



Embassy of the United States of America

Tokyo, Japan

April 19, 2016

Dear Prospective Offerors:

SUBJECT: Solicitation Number SJA800-16-R-0013
Building Maintenance Services for U.S. Consulate General
Sapporo

The Embassy of the United States of America on behalf of the U.S. Consulate General Sapporo seeks to enter into a contract with a qualified, responsible, and reliable firm with sufficient knowledge and facilities for obtaining building maintenance services for the U.S. Consulate General in Sapporo, Japan.

Note: As required by U.S. Government's federal acquisition regulation (FAR), prospective offeror shall be registered in the System for Award Management (SAM) database prior to award of a contract. The website link providing additional vendor registration information is: <https://www.sam.gov/portal/SAM/#1#1>

If you would like to submit a proposal, see Section L: Instructions, Conditions, and Notices to Offerors for the qualifications of offerors and the submission of offers.

1. Pre-proposal Conference and Site Visit

(a) To provide all the offerors with a uniform explanation of requirements, the U.S. Consulate General Sapporo will hold a pre-proposal conference and site visit, as follows:

Date: Monday, May 9, 2016
Time: 3:00 p.m. to on/about 4:30 p.m.
Location: U.S. Consulate General Sapporo
Kita 1-Jo, Nishi 28-Chome, Chuo-ku, Sapporo 064-0821

(b) All interested offerors who wish to attend must submit individual name(s), company name/address, telephone/fax numbers, and e-mail address to Jin Yoshikawa at facsimile number +81-3-3224-5179 or e-mail at YoshikawaJX@state.gov by no later than 12:00 noon, Wednesday, May 4, 2016 (local time), to arrange entry to the Consulate building.

(c) Attendee(s) must present an identification (ID) card with photo on it (e.g. driver's license, passport, etc.) when entering the building.

(d) Photography is NOT ALLOWED within the Consulate building and grounds and all cameras are left outside or with the guard at the entrance.

(e) Please note that any required visas (for those who are coming from other countries), hotel reservations, and transportation are your responsibility.

2. Questions

Following the Site Visit, interested offerors may submit questions in English in regard to this solicitation by 12:00 noon, Wednesday, May 11, 2016 via FAX at +81-3-3224-5179 or e-mail at YoshikawaJX@state.gov. All questions will be consolidated and one response will be prepared and posted on the Embassy's website, the same website from where you obtained the solicitation documents.

3. Proposals

(a) Proposals must be submitted in a sealed envelope marked "Proposal Enclosed" and received by no later than **4:00 p.m., Thursday, May 26, 2016 (local time)**, at the address stated below. No proposals will be accepted after this time, and no electronic proposals shall be accepted.

U.S. Embassy
1-10-5 Akasaka
Minato-ku, Tokyo 107-0052
Japan
Attn: Contracting Officer
(Solicitation No. SJA800-16-R-0013)

(b) It is the responsibility of the offeror to obtain licenses and permits as required in the solicitation in order to do business in Japan.

It is understood that no payment will be made for preparation and submission of your proposal.

Thank you in advance for your interest and your time in participating in the solicitation process.

Sincerely,



Jason R. Cubas
Contracting Officer

Enclosure:
Solicitation SJA800-16-R-0013

SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair)	1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE OF PAGES
	SJA800-16-R-0013	[] SEALED BID (IFB) [✓] NEGOTIATED (RFP)	April 19, 2016	1 91

IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NUMBER		5. REQUISITION/PURCHASE REQUEST NO. PR5208588 / PR5184194	6. PROJECT NO.
7. ISSUED BY GSO/Procurement Unit U.S. Embassy 1-10-5 Akasaka Minato-ku, Tokyo 107-8420 Japan	CODE	8. ADDRESS OFFER TO See Item 7.	
9. FOR INFORMATION CALL: ➔	A. NAME Jin Yoshikawa	B. TELEPHONE NO. (NO COLLECT CALLS) +81-3-3224-5756	

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder."

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS:

- Section A: Solicitation, Offer, and Award*
*This is the Standard Form 1442 (SF-1442), i.e. pages 1 and 2 of this document.
 - Section B: Supplies or Services and Prices/Costs
 - Section C: Description/Specifications/Work Statement
 - Section D: Packaging and Marking
 - Section E: Inspection and Acceptance
 - Section F: Deliveries or Performance
 - Section G: Contract Administration Data
 - Section H: Special Contract Requirements
 - Section I: Contract Clauses
 - Section J: List of Attachments
 - Section K: Representations, Certifications, and Other Statements of Offerors
 - Section L: Instructions, Conditions, and Notices to Offerors
 - Section M: Evaluation Factors for Award
- Attachment J-1 - Equipment Information and PMI Task Schedule
 - Attachment J-2 - Sample Work Order
 - Attachment J-3 - Hazard Assessment Sheet
 - Attachment J-4 - Sample Task Order
 - Attachment J-5 - English Speaking Levels
 - Attachment J-6 - Sample Letter of Bank Guaranty
 - Attachment J-7 - Performance Bond
 - Attachment J-8 - Payment Bond
 - Attachment J-9 - Regional Security Office Tokyo Security Form

11. The Contractor shall begin performance on (see subsection F.7 Notice to Proceed) and complete it on (see subsection F.2 Period of Performance). This performance period is [✓]Mandatory, []Negotiable.

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? [✓] YES, [] NO	12B. CALENDAR DAYS AFTER CONTRACT AWARD within 30
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13. ADDITIONAL SOLICITATION REQUIREMENTS:

- A. Sealed offers in one original to perform the work required are due at the place specified in Item 8 by 4:00 p.m., Thursday, May 26, 2016 (local time). Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.
- B. An offer guarantee [] is, [✓] is not required.
- C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.
- D. Offers providing less than 180 calendar days for U.S. Government acceptance after the date offers are due will not be considered and will be rejected.

OFFER (Must be fully completed by offeror)

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)

15. TELEPHONE AND FAX NUMBERS (Include area code)

16. REMITTANCE ADDRESS (Include only if different than Item 14)

CODE FACILITY CODE

17. The offeror agrees to perform the work at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government within _____ calendar days after the date offers are due. (Insert any number equal to or greater than the minimum requirement stated in Item 13D. Failure to insert any number means the offeror accepts the minimum in Item 13D.)

AMOUNTS →

18. The offeror agrees to furnish any required performance and payment bonds.

19. ACKNOWLEDGMENT OF AMENDMENTS

The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each.

