U.S. Department of State
Bureau of Overseas Buildings Operations

STATEMENT OF WORK
FOR

RESIDENCE X-140
URBANIZACION LAGUNA CLUB MZ 13 SOLAR 1-117

1.-ROOF REPAIR PROJECT
2.- KITCHEN CABINETRY RENOVATION
3.- INTERIOR AND EXTERIOR PAINTING SERVICES
4.- SANITARY AND RAINWATER DRAINAGE SYSTEM REPAIRS

Facility Management Section
U.S. Consulate- Guayaquil
Ecuador

AUGUST 2026

SCOPE OF WORK

RESIDENCE X-140

URBANIZACION LAGUNA CLUB MZ 13 SOLAR 1-117

1.-ROOF REPAIR PROJECT
2.- KITCHEN CABINETRY RENOVATION
3.- INTERIOR AND EXTERIOR PAINTING SERVICES
4.- SANITARY AND RAINWATER DRAINAGE SYSTEM REPAIRS

1.- PROJECT OVERVIEW

The U.S. Consulate in Guayaquil requires the hiring of a specialized team experienced in comprehensive renovation and repair services for residence X-140. This project consists of four integrated subprojects that will restore and improve the property's structural integrity, functionality, and appearance. All work shall be performed in a safe, professional, and workmanlike manner in accordance with the requirements set forth herein.

2.- PRICES AND PERIOD OF PERFORMANCE

The work shall be executed in a diligent manner within the approved performance period and fixed-priced proposal provided by the contractor.

The price listed below shall include labor, materials, transportation, an insurance policy with coverage for damages to third parties, **DBA**- Defense Base Act - Insurance Cost covering employees, and any additional fees associated with this service.

3.- VALUE ADDED TAX. Value Added Tax (VAT) is not included in the CLIN rates. Instead, it will be priced as a separate Line Item in the contract and on Invoices. The amount of VAT to be charged is 15%. Local law dictates the portion of the contract price that is subject to VAT; this percentage is multiplied only against that portion. It is reflected in each performance period. Full VAT amount is charged on all aspects of the contract.

4.- PRICING

The Contractor shall complete all work, including furnishing all labor, material, equipment, and services required under this contract for the following firm fixed price and within the time specified. This price shall include all labor, materials, all insurance, transportation, overhead and profit.

4.1.- This project is composed of 4 parts, and for each of these, the contractor must note down the price of each one

- **ROOF REPAIR PROJECT**
- **KITCHEN CABINETRY RENOVATION**
- **INTERIOR AND EXTERIOR PAINTING SERVICES**
- **SANITARY AND RAINWATER DRAINAGE SYSTEM REPAIRS**

4.2.- TOTAL COST OF PROJECT

The firm fixed price for the period of the contract is the sum of the four parts:

TOTAL COST..... = $ _____ plus 15% VAT

5.- SCOPE OF WORK

The scope of work considered for this job is the following:

5.1.- PROJECT SCOPE

This comprehensive renovation project includes the following four parts:

- **Roof Repair Services** - Complete assessment and repair of the residence roof system to ensure structural integrity and prevent water infiltration.
- **Kitchen Cabinetry Renovation** - Renovation and modernization of kitchen cabinetry to improve functionality and aesthetics.
- **Interior and Exterior Painting Services** - Professional painting of both interior and exterior surfaces to restore and protect the property.
- **Sanitary and Rainwater Drainage System Repairs** - Repair and restoration of plumbing drainage systems and rainwater management infrastructure to ensure proper water flow and prevent damage.

The selected contractor must demonstrate expertise across all four areas and coordinate these subprojects efficiently to minimize disruption and ensure timely completion of the overall renovation project.

Each part is described in detail below.

The contractor shall provide the labor, equipment, materials, and all tools for performing the work, and perform all work within a fixed-price contract.

5.2.-GENERAL REQUIREMENTS

The work will consist of the following:

This Scope of Work describes the repair and restoration services required for a residential roof comprising fiber-cement tiles and decorative clay tiles. Identified deficiencies include improper tile sealing, deteriorated gutter sealant, contaminated downspouts, broken decorative clay tiles, gaps at roof-to-wall junctions, and bat intrusion. All work shall be performed in a safe, professional, and workmanlike manner in accordance with the requirements set forth herein.

5.3.- ROOF REPAIR PROJECT

5.3.1.- PROJECT OVERVIEW

This Scope of Work describes the repair and restoration services required for a residential roof comprising fiber-cement tiles and decorative clay tiles. Identified deficiencies include improper tile sealing, deteriorated gutter sealant, contaminated downspouts, broken decorative clay tiles, gaps at roof-to-wall junctions, and bat intrusion. All work shall be performed in a safe, professional, and workmanlike manner in accordance with the requirements set forth herein.

The roof of residence X-140 requires comprehensive repair services to address existing damage and prevent future water infiltration. This subproject includes a thorough inspection of the current roof condition, identification of all damaged areas, and complete repair or replacement of compromised materials. Work will include repair of roof structure, replacement of damaged tiles or roofing materials, sealing of all penetrations, repair of flashing around chimneys and vents, and ensuring proper water drainage. The contractor shall use high-quality materials suitable for the local climate and guarantee all work against defects. All debris shall be removed from the site, and the work area shall be left clean and safe upon completion.

5.3.2.-GENERAL CONTRACTOR REQUIREMENTS

- All competing vendors must physically inspect and measure the complete roof area, including all surfaces where repair, sealing, tile replacement, and re-grouting tasks will be performed, prior to submitting a bid.
- The Contractor is responsible for transporting all materials and labor to and from the work site; performing all repair work as specified herein; cleaning all work areas upon completion of daily activities; and removing all materials, debris, and waste from the premises by the end of each workday.
- The Contractor shall be fully liable for any damage to the premises, utilities, or existing finishes resulting from the performance of this work. All such damage must be repaired within the 20-calendar-day project completion period.
- The Contractor shall provide color samples, product data sheets, and material catalogues for approval by the American Consulate General Guayaquil prior to commencing any work. All samples shall be submitted at the Contractor’s expense together with the bid proposal.
- Upon completion of all work, the Contractor shall notify the U.S. Consulate to schedule a final inspection and obtain formal written approval.

5.3.3.- EXISTING CONDITIONS ON SITE

The roof has already reached the end of its useful life and has been affected by sun, rain, and UV rays, and has leaks and holes through which bats and birds get in

5.3.4.- SCOPE OF REPAIR WORK

5.3.4.1.- Fiber-Cement Tile Roof – Sealing

- Inspect the entire fiber-cement tile roof surface and identify all areas with inadequate sealing, cracked caulking, open joints, or gaps between tiles.
- Clean all surfaces to be sealed, remove dirt, moss, algae, and loose material prior to application of sealant.
- Apply a high-quality, weather-resistant, flexible sealant appropriate for fiber-cement substrates to all identified joints, overlaps, and penetrations.
- Sealant application shall be continuous, uniform, and free of voids or gaps. All sealed areas shall be watertight upon completion.

5. 3.4.2.- Decorative Clay Tile Replacement

- Inspect all decorative clay tiles and identify broken, cracked, or structurally compromised tiles. Based on the current assessment, approximately 40% of decorative clay tiles require replacement.
- Remove all damaged clay tiles carefully to avoid disturbing adjacent intact tiles or the underlying substrate.
- Supply and install new decorative clay tiles matching the profile, dimensions, color, and finish of the existing tiles. Tile samples must be approved by the American Consulate General Guayaquil prior to procurement.
- Re-bed and re-point all replaced tiles using a mortar mix compatible with the existing substrate. All replacement tiles shall be properly aligned, firmly seated, and sealed against water infiltration.

Gutter Restoration

- Remove and dispose of all existing deteriorated, brittle, or glassy sealant from all gutter joints, end caps, and connections.
- Clean gutter interior surfaces thoroughly, removing all dirt, rust, algae, and residue.
- Apply new high-quality, UV-resistant, flexible polyurethane or silicone-based sealant to all gutter joints and connections. Sealant shall be rated for exterior exposure and compatible with the gutter material.
- Inspect all gutter brackets and hangers; replace any that are corroded, bent, or improperly pitched. Gutters shall maintain a minimum slope of 1:500 toward downspouts upon completion.

