C-001 - DESCRIPTION/SPECIFICATIONS/PERFORMANCE OF WORK STATEMENT OF WORK FOR THE U. S. EMBASSY COMPOUND AND COLIN POWELL PLAZA, KINGSTON, JAMAICA FOR LANDSCAPING AND GROUNDS MAINTENANCE SERVICES

NOTE: This REQUIREMENT is 100% SMALL BUSINESS SET-ASIDE

1. OVERVIEW

1.1. The contractor shall perform gardening services, including furnishing all labor, material, equipment and services, for the U. S. Embassy Kingston. The price(s) quoted shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The Government will pay the Contractor the fixed price per month for standard services that have been satisfactorily performed.

1.2. After contract award and submission of acceptable insurance certificates, the Contracting Officer (CO) shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start.

1.3. The performance period of the awarded contract is from the date of contract award (including the Notice to Proceed period) and continuing for 12-months, with four (4) option years (12-months each). The initial period of performance includes any transition period (minimum of ten (10) days from actual contract award) authorized under the contract.

2. PERFORMANCE WORK STATEMENT (PWS)

2.1. The purpose of this fixed price contract is to obtain landscaping and grounds maintenance services for real property owned or managed by the U. S. Government at the Embassy Compound, located at 142 Old Hope Road Kingston 6, and at the Colin Powell Plaza located at 211A Constant Spring Road, Kingston 8. The Contractor shall perform the required services in all designated areas including, but not limited to interior / exterior property entrance areas; interior buildings, warehouses, and maintenance sheds / buildings; interior roads and sidewalks; exterior roads and sidewalks (adjacent to properties); security guard booths; parking areas; stairways (exterior of buildings); fields; perimeter walls (interior / exterior); recreation areas; fish ponds; sports areas (tennis, squash, volley ball and basketball courts); swimming pools; patio areas; trash collection areas; loading docks; plant nursery; and property trees, lawns, gardens, and flower beds. The contract will be for a one year period from the date of the contract award.

2.1.1. The Contractor shall furnish all managerial, administrative, and direct labor personnel that are necessary to accomplish the work in this contract. Contractor employees shall be on site for contractual duties only and not for other business purposes.

2.2. GENERAL REQUIREMENTS

2.2.1. Maintenance and appearance of the grass, shrubbery, garden areas, trees, and related landscape elements of the U. S. Post and properties are an important part of the representational responsibilities of the U. S. Embassy. The Government will measure the Contractor's work by the appearance of the landscape covered by this contract. The Contractor shall perform complete landscaping and grounds maintenance services as described in this contract for all Government properties listed in the Performance Work Statement Section.

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2.2.1.1. The Contractor shall include all planning, administration, and management necessary to assure that all services comply with the contract, the schedules and instructions of the Contracting Officer's Representative (COR), and all applicable laws and regulations. The Contractor shall meet all of the standards of performance identified in the contract, and shall perform all related support functions such as supply, subcontracting, quality control, financial oversight, and maintenance of complete records and files.

2.2.1.2. The Contractor shall prepare general instructions for the work force, submitting drafts of the instructions to the COR for review within thirty days after contract award. The COR must approve these general instructions before issuance.

2.2.2. STANDARD SERVICES:

2.2.2.1. The Contractor shall schedule routine landscaping and grounds maintenance services (especially daily requirements) in a manner that will ensure that these requirements are done in the order and time frame that are most efficient and have the least impact on normal operations.

2.2.2.2. The Contractor shall provide a monthly proposed schedule periodic landscaping and grounds maintenance services so that it causes minimal disruption to the normal operation of the facility. The Contractor shall provide a proposed schedule for periodic services to the COR. This refers to all services that are not routine and includes any monthly, quarterly or semi-annual services performed. The COR will review the schedule and will determine / approve an appropriate schedule that meets the needs of the individual facilities.

2.3. MANAGEMENT AND SUPERVISION

2.3.1. SUPERVISION

NOTE: Although the requirement is for one (1) Supervisor to manage both sites, the Government reserves the right to hire two, if we deemed necessary in order to fulfill the requirements of the contract. Therefore, the Contractor shall provide cost / price for two (2) Supervisors. However, it does not obligate the Government to hire both Supervisors.

The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor(s) shall be the focal point for the Contractor and shall be the point of contact with U. S. Government personnel. The supervisor(s) shall have sufficient English language skill to be able to communicate with members of the U. S. Government staff. The supervisor(s) shall have supervision as his or her sole function.

2.3.1.1. The Contractor's proposal shall include qualifications of all key personnel showing relevant experience, skills and other unique qualifications that demonstrate the ability to manage the details described in the Performance Work Statement. The proposal should detail personnel's specific experience in landscaping and grounds-keeping services and supervisory skills.

NOTE: Immediate availability of proposed staff and qualifications to enable lowest risk and shortest transition time is a key evaluation factor.

