

**ATTACHMENT 2 - STATEMENT OF WORK
US EMBASSY SOFIA, BULGARIA**

REPAIR OF TENNIS & PICKLEBALL COURT

1. PROJECT DESCRIPTION

The contractor shall perform the repair of the Tennis Court and amend the playing court to incorporate aspects of a Pickleball Court inside the US Embassy in Sofia, Bulgaria compound.

2. EXISTING CONDITIONS ON SITE

The Tennis court is located at the northern part of the Embassy compound. Surface is not in a good shape: the south part of the court surface is all cracked, there are sunk areas that make pool in rainy days, the net post concrete foundations are compromised.

3. SCOPE OF WORK

The US Embassy in Sofia requires the Contractor to perform the repair of the surface of the tennis court and incorporate aspects of a pickleball court.

Under this contract, the Contractor shall provide the following:

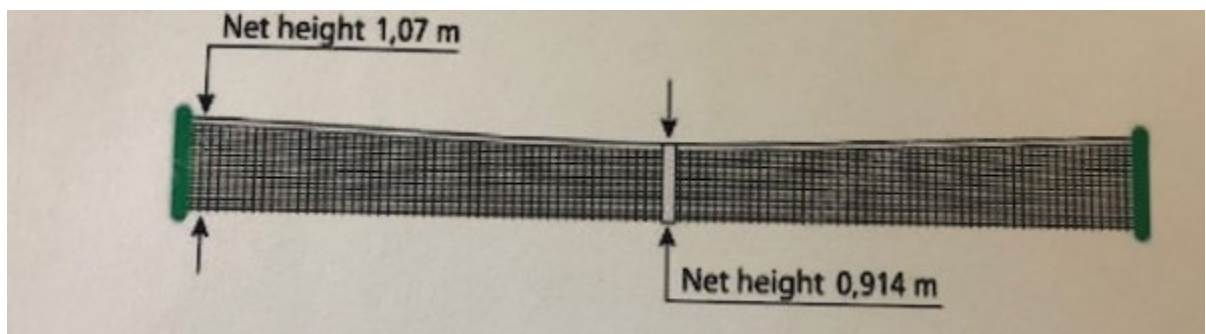
- 3.1. Fix all cracks using epoxy-based filler.
- 3.2. Apply cushion resurface / shock absorbing acrylic layer.
- 3.3 Apply color coat acrylic finish and paint lines for convertible tennis - pickleball court.

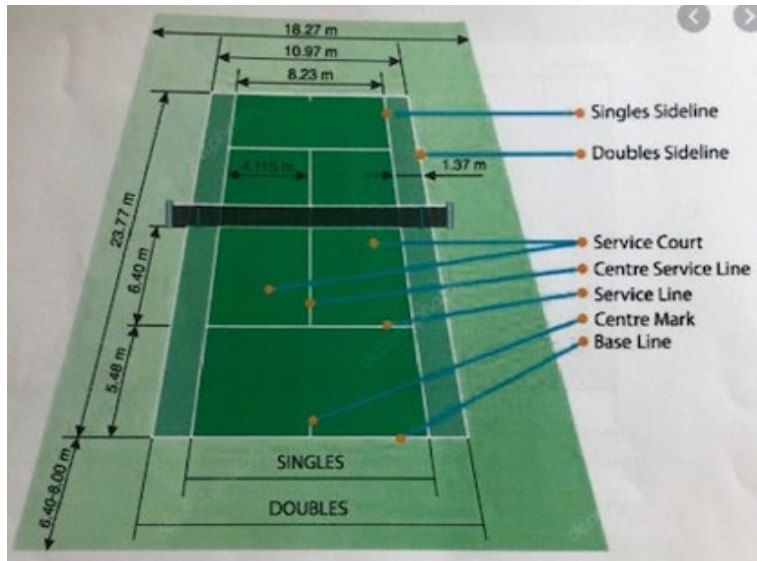
TENNIS COURT:

- The dimensions for the tennis court are **23.77 m x 10.97 m** . (Green color in drawing)
But Contractor must leave **6.40 m** in two ends, and **3.66 m** in two other ends, (Blue color in drawing for service and run without obstacles.)
- Total dimension for the **concrete pad** (final dimensions: Blue area + Green area) is :
Length: 36.57 m----- 120 FT
Width: 18.29 m ----- 60 FT