AMENDMENT NO.									
DATE									

20A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER
(Type or print)

20B. SIGNATURE

20C. OFFER DATE

AWARD (To be completed by Government)

21. ITEMS ACCEPTED

Subsection B.4 Base Period Prices

22. AMOUNT

23. ACCOUNTING AND APPROPRIATION DATA

24. SUBMIT ONE ORIGINAL INVOICE TO ADDRESS SHOWN IN →

ITEM 27

25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO
 10 U.S.C. 2304(c) () 41 U.S.C. 253(c) ()

26. ADMINISTERED BY CODE

GSO/Procurement Unit
 U.S. Embassy
 1-10-5 Akasaka
 Minato-ku, Tokyo 107-8420
 Japan

27. PAYMENT WILL BE MADE BY

Financial Management Center
 U.S. Embassy
 1-10-5 Akasaka
 Minato-ku, Tokyo 107-8420
 Japan

CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE

28. NEGOTIATED AGREEMENT (Contractor is required to sign this document and return one copy to issuing office.) Contractor agrees to furnish and deliver all items or perform all work, requisitions identified on this form and any continuation sheets for the consideration slated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications incorporated by reference in or attached to this contract.

29. AWARD (Contractor is not required to sign this document.) Your offer on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the Government solicitation and your offer, and (b) this contract award. No further contractual document is necessary.

30A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN (Type or print)

31A. NAME OF CONTRACTING OFFICER

30B. SIGNATURE

30C. DATE

31B. UNITED STATES OF AMERICA

31C. AWARD DATE

BY

Section B: Supplies or Services and Prices/Costs

B.1 Scope of Services

The Contractor shall provide personnel, supplies, and equipment, as identified in this contract and attachments, for all building maintenance services at the U.S. Consulate General in Sapporo, Japan, as described in Section C: Description/Specifications/Work Statement of this contract and the attachments attached in Section J: List of Attachments.

B.2 Type of Contract

B.2.1 This is a fixed price type contract for maintenance services as defined in the Section C and the Attachments. The fixed price will include all work, including furnishing all labor, materials, equipment, and services, overhead (including cost of Workers' Compensation and War-Hazard Insurance, which shall not be a direct reimbursement) and profit, unless otherwise specified.

B.2.2 An indefinite-delivery indefinite-quantity (IDIQ) type task order will be awarded for additional services exceeding the maximum number of annual hours stated in subsection C.6(a). Individual task orders will be issued using the fixed hourly rates identified below. The fixed hourly rates shall include wages, overhead, general and administrative expenses, and profit. The actual amount of work to be performed, an estimate of the professional/technical effort required, the time of such performance, and the location of the property(ies) shall be authorized by task orders issued by the Contracting Officer. Verbal orders may be necessary for IDIQ services however they shall be issued in writing within three business days of the verbal instructions.

B.3 Prices/Costs

B.3.1 Maintenance Services

(a) In consideration of satisfactory performance of all the services required under this contract, the Contractor shall be paid a fixed-price per month for Maintenance Services. No additional sums will be payable on account of any escalation in the cost of materials, equipment, or labor (unless mandated by Japanese law), or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by the maintenance plan is. Nor will the contract price be adjusted on account of fluctuations in the currency exchange rate.

(b) Premium pay for services required to be provided on holidays is included only in the fixed prices for Maintenance Services.

B.3.2 Indefinite-delivery Indefinite-quantity (IDIQ) Services

(a) The fixed hourly rates per labor category shall be used to establish firm fixed-price task orders. Each task order shall be issued in advance and priced by multiplying the hourly rates by the number of hours required for IDIQ services requiring over the limited hours stated in subsection C.6(a).

(b) The U.S. Government shall provide all materials and supplies in conjunction with IDIQ services. The Contractor shall provide requisitions to the U.S. Government on a timely basis for all materials and supplies required to perform its duties under this contract.

B.3.3 Ordering

(a) All IDIQ services for unscheduled and/or emergency services to be furnished under this contract shall be ordered by the issuance of task orders by the Contracting Officer. Orders may be issued from the date of the Contracting Officer's signature until the end of the "Period of Performance" applicable to this contract.

(b) The Contractor will be asked to submit a cost proposal when given a draft scope of work for an IDIQ task.

(c) Contracting Officer will negotiate and develop firm-fixed-priced task orders for each IDIQ task that needs to be performed. The contractor may not begin any work under a task order request prior to the Contracting Officer's issuance of the task order.

(d) All task orders are subject to the terms and conditions of this contract. This contract shall take precedence in the event of conflict with any order.

B.3.4 Offers and Payment in U.S. Dollars

(a) U.S. firms are eligible to be paid in U.S. dollars. U.S. firms desiring to be paid in U.S. dollars should submit their offers in U.S. dollars. A U.S. firm is defined as a company which operates as a corporation incorporated under the laws of a state within the United States.

(b) Foreign Firms. Any firm, which is not a U.S. firm, is a foreign firm. Any firm that does not meet the above definition of U.S. firm shall submit its prices and receive payment in Japanese Yen.

B.3.5 The U.S. Embassy Tokyo is exempt from Japanese consumption taxes; therefore, such taxes shall not be included in the price nor charged on invoices. After receipt of the Contractor's invoice, the Government will provide the Contractor with a signed Certificate of Tax Exemption Purchase for Foreign Establishments.

(For non-Designated Stores, please visit the following link for registration:

<http://www.nta.go.jp/tetsuzuki/shinsei/annai/shohi/annai/23120184.htm>)

B.4 Base Period Prices

B.4.1 Maintenance Services. The fixed-price for the Base Period (starting on the date stated in the Notice to Proceed and continuing for a period of 12 months) for services as defined in Section C is:

(a) Consulate General _____/month x 12 = _____/year

(b) Consulate General Residence _____/month x 12 = _____/year

Total: _____/year

B.4.2 Indefinite-delivery Indefinite-quantity (IDIQ Services)

(a) The fixed unit prices for IDIQ Services during normal working hours as defined in subsections B.2.2 and C.6(b) are:

<u>Labor Category</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Estimated Total</u>
Carpentry	50	_____/hour	_____
Painting	50	_____/hour	_____
HVAC	50	_____/hour	_____
Plumbing	50	_____/hour	_____
Electrical	50	_____/hour	=====

Estimated Grand Total: _____

(b) The fixed unit prices for IDIQ Services after normal business hours, on weekends, or on a holiday as defined in subsections B.2.2 and C.6(b) are:

<u>Labor Category</u>	<u>Estimated Hours</u>	<u>x Hourly Rate</u>	<u>= Estimated Total</u>
			<i>(for evaluation purposes only)</i>
Carpentry	20	_____ /hour	_____
Painting	20	_____ /hour	_____
HVAC	20	_____ /hour	_____
Plumbing	20	_____ /hour	_____
Electrical	20	_____ /hour	=====

Estimated Grand Total: _____

B.4.3 Contract Price. The total ceiling price for Base Period is:

(1) Maintenance Services [B.4.1]: _____

(2) IDIQ Services [B.4.2(a)+(b)]: _____

Total Ceiling Price for Base Period: _____

B.4.4 Minimum and Maximum Amounts for IDIQ Services. During this contract period, the U.S. Government shall place orders totaling a minimum of \$500 or its equivalent in Japanese Yen. This reflects the contract minimum for IDIQ services for this period of performance. The amount of all orders shall not exceed \$25,000 or its equivalent in Japanese Yen. This reflects the contract maximum for IDIQ services for this period of performance.

B.5 First Option Year Prices

B.5.1 Maintenance Services. The fixed-price for the First Option Year (starting one year after the date stated in the Notice to Proceed and continuing for a period of 12 months) for services as defined in Section C is:

- (a) Consulate General _____/month x 12 = _____/year
 - (b) Consulate General Residence _____/month x 12 = _____/year
- Total: _____/year

B.5.2 Indefinite-delivery Indefinite-quantity (IDIQ Services)

(a) The fixed unit prices for IDIQ Services during normal working hours as defined in subsections B.2.2 and C.6(b) are:

<i>(for evaluation purposes only)</i>			
<u>Labor Category</u>	<u>Estimated Hours</u>	<u>x Hourly Rate</u>	= <u>Estimated Total</u>
Carpentry	50	_____/hour	_____
Painting	50	_____/hour	_____
HVAC	50	_____/hour	_____
Plumbing	50	_____/hour	_____
Electrical	50	_____/hour	=====

Estimated Grand Total: _____

(b) The fixed unit prices for IDIQ Services after normal business hours, on weekends, or on a holiday as defined in subsections B.2.2 and C.6(b) are:

<i>(for evaluation purposes only)</i>			
<u>Labor Category</u>	<u>Estimated Hours</u>	<u>x Hourly Rate</u>	= <u>Estimated Total</u>
Carpentry	20	_____/hour	_____
Painting	20	_____/hour	_____
HVAC	20	_____/hour	_____
Plumbing	20	_____/hour	_____
Electrical	20	_____/hour	=====

Estimated Grand Total: _____

B.5.3 Contract Price. The total ceiling price for First Option Year is:

(1) Maintenance Services [B.5.1]: _____

(2) IDIQ Services [B.5.2(a)+(b)]: _____

Total Ceiling Price for First Option Year: _____

B.5.4 Minimum and Maximum Amounts for IDIQ Services. During this contract period, the U.S. Government shall place orders totaling a minimum of \$500 or its equivalent in Japanese Yen. This reflects the contract minimum for IDIQ services for this period of performance. The amount of all orders shall not exceed \$25,000 or its equivalent in Japanese Yen. This reflects the contract maximum for IDIQ services for this period of performance.

B.6 Second Option Year Prices

B.6.1 Maintenance Services. The fixed-price for the Second Option Year (starting two years after the date stated in the Notice to Proceed and continuing for a period of 12 months) for services as defined in Section C is:

(a) Consulate General _____/month x 12 = _____/year

(b) Consulate General Residence
 _____/month x 12 = _____/year

Total: _____/year

B.6.2 Indefinite-delivery Indefinite-quantity (IDIQ Services)

(a) The fixed unit prices for IDIQ Services during normal working hours as defined in subsections B.2.2 and C.6(b) are:

<u>Labor Category</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Estimated Total</u>
Carpentry	50	_____/hour	_____
Painting	50	_____/hour	_____
HVAC	50	_____/hour	_____
Plumbing	50	_____/hour	_____
Electrical	50	_____/hour	=====

Estimated Grand Total: _____

(b) The fixed unit prices for IDIQ Services after normal business hours, on weekends, or on a holiday as defined in subsections B.2.2 and C.6(b) are:

<u>Labor Category</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Estimated Total</u>
Carpentry	20	_____/hour	_____
Painting	20	_____/hour	_____
HVAC	20	_____/hour	_____
Plumbing	20	_____/hour	_____
Electrical	20	_____/hour	=====

Estimated Grand Total: _____

B.6.3 Contract Price. The total ceiling price for Second Option Year is:

(1) Maintenance Services [B.6.1]: _____

(2) IDIQ Services [B.6.2(a)+(b)]: _____

Total Ceiling Price for Second Option Year: _____

B.6.4 Minimum and Maximum Amounts for IDIQ Services. During this contract period, the U.S. Government shall place orders totaling a minimum of \$500 or its equivalent in Japanese Yen. This reflects the contract minimum for IDIQ services for this period of performance. The amount of all orders shall not exceed \$25,000 or its equivalent in Japanese Yen. This reflects the contract maximum for IDIQ services for this period of performance.

B.7 Third Option Year Prices

B.7.1 Maintenance Services. The fixed-price for the Third Option Year (starting three years after the date stated in the Notice to Proceed and continuing for a period of 12 months) for services as defined in Section C is:

(a) Consulate General _____/month x 12 = _____/year

(b) Consulate General Residence
 _____/month x 12 = _____/year

Total: _____/year

B.7.2 Indefinite-delivery Indefinite-quantity (IDIQ Services)

(a) The fixed unit prices for IDIQ Services during normal working hours as defined in subsections B.2.2 and C.6(b) are:

<u>Labor Category</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Estimated Total</u>
Carpentry	50	_____/hour	_____
Painting	50	_____/hour	_____
HVAC	50	_____/hour	_____
Plumbing	50	_____/hour	_____
Electrical	50	_____/hour	=====

Estimated Grand Total: _____

(b) The fixed unit prices for IDIQ Services after normal business hours, on weekends, or on a holiday as defined in subsections B.2.2 and C.6(b) are:

<u>Labor Category</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Estimated Total</u>
Carpentry	20	_____/hour	_____
Painting	20	_____/hour	_____
HVAC	20	_____/hour	_____
Plumbing	20	_____/hour	_____
Electrical	20	_____/hour	=====

Estimated Grand Total: _____

B.7.3 Contract Price. The total ceiling price for Third Option Year is:

(1) Maintenance Services [B.7.1]: _____

(2) IDIQ Services [B.7.2(a)+(b)]: _____

Total Ceiling Price for Third Option Year: _____

B.7.4 Minimum and Maximum Amounts for IDIQ Services. During this contract period, the U.S. Government shall place orders totaling a minimum of \$500 or its equivalent in Japanese Yen. This reflects the contract minimum for IDIQ services for this period of performance. The amount of all orders shall not exceed \$25,000 or its equivalent in Japanese Yen. This reflects the contract maximum for IDIQ services for this period of performance.