5. 3.4.3.- Downspout Cleaning and Restoration

- Flush and clean all downspouts to remove accumulated dirt, debris, moss, and biological growth.
- Inspect all downspout sections for corrosion, holes, or structural damage; replace any defective sections.
- Verify that all downspouts are securely fastened to the wall and properly connected to the drainage system. Re-secure any loose sections using appropriate fasteners.
- All downspouts shall be free of obstructions and shall discharge water away from the building foundation upon completion.

5.3.4.4.- Roof-to-Wall Junction Sealing and Bat Exclusion

- Conduct a thorough inspection of all areas where the roof structure meets cement walls, parapets, and other vertical surfaces to identify all gaps, holes, and openings.
- Prior to sealing, ensure that no bats or other wildlife remain inside sealed cavities. Bat exclusion measures shall be implemented in accordance with humane wildlife management practices, allowing bats to exit but not re-enter before final sealing.
- Seal all identified gaps and holes using a combination of mortar, appropriate backer rod, and a durable exterior-grade sealant. Openings larger than 25 mm shall be packed with mortar or cement before final sealant application.
- All sealed junctions shall be watertight and vermin-proof upon completion. The Contractor shall warrant that the treated areas are free of bat entry points at the time of final inspection.

NOTE: *If active bat colonies are discovered during inspection, the Contractor must notify the Contracting Officer's Representative (COR) immediately before proceeding. Applicable wildlife protection regulations must be observed.*

5.3.4.5.- PERFORMANCE SCHEDULE

- All roof repair services shall be completed within fifteen (15) working days of the issuance of the Notice to Proceed.
- The Contractor shall submit a detailed work schedule to the Contracting Officer's Representative (COR) within three (3) working days of the Notice to Proceed, indicating the sequence and duration of each task.
- Upon completion of all work, the Contractor shall notify the U.S. Consulate to schedule the final inspection and obtain written approval.

5.3.5.- SAFETY REQUIREMENTS – WORK AT HEIGHTS

All work performed at height is subject to the following mandatory safety requirements. The Contractor shall comply fully with all applicable OSHA standards and Ecuadorian occupational health and safety regulations. Non-compliance may result in immediate work stoppage.

5.3.5.1.- Scaffolding

- The Contractor must provide and erect certified modular scaffolding for all work areas that cannot be safely accessed by ladder. Scaffolding shall be:
  a. Designed, erected, and dismantled by a competent person as defined under OSHA 29 CFR 1926.451.
  b. Equipped with standard guardrails (top rail, mid-rail, and toe board) on all open sides and ends.
  c. Capable of supporting at least four (4) times the maximum intended load.
  d. Inspected by a competent person before each work shift and after any event that could affect structural integrity.

5.3.5.2.- Ladders

- All ladders used on-site must be in good condition, free of defects, and rated for the intended load.
- Extension ladders shall extend at least 1 meter (3 feet) above the landing surface and be secured at the top and base.
- Ladders shall be positioned at the correct angle (approximately 75 degrees from horizontal, or a 4:1 ratio of height to base distance).
- Damaged or defective ladders shall be removed from service immediately and tagged “DO NOT USE.”

5.3.5.3.- Personal Fall Protection Equipment

- All workers performing tasks at heights of 1.8 meters (6 feet) or greater above a lower level must be protected by an approved fall protection system.
- Acceptable fall protection systems include personal fall arrest systems (full-body harness, lanyard, and anchor point), guardrail systems, or safety net systems, as appropriate to the task.
- All fall protection equipment must meet ANSI Z359 standards or equivalent and must be inspected before each use.
- Anchor points for personal fall arrest systems shall be capable of supporting a minimum load of 5,000 lbs (22.2 kN) per attached worker.
- The Contractor shall provide all fall protection equipment at its own expense and ensure all workers are trained in its proper use.

5.3.5.4.- Working at Heights Certification

- The Contractor must hold and provide upon request a current, valid Working at Heights certificate issued by a recognized occupational health and safety authority.
- All workers assigned to tasks at height must have completed accredited working-at-heights training within the past two (2) years.

- Copies of all relevant certifications shall be submitted to the Contracting Officer's Representative (COR) prior to the commencement of any work.

5.**3.5.5- Site Safety Plan**

- Prior to mobilization, the Contractor shall submit a written Site Safety Plan (SSP) to the COR for review and approval. The SSP shall include, at minimum:
  a. Identification of all work-at-height tasks and associated hazards.
  b. Description of fall protection measures and equipment to be used.
  c. Scaffolding erection and inspection procedures.
  d. Emergency response and rescue procedures for a fallen worker.
  e. Names and certifications of the competent person(s) responsible for safety oversight.

5.3.5.6.- APPLICABLE STANDARDS AND REGULATIONS

The Contractor shall comply with all of the following standards and regulations, as applicable:

Standard / Regulation	Description
OSHA 29 CFR 1926.451	General Requirements for Scaffolding
OSHA 29 CFR 1926.452	Additional Requirements Applicable to Specific Types of Scaffolding
OSHA 29 CFR 1926.453	Aerial Lifts
OSHA 29 CFR 1926.502	Fall Protection Systems Criteria and Practices
OSHA 29 CFR 1926.503	Training Requirements for Fall Protection
ANSI/ASSE A10.8	Scaffolding Safety Requirements
Ecuador IESS – Decreto 2393	Reglamento de Seguridad y Salud de los Trabajadores (Art. 32, 34, 35 – Work at Heights)
Ecuador NTE INEN 2-266	Transportation, Storage and Handling of Hazardous Materials
Ecuador Acuerdo Ministerial 220	Guía para Elaboración de Reglamentos Internos de SSO – trabajos en altura

NOTE: *Where Ecuadorian national regulations establish a higher or more stringent standard than OSHA, the more stringent requirement shall apply.*

5.3.5.7.- DESIGN REQUIREMENTS

Designs are not requested.

5.4.-KITCHEN CABINETRY RENOVATION

5.4.1.- PROJECT SCOPE

The kitchen cabinetry at residence X-140 requires renovation to restore functionality and improve aesthetics. This subproject includes assessment of existing cabinet condition, repair or replacement of damaged cabinet boxes, installation of new cabinet doors and drawer fronts, replacement of hinges and hardware, and refinishing or painting as needed. Work will also include ensuring proper alignment and operation of all doors and drawers, installation of modern handles and pulls, and any necessary adjustments to accommodate existing appliances. The contractor shall provide samples of materials and finishes for approval prior to installation. All work shall be completed with minimal disruption to kitchen operations.

5.4.2.- PRICES AND PERIOD OF PERFORMANCE

The contractor shall perform kitchen cabinetry renovation for a residence owned by the U.S. Consulate General located at Urbanizacion Laguna Club Mz. 13 solar 1-117, Guayaquil. The price listed below shall include labor, materials, transportation and any additional fee included on this service. The Government will pay the Contractor the fixed price for standard services that have been satisfactorily performed.

Standard Services. The firm fixed price for the period of the contract is:

DESCRIPTION OF AREA	sq. meters	Unit Price	Total Price
Decommission old cabinets			
Fabricates new cabinets			
Installation of new cabinets			
Installation of new countertops			
Install new sink and faucet			
Install new garbage disposal			
TOTAL COST			
VAT			
TOTAL			

5.4.3.- VALUE ADDED TAX. Value Added Tax (VAT) is not included in the CLIN rates. Instead, it will be priced as a separate Line Item in the contract and on Invoices. The amount of VAT to be charged is 12%. Local law dictates the portion of the contract price that is subject to VAT; this percentage is multiplied only against that portion. It is reflected for each performance period. Full VAT amount is charged on all aspects of the contract.

5.4.4.- EXISTING CONDITIONS ON SITE

The kitchen cabinets have already reached the end of their useful life and need renovation.

5.4.5.- SCOPE OF WORK

5.4.5.1.-Site Inspection All competing vendors must conduct a thorough on-site inspection of the complete area where repairs and installations will be performed prior to submitting a quote.

5.4.5.2.-Measurements and Appliance Coordination the Contractor shall verify and confirm all field measurements. The U.S. Government will provide specifications for all kitchen appliances so that the Contractor may incorporate them into the cabinetry configuration.