2.3.1.2. Recruitment/Retention/Training. Contractor will present their plan for personnel recruitment, retention strategies, and staff training (if applicable). Specifically, address how the

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Contractor plans to staff and discuss their capabilities to augment staff to perform duties under expanded workloads.

2.3.1.3. Additional Hours vs. Overtime Hours. Overtime hours ARE NOT authorized under this contract. However, as noted herein, additional hours, may be required. If additional hours are requested, the Supervisor / Contractor shall submit a request for approval of additional hours in writing and must receive PRIOR approval by the COR (for additional hours established at contract award) BEFORE additional hours are used/worked. The additional hours CLIN will be funded, at the time of approval through a contract modification. Request for additional hours above the established contract amount (two hundred forty (240) hours per year) SHALL receive PRIOR written approval from the CO, BEFORE any hours are performed.

NOTE: No additional hours worked will be paid without PRIOR written approval by the COR.

2.3.2. Schedules. The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. The Contractor shall deliver standard services between the hours of 7:15 AM and 4:00 PM, Monday through Friday. For those items other than routine daily services, the contractor shall provide the COR with a detailed plan as to the personnel to be used and the timeframe to perform the service.

2.3.3. Quality Control. The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract. As part of the annual Grounds Maintenance Plan, the contractor will propose the Quality Control Plan (QCP). This Plan will, at a minimum, include who conducts the QCP, interval for inspections, items to be checked including metrics on performance, and reporting process to the COR.

2.3.4. Technical Guidance. The Contractor shall have the services of a trained horticulturist with experience in the climate and soil conditions found locally to give technical guidance to the Contractor's work force and to develop and guide the Contractor's programs for lawn and tree care.

2.3.5. Grounds Maintenance Plan. The Contractor shall submit an annual Grounds Maintenance Plan that reflects the proposed frequency for meeting the requirements of this contract. The Grounds Maintenance Plan will be developed to fit the requirements of local conditions, types of vegetation, and climate factors. The Contractor shall submit the Grounds Maintenance Plan to the COR for approval within thirty (30) days after contract award.

The Grounds Maintenance Plan will include, at a minimum:

2.3.5.1. List of individual landscaping activities

2.3.5.2. Frequency of each activity

2.3.5.3. Tools to be used

2.3.5.4. Materials to be used

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2.3.5.5. Specialized skills required such as pest management, power tool operation, etc.

2.3.5.6. Quality Control Plan

2.3.5.7. Specific requirements located elsewhere in this contract document.

2.3.5.8. Identify three potential cost savings measures.

2.4. LAWN CARE

NOTE: Existing types of grass on the property's lawns: Zoysia, Bermuda, and St. Augustine

2.4.1. Grass Cutting. The Contractor shall maintain the height of grass between 4 and 6 centimeters. The Contractor is responsible for all equipment and fuels needed to complete this task.

2.4.2. Edging. The Contractor shall edge all sidewalks, driveways, and curbs each time the adjacent grass is cut.

2.4.3. Trimming. The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles, and structures, so that grass height does not exceed the height of the adjacent grass.

2.4.4. Weeding. The Contractor shall weed the grounds and gardens on a continuous basis to prevent the growth of weeds into lawn and landscapes. The Contractor may use weed-killing chemicals to prevent the growth of weeds to eliminate grass and weeds in the cracks and joints within or along sidewalks and curbs. The Contractor shall obtain approval of the COR for all applications of weed killers.

2.4.5. Turf Repair and Re-Establishment. The Contractor shall, whenever necessary, repair areas damaged by vehicular traffic, oil and gas, building repairs, and normal foot traffic. The damaged area shall be filled in and leveled and then seeded or sodded, and maintained to conform to adjacent areas.

The method, frequencies, and dates of grass cutting, hedging, trimming, weeding, and turf repair shall be part of the contractor's Grounds Maintenance Plan.

2.4.6. Pollinator Garden Area. Create, develop and maintain two small garden areas within the compound that facilitate pollinator life such as butterflies, humming birds and bees. Each area will be between 5-15 square meters. Plants in the garden area must be native species to Jamaica since they are better suited to the local micro-climate, need less maintenance, fertilizer, and water compared to introduced plants. Pesticides that are non-organic may not be used within the pollinator garden area.

Contractor will propose at least three native plant species that facilitate pollinator life, locations for the two areas and a basic design for each garden area as part of their Grounds Maintenance Plan for approval by the COR.

Examples of potential pollinator plants include: Ramgoat Dashalong (Turnera ulmifolia); milkweed (Calotropis procera); butterfly vine (Stigmaphyllon emarginatum) ; Wild Arugula (Diplotaxis tenuifolia).

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2.5. PRUNING

NOTE: Existing types of trees, shrubs, hedges, bushes, vines: Black Olive, Poinciana, Guango, Ackee, Mango, Duranta Gold, Texas Sage, Bougainvillea, Ruellia, various types of Palm, and Fern

2.5.1. The Contractor shall maintain trees, shrubs, hedges, bushes, vines, ground cover and flowers.

1.5.2. The Contractor shall prepare a written schedule, as part of the Grounds Maintenance Plan, showing the method, frequencies, and dates of pruning.