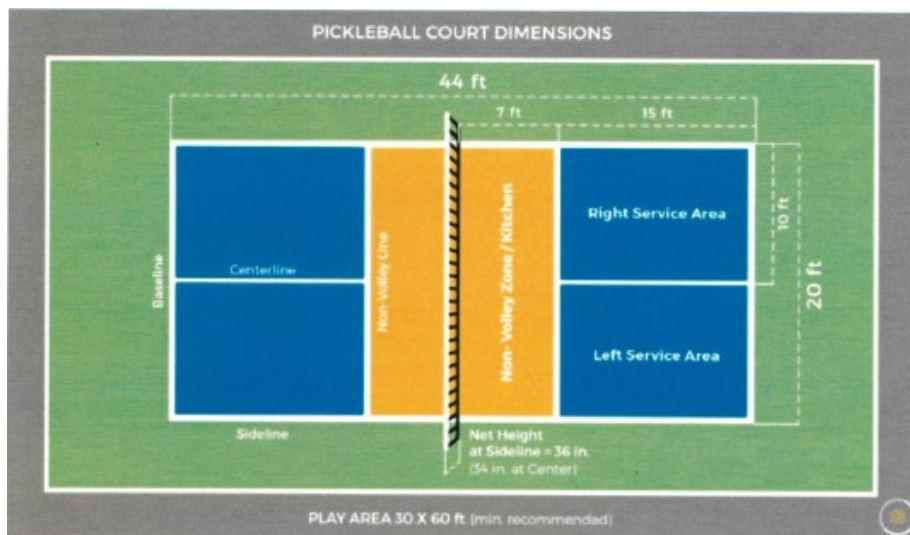


- The height of the net of the tennis court is as follows:





PICKLEBALL COURT:

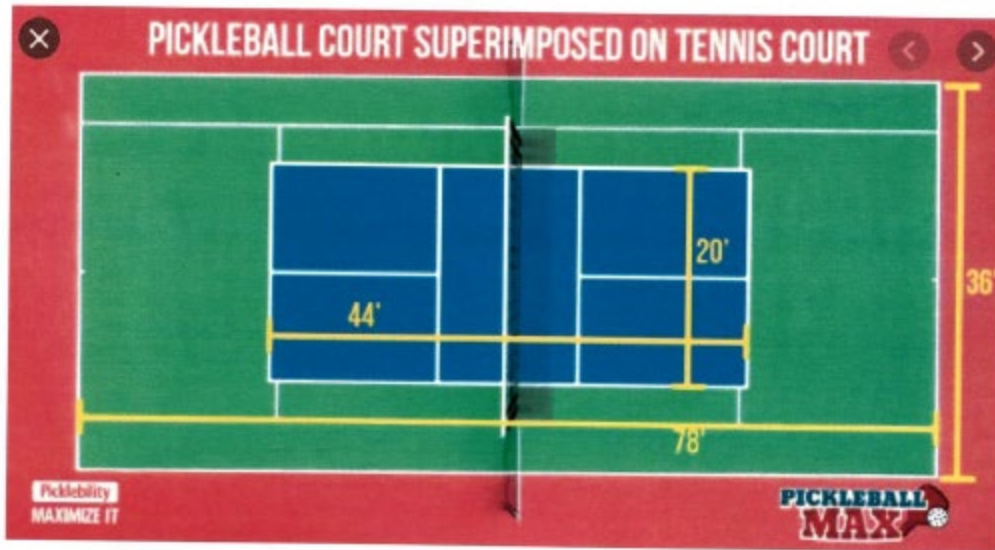


The dimension for the Pickleball court is:

Length: 44 feet

Width: 20 feet

The following drawings shows the pickleball court superimposed in a tennis court, blue one is the pickleball court.