5.4.5.3.-Cabinet Fabrication and Installation the Contractor shall fabricate and install new kitchen cabinets throughout the entire work area. Cabinet materials shall be RH melamine finish, 15 millimeters thick, white color for interiors, and a color to be defined by the Contracting Officer's Representative (COR) for exteriors.

5.4.5.4.- Sink, Faucet, and Garbage Disposal Replacement the Contractor shall remove and replace the existing kitchen sink, faucet, and garbage disposal with new units.

5.4.5.5.- Countertop Replacement the Contractor shall remove the existing granite countertop and supply and install a new granite countertop. The color and finish shall be defined and approved by the COR prior to procurement.

5.4.5.6.- Logistics, Painting, and Cleanup the Contractor shall be responsible for all transportation of materials and labor to and from the work site, painting of all affected areas, thorough cleaning of all premises where work was performed, and removal of all materials, leftover supplies, and debris from the premises upon project completion.

5.4.5.7.- Protection of Property the Contractor shall take all necessary measures to protect existing furnishings and property within the premises, including but not limited to floors, doors, door frames, windows, electrical outlets, and landscaped areas, throughout the duration of the project.

5.4.5.8.- Damage Liability the Contractor shall be fully responsible for any damage to the premises resulting from work performed under this contract. Restoration of any such damage shall be completed within five (5) calendar days of the occurrence, within the overall project period.

5.4.5.9.- Submittals Prior to commencing work, and together with their quote submission, the Contractor shall provide — at the Contractor's expense — drawings, material samples, color catalogues, and any other relevant documentation for review and approval by the U.S. Consulate.

5.4.5.10.- Performance Schedule The project shall be fully completed within twenty (20) working days from the date the Notice to Proceed (NTP) is issued.

5.4.5.11.- Final Inspection and Acceptance Upon completion of all work, the Contractor shall notify the U.S. Consulate to schedule a final inspection. Work shall be deemed accepted only upon written approval by the Contracting Officer's Representative.

5.4.5.12.- DESIGN REQUIREMENTS
Designs are requested.

5.5.-INTERIOR AND EXTERIOR PAINTING SERVICES

5.5.1.- GENERAL REQUIREMENTS

Residence X-140 requires professional painting services for both interior and exterior surfaces to restore appearance and provide protective coating. This subproject includes surface preparation (cleaning, scraping, sanding, and priming), repair of minor wall imperfections, application of high-quality paint to all designated interior walls, ceilings, trim, and doors, as well as exterior walls, eaves, fascia, and other exterior surfaces. The contractor shall use premium-grade paints suitable for tropical climate conditions and provide color samples for approval. All furniture and fixtures shall be properly protected, and the work area shall be cleaned daily. The contractor shall ensure even coverage, clean lines, and a professional finish throughout.

All competing vendors must measure the complete work area — including all surfaces to be painted, partial ceiling repairs, and re-grouting areas — prior to submitting a bid.

5.5.2.- PROCUREMENT REQUIREMENTS

- All Sherwin-Williams products must be purchased exclusively at: Sherwin-Williams Tienda Vía a la Costa, Blue Coast, Local 7-8.
- When purchasing Sherwin-Williams products, the Contractor must identify the purchase to the store as the “X-140 Paint Project.”
- All Sherwin-Williams paint shall be delivered directly to the project site by Sherwin-Williams. Delivery by the Contractor is not permitted.
- The Contractor must provide proof of purchase from the specified Sherwin-Williams location.

DESCRIPTION	QTY
INTERIOR WALLS	913 SQM
EXTERIOR WALLS	547 SQM
EXTERIOR METAL DOORS	8

5.5.3.- EXISTING CONDITIONS ON SITE

The exterior and interior paint shows damage due to sun, rain, the end of its useful life and needs certain corrections

5.5.4.- EXTERIOR PAINTING

5.5.4.1.-Surface Preparation

- Remove all stickers from wall surfaces.
- Scrape all loose or deteriorated paint, sand surfaces, fill cracks and voids, identify and correct all sources of moisture infiltration, seal humidity-affected areas, apply primer, and smooth surfaces with an elastomeric base primer prior to finish coat application.

5.5.4.2.- Paint Specifications – Exterior Walls

- Product: Sherwin-Williams high-quality elastomeric paint, distributed by Tienda Vía a la Costa, Blue Coast, Local 7-8.
- Finish: Matte.
- Color: To match existing exterior wall colors (samples to be submitted and approved prior to application).
- Requirements: Paint must be free of lead and mercury, anti-fungal, and water-resistant.
- Application: Paint shall be applied undiluted and must achieve complete, opaque coverage with no underlying colors visible through the finish coat.

5.5.4.3.- Paint Specifications – Metal Elements (Doors, Security Grills, Window Fences)

- All metal surfaces must be thoroughly cleaned and all rust fully removed prior to painting.
- Product: Sherwin-Williams Domino anti-corrosive paint.
- Color: To match existing colors of each respective metal element.

5.5.5.- INTERIOR PAINTING

5.5.5.1.- Surface Preparation

- Scrape all loose or deteriorated paint, sand surfaces, fill cracks and voids, identify and correct all sources of moisture infiltration, seal humidity-affected areas, and smooth surfaces with Sherwin-Williams LOXON latex base primer prior to finish coat application.

5.5.5.2.- Paint Specifications – Interior Walls

- Product: Sherwin-Williams water-based semi-gloss paint.
- Finish: Semi-gloss.
- Color: Off-white, matching existing interior colors (samples to be submitted and approved by the American Consulate General Guayaquil prior to application).
- Requirements: Paint must be free of lead and mercury, water-based, and anti-fungal.
- Application: Paint shall be applied in accordance with the manufacturer’s instructions and must achieve complete, opaque coverage with no underlying colors visible through the finish coat.

5.5.5.3.- PERFORMANCE SCHEDULE

- All interior and exterior painting services, partial ceiling repairs, and re-grouting tasks shall be completed within fifteen (15) working days of the issuance of the Notice to Proceed.
- The Contractor shall notify the U.S. Consulate upon completion of all work to schedule the final inspection and obtain written approval.

5.5.5.4.- DESIGN REQUIREMENTS

Designs are not requested.

5.6.-SANITARY AND RAINWATER DRAINAGE SYSTEM

5.6.1.- PROJECT OVERVIEW

This Scope of Work describes the inspection, repair, and rehabilitation services required for the residential drainage system, which has sustained damage caused by root intrusion from Ficus and palm trees located on the property. Affected systems include underground sanitary drainpipes, underground rainwater drainpipes, and interior plumbing drain lines. All work shall be performed in a safe, professional, and workmanlike manner in accordance with the requirements set forth herein.

The sanitary and rainwater drainage systems at residence X-140 require repair to ensure proper water flow and prevent property damage. This subproject includes inspection of all drainage lines, repair or replacement of damaged pipes, clearing of blockages, repair of roof gutters and downspouts, ensuring proper slope and drainage flow, repair of catch basins and drainage grates, and testing of the complete system. Work will address both the sanitary wastewater system and the rainwater collection and discharge system. The contractor shall identify the root cause of any drainage issues and provide permanent solutions. All excavated areas shall be properly backfilled and restored, and the system shall be tested to ensure proper operation before final acceptance.

5.6.2.- GENERAL CONTRACTOR REQUIREMENTS

- All competing vendors must physically inspect the complete drainage system, including all accessible cleanouts, manholes, and interior drain lines, prior to submitting a bid. Vendors shall measure and document all affected areas and pipe runs.
- The Contractor is responsible for transporting all materials, equipment, and labor to and from the work site; performing all repair work as specified herein; cleaning all work areas upon completion of daily activities; and removing all excavated soil, debris, root material, and waste from the premises by the end of each workday.
- The Contractor shall be fully liable for any damage to the premises, utilities, landscaping, hardscaping, or existing finishes resulting from the performance of this work. All such damage must be repaired within the 20-calendar-day project completion period.
- The Contractor shall provide product data sheets, material specifications, and pipe samples for approval by the American Consulate General Guayaquil prior to commencing any repair

or replacement work. All samples shall be submitted at the Contractor's expense together with the bid proposal.