B.8 Fourth Option Year Prices

B.8.1 Maintenance Services. The fixed-price for the Fourth Option Year (starting four years after the date stated in the Notice to Proceed and continuing for a period of 12 months) for services as defined in Section C is:

- (a) Consulate General _____/month x 12 = _____/year
 - (b) Consulate General Residence
_____ /month x 12 = _____/year
- Total: _____/year

B.8.2 Indefinite-delivery Indefinite-quantity (IDIQ Services)

(a) The fixed unit prices for IDIQ Services during normal working hours as defined in subsections B.2.2 and C.6(b) are:

<i>(for evaluation purposes only)</i>			
<u>Labor Category</u>	<u>Estimated Hours</u>	<u>x Hourly Rate</u>	= <u>Estimated Total</u>
Carpentry	50	_____/hour	_____
Painting	50	_____/hour	_____
HVAC	50	_____/hour	_____
Plumbing	50	_____/hour	_____
Electrical	50	_____/hour	=====

Estimated Grand Total: _____

(b) The fixed unit prices for IDIQ Services after normal business hours, on weekends, or on a holiday as defined in subsections B.2.2 and C.6(b) are:

<i>(for evaluation purposes only)</i>			
<u>Labor Category</u>	<u>Estimated Hours</u>	<u>x Hourly Rate</u>	= <u>Estimated Total</u>
Carpentry	20	_____/hour	_____
Painting	20	_____/hour	_____
HVAC	20	_____/hour	_____
Plumbing	20	_____/hour	_____
Electrical	20	_____/hour	=====

Estimated Grand Total: _____

B.8.3 Contract Price. The total ceiling price for Fourth Option Year is:

(1) Maintenance Services [B.8.1]: _____

(2) IDIQ Services [B.8.2(a)+(b)]: _____

Total Ceiling Price for Fourth Option Year: _____

B.8.4 Minimum and Maximum Amounts for IDIQ Services. During this contract period, the U.S. Government shall place orders totaling a minimum of \$500 or its equivalent in Japanese Yen. This reflects the contract minimum for IDIQ services for this period of performance. The amount of all orders shall not exceed \$25,000 or its equivalent in Japanese Yen. This reflects the contract maximum for IDIQ services for this period of performance.

B.9 Grand Total

Base Period Prices (B.4.3): _____

First Option Year Prices (B.5.3): _____

Second Option Year Prices (B.6.3): _____

Third Option Year Prices (B.7.3): _____

Fourth Option Year Prices (B.8.3): _____

Grand Total: _____

Section C: Description/Specifications/Work Statement

C.1 Introduction

The purpose of this firm fixed price contract is to obtain building maintenance and operation services for U.S. Consulate General Sapporo, owned by the U.S. Government. The Contractor shall perform facilities operation, maintenance, and repairs, including scheduled and unscheduled work orders, and other labor services for the U.S. Consulate General Sapporo and the Consulate General Residence. The Contractor shall provide direct maintenance personnel to accomplish all work required in this contract. The Contractor shall designate a bilingual (English/Japanese) Project Manager with English Speaking Level 2, see Attachment J-5, who shall be the Contractor's liaison with the U.S. Consulate General Sapporo. The contract will be for one year with four one-year options to renew. Work shall commence on site on the date specified in the Notice to Proceed.

C.2 Definitions

"CAC" means Compound Access Control.

"CG" means Consulate General, Sapporo. The CG is comprised of the Consulate office building, perimeter walls and fences, vehicle and pedestrian gates, rising security bollards, CAC house, garage, the snow-melting water heater shed, and all land within the fenced area at Kita 1-jo Nishi 28-chome, Chuo-Ku, Sapporo, Japan.

"CGR" means Consulate General Residence. The CGR is comprised of the residential building located with the fenced area at Kita 1-jo Nishi 28-chome, Chuo-Ku, Sapporo, Japan.

"COR" means Contracting Officer's Representative.

"HVAC" means Heating, Ventilation, and Air Conditioning.

"Maintenance and Repair" means the preservation of real property in a sound state and might include work involving trades such as: electrical, plumbing, HVAC, carpentry, and painting, as well as the purchase and delivery of maintenance stock.

"PMI" means Preventive Maintenance and Inspection.

"Work Order" means a task that the COR or COR's designated staff assigns to the Contractor in writing. "A scheduled work order" is for PMI work. "Unscheduled work orders" are given for repairs, emergency services, and small projects at the CG and CGR.

"Scheduled Maintenance Services" includes PMI and those periodic and routine maintenance and inspections that are not specifically included in PMI.

C.3 Staffing Requirements

This is a performance based contract. The normal working hours for the Consulate and for the Contractor's staff are from 0830 hours to 1730 hours, Monday through Friday, except Japanese and U.S. holidays designated by the U.S. Consulate General. Full-time staffing is not a requirement of this contract. The Contractor may use the electrical/mechanical room in the basement of the Consulate General building as a work station and the locker room for changing clothes.

(a) Staffing Schedule. The Contractor shall establish the schedule of the Project Manager and maintenance personnel for contractual duties such as, but not limited to, monthly meetings, building operations, and scheduled maintenance services. Unscheduled work orders are not counted in this staffing schedule. The staffing schedule must show the date and the work categories for the contractual period.

(b) Unscheduled Work Orders and Emergency Services. When the Contractor's staff are not on site and Consulate personnel call or email requesting corrective action, the Contractor's staff shall come to the CG or CGR within four hours to perform work on an unscheduled work order and within one hour after the call for emergency service.

C.4 Contractor's Personnel

The Contractor shall be responsible for providing qualified personnel who are able to work at the journey-man level or equivalent and have more than five years of experience engaged in facilities maintenance and/or relevant trades.