2.5.2. The Contractor shall prune all shrubs, vines, bushes, ground cover, and trees to:

2.5.2.1. direct and encourage plant growth in directions

2.5.2.2. desired, remove dead and unsightly growth, and maintain a neat and attractive appearance.

2.5.3. The Contractor shall prune according to the schedule in the Grounds Maintenance Plan to ensure that all heavy pruning is accomplished during the proper season according to best horticultural practice. The Contractor shall prune all hedges and shaped shrubs to maintain proper shape at all times.

2.5.4. At no additional cost to the Government, the Contractor shall replace any tree, bush or shrub that is killed or rendered unusable for its intended purpose through negligent or irresponsible practices that are attributable to the Contractor.

2.6. Leaf Removal. The Contractor shall, on a monthly basis, remove leaves and pine needles from the properties listed in Exhibit A and on a weekly basis during the period when it's most windy.

2.7. Recycled Materials. The Contractor shall promote recycled uses for lawn and tree debris in meeting other gardening needs, such as mulch and compost.

2.8. Removal of Debris. The Contractor shall remove foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, and trash from the maintained areas including walkways, stairways and curbs within or adjacent to the area. The Contractor shall remove all debris and equipment from the work site before the end of each workday. Debris removal shall prevent unsightly accumulation. The Contractor shall promptly remove collected debris to an authorized disposal site. The Contractor is responsible for all expenses incurred in the collection and disposal of debris.

2.9. WATERING

2.9.1. The Contractor shall water lawns, flowers, shrubs, and trees to provide for moisture penetration to a depth of 7 centimeters using methods to minimize the evaporation and waste of water. If natural precipitation is sufficient to fulfill this requirement, the Contractor may request the COR's permission to suspend watering to avoid too much water in the soil.

2.9.2. The Contractor shall present the method, frequencies, and dates of watering in a written schedule in the Grounds Maintenance Plan. The schedule shall take into account the kinds of vegetation, local soil conditions, and the seasonal variations in plant moisture requirements as well as the automatic irrigation system at embassy compound.

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2.9.3. The contractor shall review on a monthly basis the watering schedule for irrigation system control/s with a view to obtain optimal settings for type plants in each watering zone.

2.9.4. The Contractor shall provide all hoses, portable sprinklers, and other similar irrigation equipment.

2.9.5. The Government shall furnish the supply of water.

2.10. FERTILIZER

2.10.1. The Contractor shall fertilize and lime the soil to promote proper health, growth, color, and appearance of cultivated vegetation, following proper horticultural practice for the types of vegetation, soil, weather conditions, and seasons of the year.

2.10.2. The Contractor shall present the method of application, fertilizer type, frequencies, and dates of fertilizing and liming in the Grounds Maintenance Plan.

2.10.3. The Contractor shall fertilize the lawn areas a minimum of two times per year.

2.10.4. The Contractor shall apply weed killer once a year. If weed killer is not required, the Contractor shall request a waiver in writing from the COR.

2.10.5. The Contractor shall fertilize trees, shrubs, bushes, hedges and plants a minimum of once a year.

2.11. Pest And Disease Control. The Contractor shall maintain a program for controlling pests and plant disease so as to maintain flowers, shrubs, vines, trees and other planted areas in a healthy and vigorous condition. The Contractor shall obtain approval of the COR for all pesticides. The Contractor shall present a plan for pest and disease control as a part of its Grounds Maintenance Plan.

2.12. Hazardous And Toxic Substances. It is the Contractor's responsibility to ensure the safe handling, application, removal and environmentally sound disposal of all hazardous or potentially hazardous fertilizers, weed killers, and pest control products utilized in this requirement.

2.13. LANDSCAPING AND GROUNDS MAINTENANCE SERVICES - New Embassy Compound.

All standard services are to be delivered on regular Post working days.

Below are descriptions of the Landscaping and Grounds Maintenance requirements required for the Embassy Compound.

The total estimated acreage/square footage for the Embassy compound is nine (9) Acres. The specific requirements for each location where services are required are as follows:

NOTE: The total square footage of paved walkway and stairs to be pressure washed around the Embassy Compound, approximately 30K SF

2.13.1. Location 1. Maintain exterior sidewalks adjacent to property wall from service CAC to CAC #2 to CAC #1 to intersection of Old Hope Road and Bamboo Avenue.

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NOTE: CAC is the abbreviation for "Compound Access Control."