- Upon completion of all work, the Contractor shall notify the U.S. Consulate to schedule a final inspection and obtain formal written approval.

5.6.3.- EXISTING CONDITIONS ON SITE

The drainage system has sustained damage caused by root intrusion from ficus and palm trees located on the property. Affected systems include underground sanitary drainpipes, underground rainwater drainpipes, and interior plumbing drain lines.

5.6.4.- SCOPE OF REPAIR WORK

5. 6.4.1.- CCTV Pipeline Inspection

- Prior to commencing any repair work, the Contractor shall perform a closed-circuit television (CCTV) inspection of all underground sanitary drainpipes, underground rainwater drainpipes, and accessible interior plumbing drain lines.
- The CCTV inspection shall be conducted using a manual/remote operated camera system capable of producing clear, continuous video footage of the full interior pipe circumference.
- The Contractor shall provide a complete written inspection report and video recording documenting all findings, including the location, nature, and severity of each defect (root intrusion, cracks, offsets, collapses, or blockages). Pipe chainage and GPS coordinates shall be referenced where applicable.
- The CCTV inspection report shall be submitted to the Contracting Officer's Representative (COR) for review and approval before any repair or excavation work begins. The approved report forms the basis for the final repair scope.

NOTE: *The Contractor shall not proceed with excavation or pipe repair until the CCTV report has been reviewed and written authorization has been issued by the COR.*

5.6.4.2.- Root Cutting and Drain Clearing

- Following CCTV inspection, the Contractor shall mechanically cut and remove all tree root intrusions from affected pipe sections using a high-pressure water jetting system and/or mechanical root cutter appropriate for the pipe diameter and material.
- All dislodged root material, sediment, and debris shall be flushed from the pipe and removed from the site.
- A post-clearing CCTV pass shall be performed to confirm that all root obstructions have been fully removed and to document the pipe condition prior to repair.

5.6.4.3.- Pipe Repair and Patching

- Based on the findings of the approved CCTV inspection report, the Contractor shall repair all damaged pipe sections using methods appropriate to the type, location, and severity of damage, as follows:
  - Localized cracks, fractures, or joint defects: Repair using a CIPP (Cured-in-Place Pipe) liner patch or equivalent structural spot repair method, in accordance with ASTM F1216 or ASTM F2561.
  - Offset joints or minor misalignments: Re-align and seal using approved coupling sleeves or joint repair compounds compatible with the existing pipe material.
  - Sections with severe root damage, collapse, or structural failure: Excavate and replace the affected pipe section with new pipe of equivalent or greater diameter, material, and pressure rating. Replacement pipe joints shall be solvent-welded, gasketed, or mechanically coupled as appropriate.
- All repaired and replaced pipe sections shall be pressure-tested or subjected to a post-repair CCTV inspection to confirm structural integrity and watertightness prior to backfilling or reinstatement.
- All excavated areas shall be backfilled with compacted granular material in layers not exceeding 200 mm, and all surface finishes (paving, landscaping, concrete) shall be reinstated to match the pre-existing condition.

NOTE: *All pipe materials and repair products used shall be compatible with the existing drainage system and shall meet or exceed applicable ASTM, IESS, or local municipal standards. Product data sheets must be submitted to the COR for approval prior to use.*

5.6.4.4.- Tree Root Barrier Installation

- Following completion of all pipe repairs, the Contractor shall install physical root barrier systems along the pipe runs adjacent to all identified ficus and palm trees to prevent future root intrusion.
- Root barriers shall be constructed of high-density polyethylene (HDPE) or equivalent impermeable, root-resistant material, with a minimum depth of 600 mm below finished grade and a minimum thickness of 2 mm.
- Root barriers shall be installed continuously along the full length of the pipe run within the root influence zone of each identified tree, as determined by the CCTV inspection findings and site conditions.
- The Contractor shall submit a root barrier installation plan, including materials, dimensions, and layout, to the COR for approval prior to installation.

NOTE: *The Contractor shall take all reasonable precautions to avoid severing major structural roots during excavation, as this may destabilize existing trees. Any concerns regarding tree stability must be reported to the COR immediately.*

5.6.4.5.- Interior Plumbing Drain Lines

- The Contractor shall inspect all accessible interior plumbing drain lines, including floor drains, sink drains, and cleanouts, for root intrusion, blockages, and structural damage.
- All blockages in interior drain lines shall be cleared using mechanical rodding or high-pressure water jetting, as appropriate to the pipe size and location.
- Any cracked, broken, or root-damaged interior drainpipe sections identified during inspection shall be repaired or replaced using materials and methods compatible with the existing interior plumbing system.
- All repair work to interior drain lines shall be performed with minimal disruption to occupied areas. The Contractor shall protect all interior finishes, flooring, and fixtures during the work and shall restore any disturbed finishes to their original condition upon completion.

5.6.4.6.- PERFORMANCE SCHEDULE

- The CCTV inspection of all affected drainage systems shall be completed within five (5) working days of the issuance of the Notice to Proceed, and the inspection report shall be submitted to the COR within two (2) working days of completing the inspection.
- All repair, patching, root barrier installation, and reinstatement works shall be completed within fifteen (15) working days of the COR's written approval of the CCTV inspection report.
- The Contractor shall submit a detailed work schedule to the COR within three (3) working days of the Notice to Proceed, indicating the sequence and estimated duration of each task.
- Upon completion of all work, the Contractor shall notify the U.S. Consulate to schedule the final inspection and obtain written approval.

6.- SAFETY REQUIREMENTS – EXCAVATION AND CONFINED SPACES

All work involving excavation, trenching, and entry into confined spaces (including manholes, inspection chambers, and underground vaults) is subject to the following mandatory safety requirements. The Contractor shall comply fully with all applicable OSHA standards and Ecuadorian occupational health and safety regulations. Non-compliance may result in immediate work stoppage.

6.1 Excavation and Trenching Safety

- All excavations deeper than 1.2 meters (4 feet) shall be protected by an approved shoring, sloping, benching, or trench box system designed and inspected by a competent person, in accordance with OSHA 29 CFR 1926.652.
- A competent person as defined by OSHA 29 CFR 1926.651 shall inspect all excavations at the start of each shift, after rainstorms, and after any event that could increase hazard potential.
- Spoil and excavated material shall be placed a minimum of 600 mm (2 feet) from the edge of any excavation to prevent cave-in and falling material hazards.

- Adequate means of egress (ladders or steps) shall be provided in all excavations deeper than 1.2 meters, located no more than 7.5 meters (25 feet) from any worker.
- Underground utilities shall be identified and marked prior to any excavation. The Contractor shall contact all relevant utility companies and obtain utility clearance before breaking ground.

6.2.- Confined Space Entry

- All manholes, inspection chambers, and enclosed drainage structures are to be treated as permit-required confined spaces in accordance with OSHA 29 CFR 1910.146 and ANSI/ASSE Z117.1.
- Prior to any confined space entry, the Contractor shall test the atmosphere for oxygen levels, flammable gases, and toxic vapors using a calibrated multi-gas detector. Entry is prohibited unless the atmosphere is confirmed safe.
- A written confined space entry permit shall be completed and signed before each entry. The permit shall identify the hazards, control measures, authorized entrants, attendants, and emergency rescue procedures.
- A trained attendant shall be stationed at the confined space entry point at all times during entry operations. The attendant shall not enter the space under any circumstances.
- All workers entering confined spaces shall be equipped with appropriate personal protective equipment (PPE), including supplied-air respirator or SCBA if required by atmospheric conditions, full-body harness, and retrieval system.

6.3.- Personal Protective Equipment (PPE)

- As a minimum, all workers on-site shall wear hard hats, high-visibility vest, safety glasses, steel-toed boots, and work gloves at all times.
- Workers involved in water jetting operations must additionally wear full-faced protection, waterproof clothing, and hearing protection.
- All PPE shall meet applicable ANSI, ASTM, or equivalent standards and shall be inspected before each use. Damaged or defective PPE shall be removed from service immediately.