The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety and environmental requirements associated with the work they perform. The Contractor shall ensure that all Contractor personnel have received proper safety training, appropriate to their respective jobs. The Contractor shall implement an ongoing training program that refreshes the safety skills, qualifications, and awareness of the Contractor workforce on a regular, periodic basis. The details of the Contractor's safety training program shall be included as part of the Contractor's accident prevention plan. The Contractor or the Contractor's subcontractors shall have all licenses, certifications, and permits required by Japanese laws and regulations to accomplish the services described in the contract. Copies of licenses shall be provided to the Contracting Officer within one week after receiving a written request from the CO or the COR.

The Contractor shall be responsible for ensuring that its personnel and subcontractors are professional in their dress and behavior. Upon receipt of written notification from the COR or from the COR's designee, the Contractor shall immediately replace any of its personnel or its subcontractors who are determined to be unsatisfactory in their performance, professional conduct, or dress. Such determination shall be at the sole discretion of the U.S. Government. Any costs associated with the replacement of the Contractor's employees or subcontractors shall be borne by the Contractor.

C.5 Duties and Responsibilities

(a) Outline of Electrical, HVAC Systems, Plumbing, and Other Mechanical Services to be performed for the CG and the CGR.

Services to be performed by the Contractor shall include those outlined from subsections C.5(a)(1) through C.5(a)(4)(iv). PMI work orders may not necessarily include all requirements of those outlined below. Damage or situations requiring major or specialized remedial services shall promptly be brought to the attention of the COR and/or COR's designated staff, and efforts shall be made to minimize such trouble or damage until proper corrective action can be taken. Refer to the Attachment J-1 - Equipment Information and PMI Task Schedule for more information.

(1) Electrical

(i) The Contractor shall monitor the electrical operating condition of all systems and equipment in the central station, substations and machine rooms.

(ii) The Contractor shall replace defective circuit breakers, fuses and/or electrical materials. All materials shall be purchased at the U.S. Government expense, subject to approval of the COR.

(iii) The Contractor shall complete insulation tests, adjust relays, reset circuit breakers, and clean contact surfaces.

(iv) The Contractor shall maintain continuous records of electricity consumption for inspection by the COR or COR's designee at any time; such records shall remain the property of the U.S. Government.

(v) In an emergency, the Contractor shall take all possible measures to prevent hazards, ensure safety, and maintain property, promptly reporting to the COR or COR's designee and the Power Company (as required by the Consulate General-Power Company Agreement).

(vi) The Contractor shall perform an annual check of all aspects of the equipment that receive, transform, or distribute electrical power per the requirements of the "Maintenance and Safety Codes of the Electric Utility Industry Law" (Denki Jigyo Ho Hoan Kitei).

(vii) The Contractor shall keep records on power consumption as well as operation, maintenance, and repair of major equipment, in a continuous calendar-day series: these records shall remain the property of the U.S. Government and shall be available for inspection by the COR or COR's designee at any time.

(2) Heating/Ventilation/Air Conditioning (HVAC) Systems

(i) The Contractor shall operate the HVAC systems to meet the pertinent seasonal cooling and heating requirements as prescribed by the COR. Refer to the Attachment J-1 - Equipment Information and PMI Task Schedule for the outline of the HVAC system.

(ii) The Contractor shall provide seasonal (i.e. off-, pre-, and post-season) services on the heating and air-conditioning plant equipment such as cleaning washable filters, replacing throwaway filters, and cleaning and checking the air handler humidifiers.

(iii) The Contractor shall test the insulation, adjust relays, reset circuit breakers, and clean contact surfaces.

(iv) The Contractor shall repair the systems and their equipment in accordance with scheduled and unscheduled work orders. Replacement parts shall be supplied at U.S. Government expense, subject to approval of the COR. The Contractor shall provide the COR with a list of all necessary parts after each inspection.

(v) The Contractor shall keep records on power consumption as well as operation, maintenance, and repair of major equipment, in a continuous calendar-day series: these records shall remain for the property of the U.S. Government and be available for inspection by the COR or COR's designee at any time.

(vi) The Contractor shall inspect pumps and exhaust fans for abnormal temperature, vibration, noise, and other trouble symptoms. Adjust as necessary.

(vii) The Contractor shall inspect valves for restriction, leaks, or other trouble symptoms. Adjust as necessary.

(viii) The Contractor shall inspect cooling towers and check the condition of cooling water. If it is dirty, the Contractor shall replace it or dilute it sufficiently with clean water. The Contractor shall clean strainers when replacing cooling water. The Contractor shall ensure that the water treatment equipment is

working properly and that the water is being treated in accordance with the manufacturer's recommendations.

(ix) The Contractor shall perform periodic cleaning, washing, and/or replacement of all air filters for the heat pump units and air handling units at all properties. The terms "cleaning" means "dusting" where unwashable filters are used, "washing," where washable filters are used and "replacing" where un-washable and throwaway filters are used. The U.S. Government will furnish the replacement filters.

(x) The Contractor shall inspect all HVAC pipes, ducts, valves, dampers, and fittings for clogging, loose joints, restrictions, leaks, and other faulty conditions. The Contractor shall provide routine servicing, such as retightening, caulking, lubricating, and replacing of worn components, and perform well-ordered maintenance. All supplies and equipment (except ordinary tools such as screwdrivers, wrenches, etc.) needed for the repairs shall be furnished by the U.S. Government, subject to the approval of the COR.

(3) Plumbing

(i) The Contractor shall inspect all plumbing work including pipes, valves, fittings, waste water and sewer lines, traps, catch basins, toilet fixtures, down-spouts, and gutters for clogging and loose joints, restrictions, leaks, and other faulty conditions. The Contractor shall provide routine servicing such as retightening, caulking, lubricating and replacing of worn components, and perform well-ordered maintenance. All supplies and equipment (except ordinary tools such as screwdrivers, wrenches, etc.) needed for the repairs shall be furnished by the U.S. Government, subject to the approval of the COR.

(ii) The Contractor shall inspect domestic hot water heaters, drinking fountains and service them to maintain in good and proper working order.

(iii) The Contractor shall keep records on water consumption as well as operation, maintenance, and repair of major equipment, in a continuous calendar-day series: these records shall remain the property of the U.S. Government and shall be available for inspection by the COR or COR's designee at any time.

(4) Other Mechanical Services

(i) The Contractor shall inspect all fire extinguishers, smoke detectors, heat detectors, and fire alarm systems in all communal areas and mechanical rooms monthly, quarterly, and semiannually for proper operation, and report the results in writing to the COR. The date of inspection on each fire extinguisher shall be

stamped on the attached tag. Refer to the Attachment J-1 - Equipment Information and PMI Task Schedule for the outline of the fire protection.

