

## SCOPE OF WORK

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

### 1. BACKGROUND

The Embassy of the United States of America in Moscow has a requirement to plant perennial flowering plants into the 141 concrete planters located in front of EOB and along of the NEC West wall (outside the Embassy perimeter wall) . The location of the work site: Bolshoy Devyatinsky Pereulock, 8 Moscow, Russia 121099.

### 2. GENERAL REQUIREMENTS

2.1. All work and procedures shall be performed in conformity with the specifications and work requirements herein. All local and US work safety and health norms and standards apply to this contract.

2.2. All specifications and requirements are written in the statement of work and cannot be changed without the approval of the Contracting Officer (CO).

2.3. The Embassy reserves the right to inspect and test all the work under this contract at any time. If any of the work does not conform to the contract requirements and specifications, the Embassy may require the Contractor to perform the services again at no additional cost to the Embassy.

2.4. The Contractor is required to provide submittals on each material to be used on the contract for approval.

2.5. The Contractor is required to submit a proposal confirming that specified flowering plants types will be provided. The proposal is to present a detailed work schedule, set forth date, time, contents of work, personnel and timeline to completion in English for approval by the Contracting Officer Representative (COR).

2.6. The contractor is obliged to participate at a site visit at a time designated by the CO and inspect the work area in order to understand the existing conditions and work requirements.

### 3. WORK SITE

The work site is 141 concrete planters 2.58 SQM each , located in front of EOB and along of the NEC West wall (outside). Total planting area: 370 SQM. Planting areas measurements are

approximate. The exact measurement is subject to the independent measurements by the Contractor and verified by the COR.

#### 4. PLANTING REQUIREMENTS

4.1. The Contractor shall select combination of 3-4 type of perennial frost resistant, long-blooming flowering plants, which are able to grow in the concrete planters to insure low-maintenance after their initial planting. Plants bloom time shall be over one or two months.

4.2. All seedlings must be healthy and have uniform size and quality. The sort of flowering plants, seedlings quality as well as fertilizers proposed by the Contractor shall be approved by the COR before Notice to Proceed is issued. The Contractor shall provide no less than 2 varieties of plants combination for COR selection.

4.3 The theme of plants combination and colors shall be repeated for each container.

4.4. The Contracting Officer (CO) may at any time, by written order, make changes within the general scope. If such changes cause any increase in the amount due under this contract, or in the time required for its performance, the contract must be modified in writing.

#### 5. WORK SPECIFICATIONS

The Contractor is required to perform the following services:

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**5.1 Remove the existing plants and flowers from the planters, where needs.**

5.2 Remove the existing soil and dispose it in compliance with all the local industrial waste disposal codes and regulations.

5.3 Deliver required amount of fresh soil and put it into the planters to fill up to the top. The Contractor is to calculate the required amount of additional soil during a site visit.

5.4 Deliver and apply proper amount of mineral fertilizers (the exact type and amount shall be determined by the contractor based on soil analyzes provided by the Contractor during the site visit).

**5.5 Lay landscaping fabric to fit the planting area in each planter.**

5.6 Deliver and plant the necessary type and quantity of perennial flowering plants required to provide blooming and presentative look of the planter during the vegetation period.

## 6. WORK SCHEDULE

6.1 This service shall be provided within the following periods:

Flower planting: September 28 - October 31, 2020

6.2 Normal work periods shall be 9:00 AM to 6:00 PM Monday through Friday. No work shall be performed on Saturday, Sunday or holiday except as approved by the Contracting Officer in advance and in writing.

## 7. UTILITIES

The Embassy will provide to the Contractor cold water at the work site at no cost to the Contractor during the work period. The cold water shall be utilized solely for the contracted work. Toilet facilities will also be provided by the Embassy.

## 8. CLEANUP OF WORK SITE

All debris produced during the work must be removed from work site by the Contractor on a daily basis outside of the Embassy Compound. Workers shall keep the immediate work area neat and clean. The Contractor is responsible for complying with all the local industrial waste disposal codes and regulations.

## 9. GUARANTY

9.1 Unless otherwise stipulated herein, the Contractor shall guarantee the Contractor's workmanship of the work completed under this contract for the period of September 28 – October 31, 2020.

9.2 The Contractor shall guarantee the quality of flower planting stock delivered to the Embassy. During the guarantee period (one year), the Contractor shall correct and/or repair, at no cost to the government, any damages and/or deficiencies that may be attributed to the materials and workmanship provided by the Contractor under this agreement. The Contractor shall provide all labor, materials and equipment, at their own expense, to perform the repair and/or correction. The repair and/or correction must be completed within 5 calendar days from receipt of a Notice of Damage(s).

## 10. SAFETY

10.1. The contractor assumes absolute responsibility and liability for any and all personal injuries or death and/or property damage or losses suffered due to negligence of the contractor's personnel in the performance of the services required under this contract. The contractor's assumption of absolute liability is independent of any insurance policies.

10.2. The Contractor shall provide employees with and require the use of safety equipment, personal protective equipment and devices necessary to protect the employee. All workers who work at elevated levels must take all fall protection measures as described by local safety codes.

10.3. The Contractor shall immediately report each accident to the Contracting Officer's Representative.

## 11. DELIVERABLE SCHEDULE

11.1. No work on site shall be commenced without the CO approval.

11.2. The Contractor shall be required to commence work under this contract within 5 calendar days after the date the Contractor receives the Notice to Proceed.

11.3 The Contractor shall complete the contract work within September 28– October 31, 2020. Any changes in the work schedule or extensions of the work completion date must be authorized by the CO in writing.

The following items shall be delivered under this contract:

| Description  | Quantity | Delivery To | Date                                     |
|--|----------|-------------|--|
| Name of a Project Manager (or other liaison to Embassy)  | 1        | COR         | 3 days after award                       |
| Schedules  | 1        | COR         | Weekly                                   |
| List of Personnel  | 1        | COR         | 3 days after award                       |
| List of clients, demonstrating prior experience with relevant past performance information and references. | 1        | COR         | Prior to beginning work on this Contract |
| Material Safety Data Sheets (MSDS) for mineral fertilizers used on site                                    | 1        | COR         | Prior to beginning work on this Contract |