6.4.- Site Safety Plan

- Prior to mobilization, the Contractor shall submit a written Site Safety Plan (SSP) to the COR for review and approval. The SSP shall include, at minimum:
    - Identification of all excavation, confined space entry, and high-pressure water jetting hazards.
    - Confined space entry permit procedures and atmospheric testing protocols.
    - Excavation protective system design and inspection procedures.
    - Utility identification and clearance procedures.
    - Emergency response and rescue procedures.
    - Names and certifications of the competent person(s) responsible for safety oversight.

6.5.- APPLICABLE STANDARDS AND REGULATIONS

The Contractor shall comply with all of the following standards and regulations, as applicable:

Standard / Regulation	Description
OSHA 29 CFR 1926.651	General Requirements – Excavations
OSHA 29 CFR 1926.652	Requirements for Protective Systems in Excavations
OSHA 29 CFR 1910.146	Permit-Required Confined Spaces
OSHA 29 CFR 1926.502	Fall Protection Systems Criteria and Practices
OSHA 29 CFR 1926.503	Training Requirements for Fall Protection
ANSI/ASSE Z117.1	Safety Requirements for Confined Spaces
Ecuador IESS – Decreto 2393	Reglamento de Seguridad y Salud de los Trabajadores (Art. 51, 55 – Excavations & Confined Spaces)
Ecuador NTE INEN 2-266	Transportation, Storage and Handling of Hazardous Materials
Ecuador Acuerdo Ministerial 220	Guía para Elaboración de Reglamentos Internos de SSO
ASTM F1216	Standard Practice for Rehabilitation of Existing Pipelines by Pulled-in-Place Installation of CIPP
ASTM F2561	Standard Practice for Rehabilitation of a Sewer Service Lateral and Its Connection to the Main

> **NOTE:** *Where Ecuadorian national regulations establish a higher or more stringent standard than OSHA, the more stringent requirement shall apply.*

6.6.- DESIGN REQUIREMENTS

Designs are requested.

The following applies to all 4 jobs/tasks that make up this SOW (Statement of Work)

7.- USE OF SPECIALIZED TOOLS

The use of the appropriate tools ensures that the work is done safely and correctly.

- Contractors will be in charge of transportation of their tools and labor force, to and from the working spaces, cleaning areas in facilities where work was performed, removal of all materials, leftovers and garbage from premises every day by the end of the day.

- Contractors must use all precautionary measures to protect pedestrians, by installing safety signals, yellow warning tapes around the areas where the job is performed, or barricades blocking accessibility.

- GOVERNMENT MATERIAL (GM)
  Not applicable. All equipment and materials shall be supplied by the contractor

- Contractor will also be responsible of any damage to premises resulting from this job, and restoration of the damage will be expected to occur within the 20 calendar days of the period given to complete the job.
- The Contractor shall not conduct any work that is beyond this SOW (Scope of Work) unless directed in writing by the Contracting Officer. Any work done by the Contractor beyond this SOW without direction and approval from the CO, will be at the Contractor risk and **NO Cost** for the Consulate

- **Contractor must specify in the Quote/Bid the term/ dateline when he/she is going to finish the job. After the Notice to Proceed is given, the project must be finished and completed within the established and agreed upon time frame that the Contractor specified in this SOW.**

- Once job is finished, contractor will inform the U.S. Consulate to inspect and approve the work performed.

8.- SAFETY – ACCIDENT PREVENTION

The Contractor shall provide and maintain work environments and procedures that will:

- safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities.

For these purposes, the Contractor shall:

(a) Provide appropriate safety barricades, signs and signal lights.
(b) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and

8.1.- Records. The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in:

(1) death,
(2) traumatic injury,
(3) occupational disease, or
(4) damage to or theft or loss of property, materials, supplies, or equipment.

The Contractor shall report this data as directed by the Contracting Officer.

8.2.-Subcontracts. The Contractor shall be responsible for its subcontractors' compliance with this clause.

8.3.-Written Program. Before starting the work, the Contractor shall:

(1) Submit a written proposal for implementing this clause.
(2) Submit activities with a list of tools, equipment, personnel and their role in the project.
(3) Meet with the Contracting Officer to discuss and develop a mutual understanding of the overall safety program.

9.- SAFETY REQUIREMENTS

The Contractor shall be responsible for oversight all safety aspects.

The work shall be accomplished in a manner which conforms to the intent of all applicable Department of State (DOS) Safety, Health, and Environmental policies, standards, and regulations. The Contractor is responsible for Safety, Health and Environmental Protection and shall comply with all laws, regulations, and correct practices pertaining to labor, safety, and similar matters regarding the work to be performed.

The contractor shall visit the site to develop an Activity Hazard Analysis (AHA) in a timely manner. The contractor shall submit to the COR a detailed AHA that discusses: Job Steps, hazard identification of each job step and controls for each identified hazard following the hierarchy for control of hazards: Elimination, Substitution, Engineering Controls, Warnings and Personal Protective Equipment. The plan shall be reviewed and must receive Post Occupational Safety and Health Officer (POSHO) approval prior to any work beginning. If aspects of the AHA are incomplete or disapproved, the Contractor shall have two (2) days to submit revisions or corrections. The Contractor shall submit Safety Data Sheets (SDS's) of all chemical products involved in the project, as part of the AHA. Failure to adhere to the approved AHA may be cause for immediate cessation of all work until the situation is corrected. The Contractor shall promptly report all accidents resulting in lost time, disabling, fatal injuries or contamination to the COR.

US Government reserves the right to inspect the Contractor's work at any time to assure compliance with safety procedures. Should the Contractor violate any safety procedures or requirements, US Government reserves the right to issue a stop work order. The stop work order shall remain in effect until such time as the Contractor has resolved the violation. Responsibility for the stop work order shall rest solely with the Contractor with no cost or schedule impact to US Government.

Contractors shall provide or afford for each employee personal protective equipment (PPE) that will protect the employee from hazards. All PPE will be provided by the contractor to their employees at no cost or discount. At a minimum PPE shall consist of eye protection, hard hats, gloves, dust masks, respirators for chemical products, and safety footwear. If the workers arrive on-site with sandals or athletic shoes, the Contractor is expected to provide safety shoes to them or send them home. These items must be provided at the Contractor's expense.

10.- SAFETY REQUIREMENTS – WORK AT HEIGHTS

All work performed at height is subject to the following mandatory safety requirements. The Contractor shall comply fully with all applicable OSHA standards and Ecuadorian occupational health and safety regulations. Non-compliance may result in immediate work stoppage.

10.1.- Scaffolding

- The Contractor must provide and erect certified modular scaffolding for all work areas that cannot be safely accessed by ladder. Scaffolding shall be:
  e. Designed, erected, and dismantled by a competent person as defined under OSHA 29 CFR 1926.451.
  f. Equipped with standard guardrails (top rail, mid-rail, and toe board) on all open sides and ends.
  g. Capable of supporting at least four (4) times the maximum intended load.
  h. Inspected by a competent person before each work shift and after any event that could affect structural integrity.

10.2.- Ladders

- All ladders used on-site must be in good condition, free of defects, and rated for the intended load.
- Extension ladders shall extend at least 1 meter (3 feet) above the landing surface and be secured at the top and base.
- Ladders shall be positioned at the correct angle (approximately 75 degrees from horizontal, or a 4:1 ratio of height to base distance).
- Damaged or defective ladders shall be removed from service immediately and tagged "DO NOT USE."

10.3.- Personal Fall Protection Equipment

- All workers performing tasks at heights of 1.8 meters (6 feet) or greater above a lower level must be protected by an approved fall protection system.

- Acceptable fall protection systems include personal fall arrest systems (full-body harness, lanyard, and anchor point), guardrail systems, or safety net systems, as appropriate to the task.
- All fall protection equipment must meet ANSI Z359 standards or equivalent and must be inspected before each use.
- Anchor points for personal fall arrest systems shall be capable of supporting a minimum load of 5,000 lbs (22.2 kN) per attached worker.
- The Contractor shall provide all fall protection equipment at its own expense and ensure all workers are trained in its proper use.

10.4.- Working at Heights Certification

- The Contractor must hold and provide upon request a current, valid Working at Heights certificate issued by a recognized occupational health and safety authority.
- All workers assigned to tasks at height must have completed accredited working-at-heights training within the past two (2) years.
- Copies of all relevant certifications shall be submitted to the Contracting Officer's Representative (COR) prior to the commencement of any work.