PAINTING

Color of regulation lines: White for tennis, Yellow for Pickleball

4. SPECIFIC CONDITIONS

- The Contractor shall not conduct any work that is beyond this SOW (Scope of Work) unless directed in writing by the Contracting Officer (CO). Any work done by the Contractor beyond this SOW without direction and approval from the CO, will be at the Contractor's risk and **NO** cost for the Embassy.
- Contractor/Bidder must specify in his Quote/Bid the **term/dateline when he is going to finish the job.**
- After the Notice to Proceed is given, the project must be finished and completed within the time frame that the Contractor specified on his quote.
- Contractor must include a Work Schedule for this job.
- Once job is finished, contractor will inform the U.S. Embassy to inspect and approve the work performed
- Contractor time line;

The Contractor must submit with the proposal a construction schedule (chronograph) of the proposed work. If selected, the Contractor must adhere to the construction schedule. Any delays will be **penalized by \$250** per day for any delay deemed to be unreasonable by the COR.

5. SAFETY – ACCIDENT PREVENTION

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

- (1) safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities;
- (2) avoid interruptions of Government operations and delays in project completion dates; and
- (3) control costs in the performance of this contract.

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
- (c) Take any additional measures the Contracting Officer determines to be reasonably necessary for this purpose.

B. 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.

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

D. Written Program. Before starting the work, the Contractor shall:

- (1) Submit a written proposal for implementing this clause; and
- (2) Meet with the Contracting Officer to discuss and develop a mutual understanding of the overall safety program.

E. The Contracting Officer shall notify the Contractor of any non-compliance with these requirements and the corrective actions required. The Contractor shall immediately take corrective action after receiving the notice. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule for any suspension of work issued under this clause.

6. CONSTRUCTION PERSONNEL

A. 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
- (3) take all reasonable precautions for the preservation of peace and protection of persons and property in the neighborhood of the project against unlawful, riotous, or disorderly conduct.

The Contracting Officer may require in writing that the Contractor remove from the work any employee that the Contracting Officer determines:

- (1) incompetent,
- (2) careless,
- (3) insubordinate or
- (4) otherwise objectionable, or
- (5) whose continued employment on the project is deemed by the Contracting Officer to be contrary to the Government's interests.

B. 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

Failure to provide any of the above information may be considered grounds for rejections and/or resubmittal of 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.

7. MATERIALS AND EQUIPMENT

A. General. The Contractor shall provide all necessary managerial, administrative and direct labor personnel, and as well as all necessary transportation, equipment, tools, PPE Personal Protective Equipment for his staff, supplies and materials required to perform the placement of the pavers in the sidewalk . No materials will be supplied or furnished by the Embassy.

B. Selection and Approval of Materials

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.

2. Selection by Contractor. Where the contract permits the Contractor to select products as 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) source of procurement of each such product, material or equipment; and
- (c) 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.

4. 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 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 the risk of rejection.

8. SCHEDULE

The objective of scheduled routine-services is to assure continuous, safe, and satisfactory operation of project. The Contractor shall submit to the COR a schedule and description of all tasks which the Contractor plans to provide.

9. SITE VISIT AND QUOTATION SUBMITTAL

A site visit will be held **on Friday, February 16, 2024 T 10:00 AM** at the Embassy Compound. Prospective offerors/quoters should contact Miglena Mihova, MihovaMD@state.gov to register for the site visit.

10. HOURS OF PERFORMANCE

The chosen vendor will transport all materials and personnel by its own, to the site workplace located in the Embassy compound.

Available times are working days, from 09:00 am to 17:00 pm prior coordinating with COR for entry permission and following all rules for health protection.

11. DELIVERABLES

The Contractor shall delivery the following items under this contract:

Description	Quantity	Delivery Date	Deliver to
Insurance	1	5 days after Award	Contracting Officer
Safety Plan	1	5 days after Award	COR
List of Personnel with ID#	1	5 days after Award	COR
Construction Schedule	1	5 days after Award	COR
Payment Request/Invoice	1	final completion of project	COR

12. INVOICES AND PAYMENT

Final invoice shall be submitted electronically to [Sofia FMO Vou@state.gov](mailto:Sofia_FMO_Vou@state.gov).

Please include the PR and Order Number on your invoice to allow proper handling and prompt payment.

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.

13. 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 designation(s) 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 Facilities Engineer or the Maintenance Supervisor in his absence.

14. FAR 52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (JUL 2013) IS INCORPORATED BY REFERENCE. (SEE SF-1449, BLOCK 27A).

This job will be awarded after competition between interested vendors, and the lowest priced, technically acceptable offer will be selected.

Quote should include past performance references with names, phones of contracting person, pictures of installed work or any other information that could demonstrate quality of the services requested.