(ii) The Contractor shall maintain and test-operate all bollards and hydraulic power units, including monitoring operation, periodic inspection, and repairs such as replacing worn or damaged hydraulic lines, replacing and cleaning leaked fluids, replacing pumps or nonfunctional electrical components. All parts shall be furnished by the U.S. Government.

(iii) The Contractor shall maintain and test-operate the gate and its hydraulic system, including operation monitoring, periodic inspection, and repairs necessary to keep the gate functional.

(iv) The Contractor shall maintain and operate the snow-melting system and all related equipment, including monitoring operation, post-season and in-season inspection, and repairs.

C.6 Other Contractual Duties

(a) Additional Skilled Labor

The Contractor shall provide skilled labor to make repairs or improvements. The table below identifies the trade categories and the required hours, such work shall be tracked and accounted for by the Contractor, each month the Contractor shall provide a spreadsheet listing the number of hours worked in each trade category to the COR or the COR's designee.

These hours are separate from and shall be additional to any hours necessary to perform other requirement of this contract. This work shall be performed in response to written work orders provided by the COR or the COR's designee.

The Contractor shall provide all of the necessary equipment to perform this work based on the understanding that a qualified and licensed contractor of these specialty trades would usually own and provide certain tools. Example: A carpenter will normally own and provide motorized and non-motorized hand tools like saws, nail guns, hammers, chisels, drills, etc. When a contractor would normally need to rent equipment or bring in a specialty subcontractor, the Contractor shall provide an estimate of the cost for the specialty subcontractor or the rental cost of specialized equipment. Example: If a painter needed to install scaffolding around a building and normally the scaffolding rental and installation services would be provided by a scaffolding subcontractor, then the Contractor shall provide a written estimate for this portion of the work to the COR or the COR's designee prior to starting the work.

<u>Trade Categories</u>	<u>Maximum Number of Annual Hours</u>
Painting	50
HVAC	50
Plumbing	50
Electrical	50
Other (construction or repair related work, including site supervision in place of COR while projects are going on.)	100

The Contractor shall perform the above work during Consulate's normal working hours. It is the Contractor's responsibility to justify the use of these hours if there is any question about whether some other section of the contract requirements might obligate the Contractor to perform the work. In the case of a dispute or any uncertainty the CO shall be the final authority and shall determine which section of the contract obligates the Contractor to perform the work.

(b) Additional Skilled Labor in Excess of the Normally Required Work

In subsection C.6(a), a limited number of required hours of "additional skilled labor" is specified. This subsection addresses skilled construction or repair-related labor that is in excess of those hours, if the COR or COR designee requests work in excess of the hours listed in subsection C.6.a above by means of a work order, the Contractor shall provide a written estimate of the number of hours required to complete the work as well as an estimate for all materials and any specialized equipment rental costs or subcontractor costs. Based on the estimate the CO may elect to contract the work with the Contractor or with another company. If the CO determines that it is in the best interests of the U.S. Government, the CO may issue a purchase order to the Contractor for this additional work.

If such work is performed during normal working hours the hourly rates that would apply to the work that is "in excess of the normally required work" shall be performed. The hourly rates shown in subsections B.4.2(a), B.5.2(a), B.6.2(a), B.7.2(a), and B.8.2(a) shall apply accordingly.

If the work is performed after normal business hours, on weekends, or on a holiday, the hourly rates shown in subsection B.4.2(b), B.5.2(b), B.6.2(b), B.7.2(b), and B.8.2(b) shall apply accordingly.

The contractor shall provide labor rates for any specialty trade that is not identified above when requested by the COR or COR designee.

C.7 General Requirements for Preventive Maintenance and Inspection (PMI)

(a) The Contractor shall be responsible for maintaining all facilities, systems, and equipment identified in the scope of work to a standard that prevents deterioration beyond that which results from normal wear and tear and corrects deficiencies in a timely manner to assure full life expectancy of the facilities, systems, and equipment. Best commercial practices shall be applied in the performance of work. All work shall be completed per approved and accepted industry and equipment manufacturers' standards and shall comply with building and safety codes, applicable activity, Japanese regulations, and other technical requirements identified within this scope of work.

(b) Workmanship for maintenance and repair shall include all work necessary to complete facility and system restoration, including touch-up painting and operational checks. Upon completion of work, the Contractor shall ensure all facilities, systems, and equipment are free of missing components or defects, which would affect the safety, appearance, or habitability of the facilities and structures or would prevent any electrical, mechanical, plumbing, or structural system from functioning in accordance with design intent. Repairs shall be made in accordance with the manufacturers' specifications and guidelines, and standard building codes. The quality of repairs shall meet the applicable standards and shall prevent any malfunction re-occurrences caused by poor workmanship or other contractor inadequacies. The quality of the repaired areas shall be fully compatible with adjacent surfaces or equipment. Except where otherwise specified, replacements shall match existing dimensions, finish, color, design, and functionality and shall have an appearance similar to the original finished appearance with only minor unobjectionable deterioration resulting from normal use.

(c) The Contractor shall not allow debris to spread unnecessarily into adjacent areas nor accumulate in the work area. All such debris, excess material, and parts shall be cleaned and removed at the completion of the job and at the end of each day work while in progress. Upon completion of work, any stains and other unsightly marks shall be removed.

(d) The Contractor shall perform preventive maintenance and inspection (PMI) services on the equipment and systems of the CG and CGR in accordance with the computerized maintenance management program (Work Orders on Window - WOW), local regulations and laws, manufacturer's recommendations, and procedures. PMI Work Orders shall be delivered to the Contractor monthly. See EXHIBIT J-3 for a sample of Work Order. PMI consists primarily of inspection, cleaning, lubrication, adjustment, calibration, and part and component replacement (e.g. filters, belts, hoses, fluids, oil and grease) as required to minimize malfunction, breakdown, and

deterioration of equipment and systems; and the identification of and/or performance of any repairs required to bring the equipment up to the manufacturer's operating standards. The equipment information and PMI task schedules are detailed in EXHIBIT J-1.

(e) The number and size of repair jobs and the cost of material are directly proportionate to the quality and timeliness of PMI and the timeliness of identifying repairs required. The Contractor shall recognize that untimely response to repair requirements and lower levels of PMI shall result in increased repair frequencies and additional material costs. The Contractor may, at its option and at no additional cost to the U.S. Government, increase the level and/or frequency of preventive maintenance in an effort to minimize repair requirements. However, any work performed outside the outlined scope of work should be done in coordination with the COR in advance.