Before starting the job, The Contractor must submit the following forms:

11.-SAFETY PLANS

The contractor's general safety plan should outline the scope of work and indicate the company's safety policies and practices to abord work related hazards and associated risks throughout the project. It should also establish the procedure in case of an emergency. The safety plan is valid for the length of the project.

Prior to mobilization, the Contractor shall submit a written Site Safety Plan (SSP) to the COR for review and approval. The SSP shall include, at minimum:

- Identification of all excavation, confined space entry, and high-pressure water jetting hazards.
- Confined space entry permit procedures and atmospheric testing protocols.
- Excavation protective system design and inspection procedures.
- Utility identification and clearance procedures.
- Emergency response and rescue procedures.
- Names and certifications of the competent person(s) responsible for safety oversight.

12.- ACTIVITY HAZARD ANALYSIS (AHA)

The AHA must detail in chronological order all activities performed during the project, identifying for each activity work related hazards, stablishing appropriate controls (use hierarchy of controls for abording hazards), and assessing the risk per hazard (use ***RISK ASSESTMENT CODE MATRIX (RAC)).*** An AHA is required to be submitted when activities change, and contractors are responsible for including all activities involved in the project.
See **ATTACHMENT #2** at the end of the Scope of Work.

All safety standards, controls and procedures named must be applied and used during the project.

NOTE: Both documents need to be approved in order to start the job. Please submit at least 48 hours in advance to avoid any delays. An AHA format and a safety plan example are attached at the end of this Scope of Work.

a) Contractors must comply with **all U.S. Safety Regulations** stablished in but not limited to the following: US Army Corps of Engineers EM 385-1-1 (Safety and health requirements manual), OSHA Standards as well as other inherent safety, health and environmental standards (i.e. NFPA 70E, EPA, etc.) and applicable local regulations. **The most restringing control will apply**.

   Contractors must provide their workers with all required PPE (Personal Protective Equipment). PPE assignation depends on the activity to be performed and should meet or be equivalent to standards developed by the American National Standards Institute (ANSI). US Consulate Guayaquil will not provide or lend safety materials, equipment or PPE.

   For the use of heavy machinery (if needed) or equipment Contractors must present attached to the AHA the following:

   - Certificate of maintenance updated and according to the technical data sheet.
   - Technical data sheet of the equipment/machinery
   - A valid and appropriate license and training certificate that validates the qualification of the personnel who will operate the equipment/machinery.
   - An inspection checklist of the equipment.
   - Contractor cannot start the job if he does not submit these Certificates to the Consulate's Safety Inspector.

b) Contractors must read and instruct their workers to follow the following safety procedures, ***where applicable to this project:***

   a. General Safety requirements
   b. Barricading and Warning Signs
   c. Personal protective equipment PPE

d. Safety Inspection Requirements
e. Hand and power tools
f. Emergency Response Requirements
g. High risk Requirements
h. Electrical Safety
i. Fall protection Requirements.
j. Scaffolding Requirements if needed.
k. Requirements for Chemicals Substances Managements as paint and primers
l. Requirement for lifting heavy loads.
m. Covid -19

Contractor must be aware that all this training for his staff will have a cost that he has to assume. All this training is **mandatory for his staff**. All the Certificate's information must be included when they send the offer.

c) For long-term or high-risk activities projects a **Safety Officer** is required to be on site for the length of the project and will be responsible for supervising all safety requirements and standards that are met. The Safety officer is a qualified person (as per established at US Army Corps of Engineers EM 385-1-1) and is different from the project supervisor.

d) For high-risk activities (falling hazard etc.) a **work permit** needs to be submitted and approved by POSHO prior to the performance of the job.

e) A violation of any safety regulation or standard would imply immediate interruption of the job and/or the temporal suspension of activities depending on the severity of the infringement.

NOTE: *Where Ecuadorian national regulations establish a higher or more stringent standard than OSHA, the more stringent requirement shall apply.*

13.- APPLICABLE STANDARDS AND REGULATIONS

The Contractor shall comply with all of the following standards and regulations, as applicable:

Standard / Regulation	Description
OSHA 29 CFR 1926.451	General Requirements for Scaffolding
OSHA 29 CFR 1926.452	Additional Requirements Applicable to Specific Types of Scaffolding
OSHA 29 CFR 1926.453	Aerial Lifts
OSHA 29 CFR 1926.502	Fall Protection Systems Criteria and Practices
OSHA 29 CFR 1926.503	Training Requirements for Fall Protection
ANSI/ASSE A10.8	Scaffolding Safety Requirements

Ecuador IESS – Decreto 2393	Reglamento de Seguridad y Salud de los Trabajadores (Art. 32, 34, 35 – Work at Heights)
Ecuador NTE INEN 2-266	Transportation, Storage and Handling of Hazardous Materials
Ecuador Acuerdo Ministerial 220	Guía para Elaboración de Reglamentos Internos de SSO – trabajos en altura

NOTE: *Where Ecuadorian national regulations establish a higher or more stringent standard than OSHA, the more stringent requirement shall apply.*

14.- RESPONSABILITY AND CONTRACT ADMINISTRATION

A COR will be assigned to ensure quality assurance goals are met. The Contractor shall always provide the COR access to the site.

The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to utility services; and all other important information pertaining to the Project.

The Contractor shall not conduct any work that is beyond this SOW and accompanying requirements unless directed in writing by the Contracting Officer (CO). Any work done by the Contractor beyond this SOW and accompanying specifications without written direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.

The Contracting Officer shall provide a Notice to Proceed (NTP) to the Contractor. No work shall be initiated until the NTP is issued by the CO.

The Consulate's review, approval, or acceptance of, no payment for the services required under this contract shall be construed as a waiver of any rights under this contract or any cause of action against the Contractor arising out of the performance of this contract.

The Consulate reserves the right to inspect all services called for by the contract, to the extent practicable at any time and place during the term of the contract. The CO or COR may perform quality assurance inspections (QAI) to confirm the work is in accordance with this SOW.

If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. The Consulate may, by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Consulate that is directly related to the performance of such service or terminate the contract for default.

The Consulate has the right to terminate this contract for convenience at any time as a whole, or from time to time, if the CO determines it is in the interest of the Consulate

15.- RESPONSABILITY OF THE CONTRACTOR

The Contractor shall be responsible for the professional quality and the coordination of all works related to this SOW at the US Consulate under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in services.

The Contractor shall provide a Project Site Manager in charge who shall be responsible for the overall management and supervision, safety, and quality control of the project and shall represent the Contractor on the site during work.

The Project Site Manager shall attend all project meetings and prepare status reports when required. All documentation produced for this project will become the property of the U.S. Government at the completion of work.

Any cost associated with services subcontracted by the Contractor shall be borne by and be the complete responsibility of the Contractor under the fixed price of this contract.

The contractor shall deliver all materials needed for completing this SOW at the US Consulate before the work starts so that the availability of materials for the entire project is assured.

The Contractor shall verify that all materials, equipment, and procedures provide operational dependability.

The contractor shall provide information on all the products to be used for Consulate review and approval prior to the beginning of the contract. Only approved products and UL listed products and parts must be used. The use of unapproved products may result in the immediate termination of the contract.

The Contractor is responsible for on-site security as necessary to ensure no unauthorized access to their work sites. The Contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct.

The Contractor shall be, and remain, liable to the Consulate in accordance with applicable law for all damages to the Consulate caused by the Contractor's negligent performance of any of the services furnished under this contract. The rights and remedies for the Consulate provided for under this contract are in addition to any other rights and remedies provided by law.

The COR may request removal of any Contractor personnel from the work site for causes such as inappropriate behavior, unfit people not skilled in the work, or lack of appropriate equipment or materials. The Government shall not be responsible for the cost of returning or replacing this person at the work site.

16.- PRE- WORK REQUIREMENTS

16.1.- BIDDING PROCESS

The Contractor shall visit the site to be familiar with all conditions and limitations of the work before submitting a firm fixed price cost proposal. No subsequent cost allowance will be made to the Contractor for neglect of the existing conditions. The contractor shall consider in the quote all aspects related to this scope of work including but not limited to safety requirements, insurance, materials, equipment, etc.