Requirements	Frequency
Remove all trash and debris from all areas / grounds, as required.	Daily
Empty all trash containers on grounds.	Daily
Sweep / blow the concrete driveway, sidewalks, lawns and walkways.	Daily
Clear / pick-up / wash away animal waste; feces or dead animals.	Immediately

2.13.2. Location 2. Maintain all site concrete and paved areas, including roads, parking lots, stairways and sidewalks.

Requirements	Frequency
Remove all trash and debris from all areas / grounds	Mon / Wed / Fri
Sweep / blow the asphalt and concrete driveway	Mon / Wed / Fri
Pressure wash concrete and paver driveway	Semi-annually

2.13.3. Location 3. Site interior and exterior grounds grass lawn in the following areas: West Service CAC, from Munroe roadway to sidewalk and drive way adjacent to building; between south perimeter wall and site roadway extending to behind Marine house and volley ball court; area between Motor pool parking and site roadway; all lawn areas around the warehouse building; north of CAC 3 interior and exterior to site; Area between fire pump house, chancery building and Consular garden fence; areas Adjacent the Utility building; Marine house courtyard and areas surrounding building; north, west and south of the NOX building extending to perimeter fence; exterior of perimeter wall from Bamboo Avenue via Hope Road to Monroe Road; south and west of Bamboo parking lot; north of Chancery.

Requirements	Frequency
Remove trash, leaves and debris from lawns.	Bi-weekly
Cut grass and edge.	Weekly
Check irrigation sprinkler heads and nozzle for proper operation and coverage.	Weekly
Repair and replace sprinkler heads and nozzle.	As needed
Control and remove weeds.	Weekly
Fertilize lawns.	Quarterly
Water lawn grass not covered by automatic sprinkler irrigation system.	Bi-Weekly
Repair lawn.	As needed

2.13.4. Location 4. Site interior and exterior of compound, flower beds and shrubbery in the following areas; all areas in the Consular garden; north and east of the Chancery building; west of NOX building; exterior of compound between CAC1 and 2; Marine house court yard; west of utility building; all areas in Bamboo parking lot; exterior on Bamboo Avenue adjacent to perimeter wall.

Requirements	Frequency
Remove trash, leaves and debris	Daily
Check irrigation sprinkler heads and nozzle for proper operation and	Weekly

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Requirements	Frequency
coverage	
Repair and replace defective sprinkler heads and nozzles	As Needed
Control and remove weeds	Weekly
Turn flower bed soil/compound	Quarterly
Trim flowers in beds	Bi-Monthly
Trim hedges/bushes	Bi-Monthly

2.13.5. Location 5. The area between the South NEC wall and residences' fence, from Bamboo parking lot to the service CAC.

Requirements	Frequency
Cut grass and vines	Monthly
Trim trees, hedges, brushes, and plants at least 18" from any area of the residential fences and the NEC compound exterior security walls	Monthly
Remove trash leaves and debris	Monthly
Prune trees	Annually

2.13.6. Location 6. MSGQ Basketball Court.

Requirements	Frequency
Sweep / blow clean the basketball court	Weekly

2.13.7. Location 7. MSGQ Volleyball Court.

Requirements	Frequency
Remove all debris and rake volleyball court sand and surrounding area	Weekly
Turn sand and remove weeds	Weekly

2.13.8. Location 8. Exterior Potted Plants.

Requirements	Frequency
Nurture as needed unhealthy Plants	Daily
Water plants	Mon / Wed / Fri
Fertilize plants	Quarterly
Treat plants for pest	Quarterly
Rotate out as instructed by COR	As Needed

2.14. <u>LANDSCAPING AND GROUNDS MAINTENANCE SERVICE</u> - Colin Powell Plaza:

Below are descriptions of the Landscaping and Grounds Maintenance requirements to be performed at the Colin Powell Plaza under this contract. The total estimated acreage/square footage for the Colin

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Powell Plaza Compound is six (6) Acres. The specific requirements for each location where services are required are as follows:

NOTE: The total square footage of paved walkway and stairs to be pressure washed around the Colin Powell Compound, approximately 11K SF.

2.14.1. Location 1. Property exterior and interior of main entrance area, including the interior and exterior road on either side of the fence, sidewalks around the small security guard booth, paved roads on both sides of security guard booth, and plants around the main gate entrance area.

NOTE: The size/type of trash containers on ground is thirty (30) gallons and the contractor is responsible for supplying trashcan liners.

Requirements	Frequency
Pick-up and remove trash and debris from paved/concrete roads, flowerbeds, and from all areas/grounds. Take all trash and debris to designated trash collection area(s).	Bi-weekly.
Empty all trash containers on grounds	Bi-weekly.
Clean sweep/blow concrete/paved driveway from fifteen (15) feet outside the main entrance gate to the plaza's apartment complex main entrance, including its carport and driveway.	Daily
Water flowers/flower beds that can be watered using the water drip irrigation system.	Bi-Weekly
Water the flowers/flower beds that are not covered by the water drip irrigation system.	Bi-Weekly
Remove trash, leaves and debris from flower beds and take to designated trash collection area(s).	Bi-Weekly
Control and remove weeds.	Weekly
Check and repair flower beds sprinkler/drip system as required.	Weekly
Trim flowers in the flowerbeds.	Bi-Weekly
Trim the hedges/bushes in flower beds	Bi-Weekly
Trim the hedges/bushes.	Bi-Weekly
Fertilize the flowers/plants.	Quarterly
Turn flowerbed soil/compound.	Quarterly
Pressure wash concrete brick pavement and stone cut walls (in January and in June or as instructed by COR).	Semi-Annually
Pressure wash the brick paver driveways (in January and in June or as instructed by COR).	Semi-Annually

2.14.2. Location 2. All site concrete, brick and asphalt-paved areas, including roads, parking lots, stairways, sidewalks and walkways not covered by a roof.