(f) PMI will be performed for the CG and CGR facilities, equipment and systems listed below:

- (1) Exterior and interior hardware such as door locks, window sashes, and lighting fixtures.
- (2) HVAC systems.
- (3) Electric power receiving and distribution systems.
- (4) Plumbing, drainage, and sewer systems.
- (5) Domestic hot & cold water supply systems.
- (6) Fire extinguishers, fire extinguishing systems, and fire alarm equipment.
- (7) Gates and hydraulically operated bollards.
- (8) Appliances and equipment in kitchen and laundry areas.

(g) The U.S. Government maintains a computerized Preventive Maintenance program (WOW) that generates scheduled work orders for the Contractor to accomplish. The Contractor shall be responsible for submitting requests for changes to the program as appropriate, such as submitting PM task lists necessary for corrections/changes/additions for mechanical and electrical systems, machines, equipment and appliances.

Example: A quarterly work order calls for lubricating a pump bearing. The pump gets replaced and now has sealed bearings. It is the Contractor's responsibility to request a change to the program deleting the unnecessary lubrication task. Also, in the case of newly installed equipment, it is the Contractor's

responsibility to see that the necessary preventive maintenance tasks are requested. The Contractor shall present written requests for PMI changes in WOW to the COR or the COR's designee.

A work control clerk at the U.S. Embassy in Tokyo shall do the actual data input, but the U.S. Government shall rely on the Contractor for ensuring that the scheduled work orders generated are appropriate and adequate for good preventive maintenance.

C.8 Unscheduled Work Order

Unscheduled work orders are given for repairs and emergency services at the CG and the CGR.

(a) Repairs are defined as: The unscheduled restoration of a piece of equipment, a system, or a facility to such condition that it can be effectively utilized for its designated purposes. Repairs shall include overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance.

(b) Emergency Service is defined as: Service work that is urgently needed to keep the CG and the CGR safe and operational and to stop or minimize damage to the CG or the CGR due to a malfunction or a breakdown of one or more of the building systems. Emergency service most likely, but not exclusively, involves: repair work for electrical, plumbing, HVAC equipment and systems. It is unscheduled service that requires immediate attention and may involve working other than regular work days or hours. The Contractor is required to take remedial actions within one hour to minimize emergency situation.

C.9 Supervision by the Contractor

The entire operation of the contracted services shall be supervised by the Contractor's Project Manager, who shall maintain contact with the COR and/or the COR's designee in order to coordinate the performance of the contracted services with the needs of the U.S. Government. The Project Manager shall be a bilingual (English and Japanese) representative of the Contractor.

(a) All personnel assigned by the Contractor to perform the respective services shall be the employees of the Contractor, and shall be supervised by the Contractor. The Contractor may employ the subcontractors as service technicians as needed for certain PMIs with the consent of the COR. There shall be no employer-employee relationship between the U.S. Government and the Contractor personnel.

(b) The Contractor shall submit Regional Security Office Tokyo Security Form (see Attachment J-9) for the Project Manager, the employees and subcontractor's service technicians to the COR to have them obtain U.S. Government ID cards. The Contractor shall comply at all times with the security requirements of the U.S. Government and in this context shall comply with all U.S. Government rules related to the use of the ID cards.

C.10 Quality Assurance

(a) The Contractor shall institute an appropriate inspection system, including checklists of duties to be carried out, and carry out frequent, not less than monthly inspections (Scheduled Maintenance Services) to determine whether the assigned work personnel are performing the contracted services in compliance with the contract requirements and specifications. The Contractor's Project Manager shall report to the COR in a monthly meeting and shall provide the written monthly report. The monthly report shall detail the work completed and indentify the future work that is necessary.

(b) Any shortcomings and/or substandard conditions noted in such inspections shall be promptly corrected and improved; any conditions beyond the responsibility of the Contractor shall be brought to the attention of the COR and/or COR's designee, for disposition.

C.11 Meeting and Report

(a) The Project Manager shall render a monthly building maintenance report, summing up observations resulting from the inspections, difficulties or irregularities encountered, measures taken, improved conditions, repairs or services needed (those beyond the Contractor's responsibilities), special work done, recommendations, quality assurance and other matters related to the operation and maintenance of the buildings and facilities covered by this contract. The monthly report shall be prepared in English and submitted to the COR.

(b) The Project Manager shall render separate PMI reports. The report shall include such items as: observations resulting from the inspections, difficulties or irregularities encountered, measures taken, conditions improved, repairs, remedial measures needed, special work done, recommendations and other matters related to the operation and maintenance of the buildings and facilities covered by this contract. The PMI report shall be prepared in English and submitted to the COR.

(c) The Project Manager shall have the meeting once a month with the COR or the COR's designee. In this monthly meeting, the Project Manager shall submit the monthly report and discuss the findings with the COR or the COR's designee.

C.12 Inspection by the U.S. Government

(a) The services being performed under the contract and the supplies furnished therefor will be inspected from time to time by the COR or COR's designee to determine that all work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

(b) The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the COR as a result of such inspection.

C.13 Government Furnished Property and Materials

The U.S. Government shall furnish or make available to the Contractor certain Government-owned facilities, equipment, materials, and utilities as specified below for use only in connection with this contract. All such facilities, equipment, and materials shall be provided in "as is" condition and their use is at the option of the Contractor. The use of Government-furnished property and materials for purposes other than those that directly benefit the U.S. Government is prohibited. The U.S. Government reserves the right to change equipment and materials as it sees fit. The Contractor shall provide maintenance and use appropriate parts and procedures for the make or model of the equipment that the U.S. Government selects.

(a) Government Furnished Material (GFM). The U.S. Government shall furnish materials, including stock items for the CG and CGR maintenance and repairs, except administrative supplies and materials, at no cost to the Contractor. Whenever materials and repair parts are necessary to perform the contract requirements, it is the responsibility of the Contractor to identify these parts and submit a written request to the U.S. Government to make such purchase with sufficient lead time.

(b) Availability of Utilities. The U.S. Government shall furnish the Contractor with electricity and city water in the CG and the CGR for the work to be performed under the contract. Information concerning the location of existing outlets shall be obtained with the assistance of the COR. The Contractor shall provide and maintain, at its expense, the necessary service lines from existing Government outlets to the site of work.

(1) Utilities specified above shall be furnished at no cost to the Contractor.