The Contractor shall submit separated cost estimates according to the products shown in PRICING. The contractor must separately send the cost for labor, insurance costs and the cost for materials to be used.

16.2.- AFTER AWARDED

Contractor, Project Site Manager or Resident Engineer must visit the site to coordinate and determine the site conditions. Contractor's Site manager shall communicate to COR all requirements during the development of the project e.g., electrical supply, water supply, etc. The Contractor shall provide a schedule of activities which shows how the progress of work is going to be.

Contractor shall submit detailed work procedures to the COR for approval. The procedures will include all stages of the project installation: preparation, installation, and commissioning.

17.- WORK REQUIREMENTS

17.1.- GENERAL WORK REQUIREMENTS

The Contractor shall be responsible for providing all required equipment and materials, as well as personnel to design, manage, and install the project. All workmanship shall be of good quality and performed in a skillful manner as approved by the COR. Unqualified individuals shall not be permitted to provide service under the terms of this contract.

17.2.- Contractor Qualifications:

All work under this scope shall be performed by a Qualified Contractor having at least 5 years of experience on this type of projects.

The Contractor shall be responsible for taking necessary measurements on site before developing and submit the construction documents.

Materials, tools, and equipment shall be carefully handled, properly stored, and adequately protected to prevent damage during project, considering the weather and any other factor that could affect the work. The contractor will be responsible for security of all materials and equipment.

The Contractor will be provided with a storage and staging area as determined by the COR. The Contractor shall be responsible for restoring the area to its original condition at the completion of the work. The Contractor is responsible for obtaining any additional off compound storage areas if required.

The Contractor shall provide protection such as covers, plastic sheathing, drop cloths and any other protective materials as needed to protect all areas that are not to be intervened prior to commencing the work.

The Contractor shall keep the work area, including storage areas, free from accumulation of waste materials daily, and comply with all local regulations pertaining to the storage, transport, and disposal of waste. The Contractor shall not use Consulate's waste disposal facilities including garbage cans, trash piles or dumpsters. When waste is produced, it is the contractor's responsibility to dispose them properly.

The Contractor shall be responsible for repairing of any damage incurred to buildings, pavement, or other Government properties because of activities. The surfaces affected by construction activities shall be repainted with same paint product as approved by the COR. These shall include walls, floors, and equipment.

Upon completing the work, the Contractor shall remove all temporary facilities and leave the project site in a clean and orderly condition acceptable to the COR.

17.3.- TECHNICAL SPECIFIC SCOPE

The contractor shall be responsible under this SOW to comply with the following objectives:

A. Submittal process including Shop Drawings, Product Data Sheets, Work Plans, Testing Procedures, As-builts, and all associated pre-construction and construction documentation.

B. Supply parts and materials to accomplish the installation
C. Installation and commissioning services.
D. Supply of spare parts according to project specifications.
E. Provision of insurance: Defense Base Act **(DBA**) and Property Damage insurance.

18.- CRITERIA

The Contractor work shall be in accordance with U.S. Code standards. The COR will review and comment on the Contractor's submissions using the codes, standards, and specifications included in this section.

19- CONSTRUCTION PERSONNEL

19.1.- Removal of Personnel

The Contractor shall:

(1) maintain discipline at the site and at all times.
(2) take all reasonable precautions to prevent any unlawful, riotous, or disorderly conduct by or amongst those employed at the site; and

19.2.- Construction Personnel Security

After award of the contract, the Contractor has three (3) calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. It is anticipated that security checks will take 5 days to perform. For each individual the list shall include:

- Full Name
- Place and Date of Birth
- Current Address
- Identification number
- If Contractor is bringing a car inside the compound he must send the vehicle information as Tag, color, name of driver, model, color.
- Submission of list of tools and equipment to bring inside compound.

Failure to provide any of the above information may be considered grounds for rejections and/or resubmitting the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site. This badge may be revoked at any time due to the falsification of data, or misconduct on site. These

passes must be displayed visibly by all Contractor personnel working on site. The Contractor shall inform its employees to be used under this contract that they may be subject to search by the Government when entering or leaving work. The Contractor shall return all passes upon conclusion of the contract.

Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The contractor shall submit list of all the names of personnel working for the contractor and any subcontractors, with national ID numbers, and plate numbers of vehicles to the COR prior to getting the authorization to enter Embassy premises at least 2 days prior to commencement of work. No person will be allowed on site without prior authorization.

Contractor personnel shall always display identity card(s) on the uniform 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 each working day.

Contractor's personnel are not allowed to be in any area of the US Government Facility without an escort from the U.S. Consulate.

20.- MATERIALS AND EQUIPMENT

20.1.- GENERAL

Contractors will supply all material to perform the job.

20.2.- SELECTION AND APPROVAL OF MATERIALS

20.2.1.- Standard of quality. All materials and equipment incorporated into the work shall be new and for the purpose intended, unless otherwise specified, and all workmanship shall be of good quality and performed in a skillful manner as determined by the Contracting Officer.

20.2.2.- Selection by Contractor. Where the contract permits the Contractor to select products, materials or equipment to be incorporated into the work, or where specific approval is otherwise required by the contract, the Contractor shall give the Contracting Officer, for approval:

(a) the names of the manufacturer.
(b) model number.
(c) source of procurement of each such product, material or equipment; and
(d) other pertinent information concerning the:

(i) nature,
(ii) appearance,
(iii) dimensions,
(iv) performance,
(v) capacity, and

(vi) rating,

unless otherwise required by the Contracting Officer.

20.2.3.- The Contractor shall provide this information in a timely manner to permit the Government to evaluate the information against the requirements of the contract. The Contractor shall provide a submittal register three (3) days after contract award showing when shop drawings, samples, or submittals shall be made. The Contractor shall submit samples for approval at the Contractor's expense, with all shipping charges prepaid, when directed to do so by the Contracting Officer or COR. Installation or use of any products, materials or equipment without the required approval shall be at risk of rejection.

20.2.4.- Custody of Materials

The Contractor shall be responsible for the custody of all materials received for incorporation into the project, including Government furnished materials, upon delivery to the Contractor or to any person for whom it is responsible, including subcontractors. The Contractor shall deliver all such items to the site as soon as practicable. If required by the Contracting Officer, the Contractor shall clearly mark in a manner directed by the Contracting Officer all items of which the Contractor has custody, but which have not been delivered or secured at the site, clearly indicating the use of such items for this U.S. Government project.

21.-DESIGN REQUIREMENTS

Designs requested depending on the SOW

22.- SITE VISIT AND QUOTATION SUBMITTAL

A site visit will be held on **DATE / TIME** at the Consulate Compound, Avenida Rodriguez Bonin y Santa Ana Street.

Prospective offerors/quoters that wish to participate in the site visit and solicitation of this project, should send an email to **PenafielCD@state.gov** and register until **DATE / TIME**. No registration will be accepted after this time.

We should only receive two digital documents (two different files) by email. The first document should only be the quotation/monetary proposal, and everything related to the cost of the project. The second document should be the rest of the proposal, technical information, timelines, measurements, procedures, materials, etc. These documents must be submitted no later than **DATE / TIME**.

This email (with the two files) should only be sent to **GuayaquilContracting@state.gov,** if any other address is copied, the proposal will not be taken into consideration. Quotes sent after this period will not be considered in the competition.

Questions, regarding the project, must be sent by mail to **GuayaquilContracting@state.gov** during the first two (2) days after the site visit. Answers will be submitted in writing only to ALL vendors who were physically present in the site visit.

23.- HOURS OF PERFORMANCE

The chosen vendor will transport all materials and personnel on his own, this means he will transport the materials and personnel to the work area. Available times to perform the job are to be determined.

24.- DELIVERABLES SCHEDULE

The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the specified period.

The required performance period for this contract is **six (6) weeks, or forty-five (45) calendar days**, from the date of the Notice to Proceed (NTP). The Contractor shall complete and deliver all work within this period.

Timely completion is a material requirement of this contract. Failure to achieve final completion by the established completion date, unless an extension has been approved in writing by the Contracting Officer, may constitute non-compliance with the contract requirements and may result in the application of the remedies available under the contract.