Requirements	Frequency
Pick-up and remove trash and debris and take all trash and debris to designated trash collection area(s).	Bi-weekly.
Empty all trash containers on grounds.	Bi-weekly.
Clean sweep/blow asphalt paved/concrete roads.	Weekly

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Requirements	Frequency
Pressure wash cut stone walls adjacent to driveways and stairs in January and in June or as instructed by COR.	Semi-Annually
Pressure wash the concrete/brick paver driveways, cut stone/concrete steps, cut stone/concrete/ brick paver walkway in January and in June or as instructed by COR.	Semi-Annually

2.14.3. Location 3. All site green spaces; including the area located on the right roadside from the main gate towards the tennis court. The area between the driveway and the recreation building/area, the areas on both sides of the plaza's apartment main entrance. The areas topside and below the residential parking lot. The areas along the visitor parking lot and driveway. The areas on the lowest level parking lot around the green house and water treatment plant. The area between the recreational building and plaza, including the area around the fishpond. The area between the tennis court and the perimeter security wall; the area beyond the swimming pool back gate to the garbage skip and lower driveway.

Requirements	Frequency
Pick-up and remove trash and debris from flowerbeds, shrubbery and hedging. Take all trash and debris to designated trash collection area(s).	Bi-weekly.
Empty all trash containers on grounds.	Bi-weekly.
Water hedges / shrubs / flowerbeds that can be watered using the water drip irrigation system.	Bi-Weekly
Water hedges/shrubs/flower beds not covered by the water drip /irrigation system.	Bi-Weekly
Water the grass that can be watered using the sprinkler / irrigation system.	Bi-Weekly
Water the grass not covered by the water sprinkler / irrigation system.	Bi-Weekly
Control and remove weeds.	Weekly
Cut lawn grass.	Weekly
Check and repair flower beds sprinkler/drip system.	Weekly
Check and repair lawn/grounds water sprinkler / irrigation system.	Weekly
Trim flowers in the flowerbeds.	Bi-Monthly
Trim the hedges/shrubs/bushes.	Bi-Monthly
Fertilize the grass.	Quarterly
Fertilize the flowers/plants.	Quarterly
Turn flowerbed soil/compound.	Quarterly
Prune trees	Semi-annually

2.14.4. Location 4. Flower beds; area around the swimming pool deck; the terrace adjoining the swimming pool deck; the areas around the squash court and tennis court; the area around the plaza's main entrance/driveway drop-off area; the first, second, and third level parking lot areas.

Requirements	Frequency
Water flowers/flower beds that can be watered using the water drip irrigation system.	Bi-Weekly
Water the flowers/flower beds not covered by the water drip / irrigation system.	Bi-Weekly

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Requirements	Frequency
Remove trash, leaves and debris from flowerbeds and take to designated trash collection area(s).	Bi-Weekly
Check and repair flower beds sprinkler/drip system.	Weekly
Remove/pull grass from flowerbeds.	Weekly
Trim flowers in the flowerbeds.	Bi-Monthly
Trim the hedges/bushes in flowerbeds.	Bi-Monthly
Fertilize the flowers/plants.	Quarterly
Turn flowerbed soil/compound.	Quarterly

2.14.5. Location 5. The Playfield.

Requirements	Frequency
Pick-up and remove trash and debris from field, and from all areas/grounds. Take all trash and debris to designated trash collection area(s).	Weekly
Empty all trash containers on grounds.	Weekly
Control and remove weeds.	Weekly
Cut lawn Grass.	Weekly
Water grass	Weekly
Fertilize the grass.	Quarterly
Water flowers/plants	Weekly
Clean sweep/blow paved walkway and stairs	Weekly
Prune trees	Annually

2.14.6. Location 6. The area between the outer perimeter security wall and the inter perimeter safety wall from the plant nursery area to the pedestrian gate to the playfield. The area below driveway to the fire pump hose from the container laydown area to beyond the metal water storage tank.

