

United States Embassy Tbilisi

Facility Maintenance Section



Scope of Work (SOW)

General Parking Areas Maintenance

Employee parking Tree curbs renovation

Date: 05/07/2025

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1. General

1.1. Introduction

1.1.1. The U.S. Embassy in Tbilisi requires the services of the contractor to perform the work of Parking space maintenance at US Embassy visitors and employee parking spaces. Demolish the parking Lots Tree Spot curbs and install the Stone curbing.

1.1.2. Bids should include all labor, materials, equipment, debris/trash removal, transportation, and services for completion of work.

1.1.3. Knowing that this project requires a high safety profile, the contractor's acceptable construction equipment will be added to experience and preparedness as main criteria for selection. The objective is to mitigate the use of hand tools in demolition, exaction, debris removal and transportation.

1.2. Background

1.2.1. Project consist of the order to be accomplished by contractor, The tree curbs are made with poor concrete monolithic structure which is demolishing by weather conditions and vehicular tire touch/ would be more durable and stable if concrete replaces with stone curbing.

1.3. Objectives

1.3.1. The purpose of this project for Facility Management to obtain a stable concrete cover at overall parking spaces usable and safe. This SOW provides detailed specifications for contractors to follow when performing the work on performing this task. The below give quantities are approximate and it is the Contractors Obligation to precisely measure the quantity and during the pre-bidding visit and provide the reasonable price. No other changes in price will be accepted after actual works starts.

1.3.2. The Stone Curbing is 300~500 Linear Meter.

1.4. Scope

1.4.1. Once selected, the contractor shall be able to prepare a work plan for project with timeline and in a manner that satisfies the requirement specified under this Scope of Work. This schedule must be approved by the Contracting Officer Representative (COR).

1.4.2. **Primary actions:** after deployment of the team and required equipment onsite, in this first step, the contractor will be able to:

1.4.2.1. Coordinate all actions with LGF and RSO office of the traffic redirection or closing the vehicular movements, partial closing the parking spaces via FAC office representative (COR or OT).

1.4.2.2. Provide at last 2 days' notice for Agreement and Strictly follow the set timelines and schedules agreed with Embassy Administration and Agencies for closing and opening the Parking spaces.

1.4.3. **Tree Curbing change with Stone:** the contractor must perform:

1.4.3.1. Road /Parking Space Closing agreement timeline with FAC/RSO/LGF or partial closing if allowed:

1.4.3.2. Protect surrounding from debris and dust by placing the protective fencing and cover.

1.4.3.3. Consider the weather (Rain, wind and temperature) condition.

1.4.3.4. Use US/ EU or equivalent quality Stone (preferably Granite/Basalt) cut

stones. Stone size: L: up to installation requirements, H: above surface

100mm, W: 100 mm, beveled edges face side

1.4.3.5. The Stone lines must be straight curved evenly, fixed with concrete padding from both sides, durable for weather and withstand the minimal tire touching.

1.4.3.6. Connection between stones grouted evenly.

1.4.3.7. Correct/replace/add the Geotextile and even the gravel surface and add more similar grain and quality gravel/Soil/Sand as required.

1.4.3.8. Remove the temporary fence and dispose construction material and debris from the work site and properly disposed. Contact the COR for inspections.

1.5. Contract Type

1.5.1. The contract type is firm and fixed price based on competition. All proposals will be evaluated based on highest technical Acceptability and lower pricing.

1.6. Place of Performance/Hours of Operation

1.6.1. Work hours are from 09:00 am to 6:00 pm on Monday through Sunday.

1.7. Period of Performance

1.7.1. Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup. Requests for extended period of performance must be agreed upon in advance by the Contracting Officer. This request for schedule extension will be brought to the Contracting Officer through the COR.

1.8. Security requirement

1.8.1. The work to be performed under this contract requires that the contractor submits the list of employees and sub-contractors for security review by the Embassy. This must be given to the COR. Information submitted by the contractor will not be disclosed beyond the Embassy. The contractor shall submit this information including construction vehicle requirements within 5 business days of the notice to proceed and 10 business days before the work commencement.

1.9. Points of Contact

- 1.9.1. Contracting Officer (CO): GSO
- 1.9.2. Contracting Officer Representative (COR): Facility Engineer
- 1.9.3. Contracting Officer Technical Representative (GTR):

1.10. Quality Control

1.10.1. The contractor must demonstrate technical experience in the construction trade. Perform work in accordance with applicable standards and specifications as specified in this SOW.

2. Definitions**2.1. Government Furnished Items (GFI)**

2.1.1. All government furnished material required in this contract must be received and stored properly. N/A

2.2. Contractor Furnished Items (CFI)

2.2.1. The contractor shall provide all necessary equipment for demolition/excavation/debris removal, materials (all supplementary consumables), tools, personnel and supervision as needed to perform the work and meet the technical requirements in this SOW.

2.3. Applicable Standards

2.3.1. American Society for Testing and Materials (ASTM),

3. Status Reporting**4. Inspection and Acceptance**

- 4.1. Upon completion of the work, the COR shall inspect at the end of each step of the work (all demolition, excavation, rebar louts, concrete and finishes works, etc....) to ensure that work was completed in a manner satisfactory to the US Embassy.
- 4.2. Any deficiencies in material and workmanship shall be corrected by the contractor at no additional cost to the US Government.

5. Attachments

END OF STATEMENT