment of the previously authorized usage.
11. Discussion of U.S. Diplomatic post activities while not on post, to include in homes, hotel rooms, restaurants and all other public places, is prohibited. Any contact with host or third country nationals that seems suspicious (such as undue curiosity in the project or project personnel) shall be reported immediately to the COR and RSO.
12. The Contractor and its employees shall exercise utmost discretion in regard to all matters relating to their duties and functions. They shall not communicate to any person any information known to them by reason of their performance of services under this contract which has not been made public, except to the extent necessary to perform their required duties in the performance of the contract requirements or as provided by written authorization of the Contracting Officer. All documents and records (including photographs) generated during the performance of work under this contract shall be for sole use of and shall become the exclusive property of the U.S. Government. No article, book, pamphlet, recording, broadcast, speech, television appearance, film or photograph concerning any aspect of the work performed under this contract shall be published or disseminated through any media, to include company or

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personal websites, without the prior written authorization of the Contracting Officer. These obligations do not cease upon the expiration or termination of this contract or at any other point in time. The Contract shall include the substance of this provision in all subcontracts hereunder.

(N) Standards of Conduct

- i) General. The Contractor shall maintain satisfactory standards of employee competency conduct cleanliness, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee shall adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.
- ii) Uniforms and Personal Equipment. 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, pressing, and repair of the uniforms.
- iii) Neglect of Duties. 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.
- iv) Disorderly Conduct. 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.
- v) Intoxicants and Narcotics. 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.
- vi) Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These circumstances include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official

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authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.

vii) Key Control. The Contractor **will not** be issued any keys. The keys will be checked out from Post 1 by a “Cleared American” escort on the day of service requirements.

viii) Notice to the Government of Labor Disputes. The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

(O)- ENVIRONMENTAL, HEALTH AND SAFETY:

The contractor will be committed to conducting all operations in compliance with all environmental regulations and to providing a safe and healthful workplace. Contractor’s environmental, health, and safety goals include preventing incidents that harm the environment, accidental injury to our employees and visitors, and/or exposure to harmful chemical or physical agents. Contractor’s goals should also include the elimination of accidents that cause property loss, environmental damage, or result in the interruption to services.

In addition to relevant statutory requirements, Standards and other provisions of this Contract, the Service Contractor must:

- Ensure that the Service Contractor’s personnel are conversant with and adhere to all relevant occupational health and safety legislation.
- Ensure that all electrical equipment, materials, extension cords, fittings and the like provided for the Services comply with the requirements of all Relevant Authorities and have been tested and tagged by a competent person at least once every 2 years;
- Shall take all reasonable precautions against fire, production of smoke or the “off gassing” of any noxious substance;
- Shall ensure that the Service Contractor’s personnel comply with all safety procedures, and requirements which apply to the US embassy Compound;
- Shall ensure that the Service Contractor’s personnel are adequately trained and instructed in the safe and correct usage, handling and operation of materials/ equipment relevant to the Services and provide reasonable proof of such to the COR on request;
- Shall ensure the Service Contractor’s personnel are certified as having completed occupational health and safety training and have

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been issued with all the necessary Personal Protection Equipment; training program/s should be presented and must satisfy the COR.

(P)- SAFETY:

All work and work procedures must comply with OSHA 29 CFR Parts 1926. Construction, 29 CFR Parts 1901 to 1910. General Industry as well as NFPA (National Fire Protection Association) regulations concerning the safe work practices on project sites.

OSHA REQUIRED PERSONAL PROTECTIVE EQUIPMENT EYE AND FACE PROTECTION

- Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye. For example, during welding, cutting, grinding, nailing (Or when working with concrete and/or harmful chemicals or when exposed to flying particles). Wear when exposed to any electrical hazards, including working on energized electrical systems.
- Eye and face protectors-select based on anticipated hazards

FOOT PROTECTION

- Construction workers should wear work shoes or boots with slip-resistant and Puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around equipment and falling objects.
- Gloves should fit snugly

HAND PROTECTION

- Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

HEAD PROTECTION

- Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats-routinely inspect them for dents, cracks or deterioration; replace after heavy blow or electrical shock; maintain in good condition.

HEARING PROTECTION

- Use earplugs/earmuffs in high noise work areas where chainsaws or heavy equipment are used; clean or replace earplugs regularly.

- For further safety information go to: www.osha.gov.

Attachments:

Preliminary Design drawings:

- Steel Structure General Notes.
- Covered Parking: Front View.

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- Covered Parking: Plan View.
- Covered Parking: Details.

(Q) PAYMENTS

The Contractor shall submit his invoice, with the appropriate backup documents to the COR after completion. The COR will determine if the invoice is complete and proper as submitted. The COR also will determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will within seven days, request the Contractor to submit a revised invoice.

END OF STATEMENT

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