Requirements	Frequency
Pick-up and remove trash and debris from all areas/grounds. Take all trash and debris to designated trash collection area(s).	Weekly
Cut grass and vines.	Monthly
Prune trees	Annually

2.14.7. Location 7. Building interior/exterior potted plants located on the plaza ground floor.

Requirements	Frequency
Rotate plants with fresh plants from nursery	Quarterly
Wipe leaves free of dust and remove dry leaves	Weekly

2.14.8. Location 8. The fishpond located between the plaza's main building and the recreation building.

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NOTE: The type of fish feed currently in use is Koi Stick

Requirements	Frequency
Supply fish feed and feed fish.	Daily on working days.
Clean fishpond filters	Weekly
Clean fish pond (remove and store fishes, empty pond, clean sludge from pond base, power wash water fall stones and pond base, refill pond and replace fishes.	Semi-Annually
Cut back plants	Quarterly

2.14.9. Location 9. Tennis Court.

Requirements	Frequency
Pick-up and remove trash and debris from paved/concrete surface. Take all trash and debris to designated trash collection area(s).	Bi-weekly
Empty all trash containers on grounds.	Weekly
Clean sweep/blow concrete/paved surface.	Weekly

2.14.10. Location 10. Swimming Pool Area.

Requirements	Frequency
Pick-up and remove trash and debris from paved/concrete surface. Take all trash and debris to designated trash collection area(s).	Bi-weekly
Empty all trash containers on grounds.	Bi-weekly
Clean sweep/blow concrete/paved surface.	Weekly
Pressure wash swimming pool area and back patio (in January and in June or as instructed by COR).	Semi-Annually

2.14.11. Location 11. Green House.

Requirements	Frequency
Pressure wash the greenhouse deck and surrounding area (in January and in June or as instructed by COR).	Semi-Annually

2.14.12. Location 12. The Compound's Palm Trees.

Requirements	Frequency
Trim / prune palm trees in November	Annually

2.14.13. Location 13. The Compound's Trees with Branches and Leaves.

Requirements	Frequency
Trim trees with branches and leaves (as required)	Annually

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2.14.14. Location 14. Walkway pavers in front of pool pump house and leading from tennis court to fire pump house.

Requirements	Frequency
Clean walkway and pressure wash	Annually
Clean sweep / blow walkway and stairs	Weekly

2.14.15. Location 15. Driveway from back gate to fire pump house.

Requirements	Frequency
Cut grass in driveway that leads to fire pump house.	Weekly

2.14.16. Location 16. Trash Collection Area (designated).

Requirements	Frequency
Pick-up and remove trash and debris from all areas/grounds. Take all trash and debris to designated trash collection area(s).	Daily
Clean Sweep/Blow Trash Area	Daily
Empty all trash containers on grounds, and take to designated trash holding area.	Weekly
Trash generated from gardening activities, such as leave collection and plant cuttings shall be store separately and remove from property	Weekly
Sanitize trash bin and containers.	Quarterly

3. WORKING HOURS

All work performed during 7:15 AM and 4:00 PM, Monday to Friday, EXCLUDING U. S. Federal Government holidays identified and Local Jamaican Holidays. Additional work hours may be approved by the Contracting Officer's Representative. The Contractor must provide in writing at least 24-hour advance notice to the COR, who will consider any deviation from the hours identified above.

4. DELIVERABLES

The following items shall be delivered under this contract:

Description	Contract Section	Deliver To	Delivery Date
General Requirements	2.2.	COR	Within 30 Days after award
Schedules for Periodic Requirements	2.2.2.2.	COR	Monthly
Grounds Maintenance Plan	2.3.5	COR	Within 30 days after award
List of Personnel	2.1.1.	COR	Within 30 days after award
Evidence of Insurance	7.8	COR	At time of bid
Licenses/Permits		COR	Will be required at the date of

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Description	Contract Section	Deliver To	Delivery Date
			award
Transition Plan	9	COR	Within ten (10) calendar days after award

5. PERSONNEL REQUIREMENTS

5.1. General. The Contractor shall maintain discipline at the site and shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by Contractor employees at the site. The Contractor shall preserve peace and protect persons and property on site. 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 costs to the Government.

5.2. Personnel Health Requirements. All Contractor employees shall be in good general health without physical disabilities that would interfere with acceptable performance of their duties. All employees shall be free from communicable diseases.

5.3. STANDARD OF CONDUCT

5.3.1. 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).

5.3.2. Neglect of duties shall not be condoned. The Contractor shall enforce no 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.

5.3.3. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient Government operations.

5.3.4. 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 that produce similar effects.

5.3.5. Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These 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 authority or credentials;

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- Security violations; or,

- Organizing or participating in gambling in any form.

5.3.6. Key Control. The Contractor shall receive, secure, issue and account for any keys issued for access to buildings, offices, equipment, gates, etc., for the purposes of this contract. The Contractor shall not duplicate keys without the COR's approval. Where it is determined that the Contractor or its agents have duplicated a key without permission of the COR, the Contractor shall remove the individual(s) responsible from this contract. If the Contractor has lost any such keys, the Contractor shall immediately notify the COR. In either event, the Contractor shall reimburse the Government for the cost of rekeying that portion of the system.

5.3.7. 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.

5.3.8. Safety. Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction. Contractors must demonstrate understanding of their responsibilities under Post Managed Construction Project safety program by addressing hazards in preplanning processes and meetings. Prior to starting a project, each contractor is required to review the work site and identify hazards that may occur while performing the job. Contractors will report accidents to Contracting officers, contracting officer's representative and POSHO.