Milestone:

DESCRIPTION	QUANTITY	DELIVER TO	DATE
CONSTRUCTION WORK SCHEDULE	1	COR	BEFORE STARTING THE JOB
QUALITY CONTROL & SAFETY PLAN	1	COR	BEFORE STARTING THE JOB
LIST OF PERSONNEL WITH ID#	1	COR	BEFORE STARTING THE JOB
EVIDENCE OF INSURANCE			
DEFENSE BASE ACT - DBA	1	COR	2 DAYS AFTER AWARDED.
PROPPERTY DAMAGE			
LICENSES & PERMITS	1	COR	BEFORE STARTING THE JOB
(WP) WORK PLAN			
(AHA)ACTIVITY HAZARD ANALYSIS	SEVERAL	COR	BEFORE STARTING THE JOB
(for every risk activity accosrding to			
POSHO requirements)			

IMPORTANT: All workers, who will be working inside the Consulate Compound must be affiliated to the **IESS (**"Instituto Ecuatoriano de Seguridad Social). If the worker is not affiliated, he cannot be working in this project.

25.- INSURANCE

The Contractor is required by FAR 52.228-5, "Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Contractor shall at its own expense provide and maintain during the entire performance period the following insurance amounts:

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

(1) BODILY INJURY, ON OR OFF THE SITE, IN U.S. DOLLARS	
Per Occurrence	**As per Ecuadorian legal obligations**
Cumulative	**As per Ecuadorian legal obligations**
(2) PROPERTY DAMAGE, ON OR OFF THE SITE, IN U.S. DOLLARS	
Per Occurrence	**$5,000**
Cumulative	**$50,000**

25.1.- DEFENSE BASE ACT (DBA). - The Offeror must include DBA insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at http://www.dol.gov/owcp/dlhwc/lscarrier.htm

The foregoing 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 provided by law or sufficient to meet normal and customary claims.

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, assistants, and 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 all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

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.

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.

26.- GOVERNMENT INSPECTION, ACCEPTANCE AND QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)

The contractor's work will be visually inspected by the COR according to manufacturer quality control procedures for acceptance. If the work is not satisfactory, the COR shall advise the Contractor in writing. The COR shall repeat the inspection when assured that the work has been completed.

The contractor shall send all the information and data to ensure that the work has been performed in a proper manner prior to acceptance.

The work will be considered satisfactorily completed when the manufacturer quality control procedures for acceptance are met.

This plan is designed to provide an effective surveillance method to promote effective contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor contractor performance, advise the contractor of unsatisfactory performance, and notify the Contracting Officer 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.

Performance Objective	PWS Para	Performance Threshold
Services. Performs all construction and installation services. set forth in the performance work statement (PWS). **Management.** Services performed are routinely checked and measured for quality.		All required services are performed and no more than one (1) customer complaint is received. Daily random inspections are performed with no more than one (1) unsatisfactory rating per inspection.

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.

1STANDARD**.** The performance standard is that the Government receives no more than one (1) customer complaint and/or no more than one (1) unsatisfactory rating. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.

PROCEDURES.

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

(b) The COR will complete appropriate documentation to record the complaint and/or unsatisfactory rating.

(c) If the COR determines the complaint and/or unsatisfactory rating is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.

(d) If the COR determines the complaint and/or unsatisfactory rating 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 shall determine how much time is reasonable.

(e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints and/or unsatisfactory rating.

(f) If the Contractor disagrees with the complaint and/or unsatisfactory rating after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint and/or unsatisfactory rating.

(g) The COR will consider complaints and/or unsatisfactory rating as resolved unless notified otherwise by the complainant.

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

27.- INVOICES AND PAYMENT

Individual invoices shall be submitted electronically.

To constitute a proper invoice, the invoice shall include all the items required by FAR 32.905(e).

The contractor shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.

28.- WARRANTY

The contractor shall guarantee that all delivered products and work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified.
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 promptly repaired by the contractor at own expense.

The Consulate requires at least 12 months' warranty after date of installation.

29.- CONTRACTING OFFICER REPRESENTATIVE (COR) - 652.242-70 (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designations shall specify the scope and limitations of the authority so delegated; provided that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer, and this authority is delegated in the designation.

(b) The COR for this contract is the Maintenance Supervisor or the Facilities Engineer in his absence.

SCHEDULE OF SUPPLIES/SERVICES
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

PREPARATION / PROTECTION OF WORK AREA

Also, he must identify the potential physical hazards as place where the worker can fall or slip. He must describe how each hazard listed will be controlled.

Contractor must work with the POSHO Assistant regarding Safety Rules and Standards.

UTILITIES

The Government cannot assure that utilities will be available at all properties at all times. The Contractor shall have its own **source of electric power** (Diesel Portable generator with enough capacity in KVA) available, powered by Generator/motor/diesel, because there is **no** electric power source in that area.

The Contractor shall have his own **source of water** available to use in this job. There is no water source in that area. Consulate will not supply water and electric power to the contractor.
Contractors must have their own water in case there is a water restriction in the service supplied by the city. There is no power or water source in that area.

EQUIPMENT

Contractors must bring to the compound the following equipment: harness with lifeline safety, appropriate working shoes, exhaust fans with sleeves, head protection, eye protection, hand protection, chemical protection; and for the worker who will be inside the vault the appropriate protective clothing.

The Contractor shall provide all necessary supplies and equipment, including brushes, buckets, drop cloths, scrapers, ladders, and extension cords in good shape if necessary to perform the work. The Government will not supply any materials. The Contractor shall also provide all necessary Personal Protective Equipment –PPE- for his employees, including without limitation, safety glasses, gloves, dust mask, respirator, Oxygen tank, overalls, shirts with the logo of the Contracting company, hard hats and other PPE required to perform this task in a safe manner to all personnel present where the job is performed. Flow of fresh air for workers will also be guaranteed by the Contractor.

SAFETY PLAN

Activity/Work Task: *Name of the project*	Overall Risk Assessment Code (RAC) (Use highest code)					
Project Location:	**Risk Assessment Code (RAC) Matrix**					
Contract Number:	**Severity**	**Probability**				
Date Prepared:		Frequent	Likely	Occasional	Seldom	Unlikely
Prepared by (Name/Title):	Catastrophic	E	E	H	H	M
	Critical	E	H	H	M	L
Reviewed by (Name/Title):	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L
Notes: (Field Notes, Review Comments, etc.)	Step 1: Review each **"Hazard"** with identified safety **"Controls"** and determine RAC (See above)					
	"Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.	**RAC Chart**				
	"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible	E = Extremely High Risk				
		H = High Risk				
	Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of AHA.	M = Moderate Risk				
		L = Low Risk				

Job Steps	Hazards	Controls	RAC
1 . *Brief description of job step. Add attachments as needed*	1.1.Hazards of each job step 1.2. 1.3. 1.4.	1.1. Controls for hazard identified. 1.2. 1.3. 1.4.	
2. *Brief description of job step. Add attachments as needed*	2.1 2.2 2.3 2.4	2.1 2.2 2.3 2.4	

3. *Brief description of job step. Add attachments as needed*	3.1 3.2 3.3 3.4	3.1 3.2 3.3 3.4	
4. *Brief description of job step. Add attachments as needed*	4.1 4.2 4.3 4.4	4.1 4.2 4.3 4.4	

Emergency/ Rescue Plan in case of High Risk Activities:

Equipment to be Used, included PPE	**Training Requirements/Competent or Qualified Personnel name(s)**	**Inspection Requirements**
	Safety Competent/Qualified Personnel: *Write the name of the person responsible for Safety and health for the project* List of Training required for Workers: *Write the training that the workers have received related to safety and health. Only trained workers are allowed to perform high risk works.*	Inspections that will be required: *Ensures that hand tools, power tools, equipment, machinery, materials, and personal protective equipment used by all contractors, and sub-contractors at the project site shall be of manufacturer listed by U.S. or internationally recognized testing laboratory for specific application for which they are to be used. They shall be quality products recognized for professional painting use, applications, and work practices.*

END OF STATEMENT OF WORK