The CO 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. Any equipment or work considered dangerous shall be immediately discontinued.

Contractor shall provide all Personal Protective Equipment (PPE) for the workers as per the requirement of the site and training to contractor staff on proper use and wear of PPE. 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. Contractor will use all safety items (e.g., hard hats, gloves, goggles and hearing protection) as required on site. If the contractor has difficulty providing appropriate PPE, the contractor must coordinate for their temporary use.

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.

General. The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the contractor shall:

1. Provide appropriate safety barricades, signs and signal lights;

2. Conduct the following safety training for all current and future employees:

    2.1. Slips, trips and falls including proper usage of ladders.

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2.2. Proper use of power tools and other tools that present hazards.

2.3. Reporting procedures for potential safety issues.

3. Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,

4. Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.

5. Hazardous noise levels. The contractor will evaluate noise levels at the job site and take appropriate action to prevent health and safety problems.

5.4. PERSONNEL SECURITY

5.4.1. After award of the contract, the Contractor shall provide data on each employee who will be working under the contract. The Contractor shall include a list of all workers and supervisors assigned to this contract and provide valid police reports that are no older than three months at the time of submitting them to the Government. The Government will also run background checks on these individuals in order to give clearance for site access. Individuals not meeting the standards to receive clearance will not be approved for employment under this contract. Security checks will be required on a bi-annual basis for the life of the contract and the contractor shall provide police report at each event for employees. All positions are located OCONUS and may be filled by a U. S. Citizen, Third Country National, or Local National with the required vetting level noted below:

- If filled by a U. S. Citizen or a Third Country National - requires a MRPT certification.

- If filled by a Local National - requires RSO vetting approval.

5.4.2. The 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. MATERIALS AND EQUIPMENT

6.1. General. The Contractor shall provide all necessary materials, supplies, equipment, tools, laborer clothing, etc. to perform all required landscaping and grounds maintenance services in a timely, efficient, proper, and professional manner. Such items include, but are not limited to uniforms; personnel equipment; gardening supplies and equipment, including rakes, riding mowers, weed whackers, hedge trimmers, blowers, lawn push mowers, pressure washers, hoes, pitchforks, pruning shears, fertilizers, hoses, portable sprinklers, sprinkler heads and nozzles and other similar irrigation equipment; and any other operational or administrative items required for performance of the duties and requirements of this contract. The Contractor shall maintain sufficient parts and spare equipment for all Contractor-furnished materials / equipment to ensure uninterrupted service.

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6.2. Delivery Of Materials, Supplies, or Equipment. Any deliveries made by the Contractor directly to one of the properties shall be marked as follows:

6.2.1. Deliveries to NEC:

Company Name
Landscaping Contract
30 Munroe Road
Kingston, Jamaica

6.2.2. Deliveries to Colin Powel Plaza:

Company Name
Landscaping Contract
211a Constant Spring Road
Kingston, Jamaica

7. Government Furnished Property/Equipment. **NO** GOVERNMENT FURNISHED PROPERTY OR EQUIPMENT FURNISHED TO THE CONTRACTOR UNDER THIS CONTRACT.

8. INSURANCE

8.1. Amount of Insurance. The Contractor is required to provide whatever insurance is legally necessary. The Contractor shall, at its own expense, provide and maintain during the entire performance period of the contract "Public Liability and Contractor's All Risk Insurance."

8.2. The types and amounts of insurance above are the minimum requirement. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

8.3. For those Contractor employees assigned to this contract who either are United States citizens or hired in the United States or its possessions, the Contractor shall provide workers' compensation insurance in accordance with FAR 52.228-3.

8.4. The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, employees, or any other person, arising from an incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising, except in the instance of gross negligence on the part of the Government.

8.5. The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

NOTE: There is (at no-cost) onsite storage available for use throughout the term of the contract: a 10 x 12 ft storage shed at the Embassy compound and a 12 x 15 ft room at the Colin Powell Plaza. However, Offerors are still responsible for obtaining and including rental of offsite storage facility / warehouse (applicable insurance), etc. required in their proposal submission.

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8.6. Government as Additional Insured. The general liability policy required of the Contractor shall name "The United States of America, acting by and through the Department of State," as an additional insured with respect to operations performed under this contract.

8.7. Time for Submission of Evidence of Insurance. The Contractor shall provide evidence of the insurance required under this contract at time of proposal submission. The Government may deem the Contractor's proposal submission NOT ACCEPTABLE, if the Contractor fails to timely submit insurance certificates identified above.

8.8. GENERAL LIABILITY

(includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury)

1. Bodily Injury stated in US Dollars:
   Per Occurrence $50,000 USD
   Cumulative $50,000 USD
2. Property Damage stated in US Dollars:
   Per Occurrence $50,000 USD
   Cumulative $50,000 USD

8.9. The types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

8.10. For those Contractor employees assigned to this contract who are either United States citizens or direct hire in the United States or its possessions, the Contractor shall provide workers' compensation insurance in accordance with FAR 52.228-3, or host country nationals that do not have a DOL waiver.

8.11. The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to:

a) any property of the Contractor,

b) its officers,

c) agents,

d) servants,

e) employees, or

f) any other person,

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arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising, except in the instance of gross negligence on the part of the Government.

8.12. The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

8.13. Government as Additional Insured. The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State," as an additional insured with respect to operations performed under this contract.

8.14. Time for Submission of Evidence of Insurance. The Contractor shall provide evidence of the insurance required under this contract within ten (10) days after contract award. The Government may rescind or terminate the contract if the Contractor fails to timely submit insurance certificates identified above.

9. LAWS AND REGULATIONS

9.1. Without additional expense to the Government, the Contractor shall comply with all laws, codes, ordinances, and regulations required to perform this work. In the event of a conflict among the contract and requirements of local law, the Contractor shall promptly advise the CO of the conflict and of the Contractor's proposed course of action for resolution by the CO.

9.2. The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, to the extent that such compliance is not inconsistent with the requirements of this contract.

10. Transition Plan. Within ten (10) calendar days after contract award, the Contractor shall provide a plan for preparing the Contractor to assume all responsibilities for landscaping and grounds maintenance services. The plan shall establish the projected period for completion of all clearances of Contractor personnel, and the projected start date for performance of all services required under this contract. The plan shall assign priority to the selection of all supervisors to be used under the contract.

11. Quality Assurance And Surveillance Plan (QASP). This plan is designed to provide an effective surveillance method to promote effective Contractor performance. The QASP provides a method for the COR to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the CO of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to conduct quality assurance to ensure that contract standards are achieved.

11.1. Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

11.2. Standard. The performance standard is that the Government receives no more than three (3) customer complaint per month. The COR shall notify the CO of the complaints so that the CO may take

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appropriate action to enforce the inspection clause (FAR 52.212-4, Terms and Conditions -Commercial Products and Commercial Services.), if any of the services exceed the standard.

11.3. PROCEDURES.

11.3.1. If any Government personnel observe unacceptable services, either incomplete work or required services not being performed, they should immediately contact the COR.

11.3.2. The COR will complete the appropriate documentation to record the complaint.

11.3.3. If the COR determines that the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

11.3.4. If the COR determines that the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR will determine how much time is reasonable.

11.3.5. The COR will, as a minimum, orally notify the Contractor of any valid complaints.

11.3.6. If the Contractor disagrees with the complaint after investigation of the problem(s) reported, the Contractor may challenge the validity of the complaint. In such cases, the Contractor shall notify the COR, and the COR will review the matter to determine the validity of the complaint.

11.3.7. The COR will consider complaints as resolved unless notified otherwise by the complainant.

11.3.8. 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 CO for appropriate action under the Inspection Clause of the contract.

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C-003 - INCORPORATION OF CONTRACTOR'S TECHNICAL PROPOSAL

(a) The Contractor shall perform this contract in accordance with its technical proposal dated **TBD** any revisions thereto submitted in response to Solicitation No. **TBD**.

(b) The Contractor's technical proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" clause in SECTION I of this contract. Under the "ORDER OF PRECEDENCE" clause, the Contractor's technical proposal shall follow "the specifications" in the order of precedence.

(End of clause)

D-002 - MARKING OF REPORTS

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

(a) Name and business address of the Contractor;

(b) Contract number and delivery order number, if applicable;

(c) Date of report; and

(d) Program office(s).

(e) All reports become the property of the Department. Reports shall not contain any markings or legends which restrict the Department's use of such reports in any way.

(End of clause)

D-007 - PACKAGING AND PALLETIZING

VENDOR NOTE: The packing and palletizing - if palletizing is required for this order - must conform to the standards in the International Standards for Phytosanitary Measures Publication No. 15: "Guidelines for Regulating Wood Packaging Material in International Trade" (ISPM 15) and have the appropriate markings indicating that the materials meet this standard. Any deliveries arriving at our indicated delivery address that do not meet these standards will be rejected at the vendor's expense. For any additional information concerning these requirements, please refer to the following https://www.cbp.gov/border-security/protecting-agriculture/wpm OR https://www.aphis.usda.gov/plant-imports/wood-packaging-material.

(End of clause)

D-009 - PACKAGE MARKING

Each and every box or package containing materials shipped pursuant hereto, shall be marked with the following:

- the consignee address as shown in Block 6

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- the name and address of the contractor in Block 7
- the order number in Block 3
- the requisition/reference number in Block 4

Packing lists will be attached to the outside of the box. Palletized stacked material will not exceed the height of 52 inches. Vendor will not ship partials without the proper approval of the consignee. Vendor will supply a copy of the purchase order with the packing list.

(End of clause)

E-001 - INSPECTION AND ACCEPTANCE

The shipping and receiving personnel at each location will inspect items to verify the correct type of item(s) is / are received in new working condition.

The Contractor is required to replace any defective item(s) at no additional cost to the Government.

(End of clause)

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