(2) The U.S. Government telephone set and lines shall be available at no cost to the Contractor for use by Contractor's personnel related to maintenance and repairs of the CG and the CGR. The U.S. Government telephone set and lines shall be used

only to perform the work under the contract. The use of the telephone services for any other purpose is prohibited. The Contractor shall pay for long distance or other toll calls unless authorized in writing by the Contracting Officer. The Contractor may not use the telephone lines for accessing the internet or email.

C.14 Contractor Furnished Materials

The Contractor shall furnish administrative supplies and materials, such as, but not limited to, logbooks, pens, desks, closets, work clothes, shoes, hard hats, gloves, and personal safety equipment.

C.15 Tools

The Contractor shall provide the necessary tools to perform the work described in this contract unless the work requires large scale or unique equipment that is beyond the normal duties outlined in this contract. (Also see subsections C.6(a) and C.6(b)) The Contractor may use U.S. Government owned equipment if it is available such as ladders or hand tools. However, if the Contractor elects to use a U.S. Government owned tool, it is the Contractor's responsibility to determine that the tool or equipment is safe to use. The Contractor assumes all liability when it uses U.S. Government owned equipment and does so at its own risk. The Contractor agrees to use any U.S. Government or Contractor owned tools or equipment in accordance with the standards established by Safety, Health and Environmental Management (SHEM), Occupational Safety and Health Administration (OSHA), and the equipment manufacturer.

C.16 Hazardous Materials

The Contractor shall provide the COR a hazardous material (HM) inventory and material safety data sheets (MSDSs) before such HM comes on to the job sites. The Contractor shall submit Contractor's plans for protection of public and Government personnel, HM disposal, and procedures for HM spill response in conformance with local regulations.

(a) No asbestos containing material shall be used. Paint and primer that contain lead over 0.06 percent by weight of nonvolatile content, or zinc-chromate or strontium-chromate shall not be used.

(b) Hazard Assessment. Prior to commencement of the contracted work, the Contractor shall fill in a Hazard Assessment Sheet form (see Attachment J-3) and submit it to the COR for approval. Based on the hazard assessment, the Contractor shall put controls in place to safely manage the hazards from the start through completion of the contract, at no additional cost to the U.S. Government.

Section D: Packaging and Marking

Materials delivered to the sites shall be marked as follows:

U.S. Consulate General Sapporo
Attn: Management Office
Kita 1-jo Nishi 28-chome
Chuo-ku, Sapporo 064-0821
Japan

Section E: Inspection and Acceptance

E.1 FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>. These addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an internet "search engine" (for example Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

Federal Acquisition Regulation (48 CFR CH. 1)

Clause Title and Date

52.246-4 Inspection of Services - Fixed Price (AUG 1996)

52.246-12 Inspection of Construction (AUG 1996)

E.2 Quality Assurance and Surveillance Plan (QASP)

This plan is designed to provide an effective surveillance method to promote effective Contractor performance. The QASP provides a method for the 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 U.S. Government, is responsible for management and quality control to meet the terms of the contract. The role of the U.S. Government is to conduct quality assurance to ensure that contract standards are achieved.

Performance Objective	Section C Paragraph	Performance Threshold
Services. Performs all maintenance services set forth in Section C: Description/Specifications/ Work Statement.	C.1 thru C.16.	All required services are performed and no more than two customer complaints are received per month.

E.2.1 Surveillance. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

E.2.2 Standard. The performance standard is that the Government receives no more than two customer complaints per month. 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 52.246-4, Inspection of Services - Fixed Price (AUG 1996)), if any of the services exceed the standard.

E.2.3 Procedures

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

(b) The COR will complete appropriate documentation to record the complaint.

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

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

(e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

(f) If the Contractor disagrees with the complaint 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.

(g) The COR will consider complaints as resolved unless notified otherwise by the complainant.

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

Section F: Deliveries or Performance

F.1 FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>. These addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an internet "search engine" (for example Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

Federal Acquisition Regulation (48 CFR CH. 1)

<u>Clause</u>	<u>Title and Date</u>
52.242-15	Stop-Work Order (AUG 1989)
52.242-17	Government Delay of Work (APR 1984)
52.242-14	Suspension of Work (APR 1984)

F.2 Period of Performance

The contract shall be effective on the date in the Notice to Proceed and shall remain in effect for 12 months, with four one-year options to renew. Individual task orders for IDIQ services work will identify completion times for specific unscheduled/urgent tasks.

F.3 Deliverables

The following items shall be delivered under this contract:

<u>Description</u>	<u>Quantity</u>	<u>Delivery Date</u>	<u>Deliver to:</u>
C.4 Licenses, Certificates, and Permits	1	1 week after request	COR
C.11 Reports	1	Monthly	COR
C.16 Hazard Assessment Sheet	1	Before coming to on site	COR

H.3 Bonds	1	30 days after contract award	CO
H.4 Insurance	1	30 days after contract award	CO
H.7.1 Waste Disposal Report	1	last day of each month	COR
H.12.2 Regional Security Office Tokyo Security Form	1	10 days after contract award	COR

F.4 Contractor's Submission of Maintenance Schedule and Minor Repairs Under Unscheduled Work Orders

The time for submission of the schedules and General Instructions referenced in Section I, 52.236-15, "Schedules for Construction Contracts", paragraph (a), is hereby modified to reflect the due date for submission as three calendar days after receipt of an executed contract". The Contractor shall weekly revise such schedules (1) to account for the actual progress of the work, (2) to reflect approved adjustments in the performance schedule, and (3) as required by the Contracting Officer to achieve coordination with work by the Government and any separate contractors employed by the Government. The Contractor shall submit a schedule which sequences work so as to minimize disruption at the jobsite.

All deliverables shall be in the English language, unless otherwise provided hereunder, and any system of dimensions (i.e., English or metric) shown shall be consistent with that used in the contract. No extension of time shall be allowed on account of a delay by the Government in approving such deliverables if the Contractor has failed to act promptly and responsively in submitting its deliverables. Each deliverable shall be identified as required by the contract.

F.5 Acceptance of Schedule

When the Government has accepted any time schedule, it shall be binding upon the Contractor. The completion date is fixed and may be extended only by a written modification to the delivery order signed by the Contracting Officer. Acceptance or approval of any schedule or revision thereof by the Government shall not (1) extend the completion date or obligate the Government to do so, (2) constitute acceptance or approval of any delay, nor (3) excuse the Contractor from or relieve the Contractor of its obligation to maintain the progress of the work and achieve final completion by the established completion date.

F.6 Notice of Delay

In the event the Contractor receives a notice of any change in the work, or if any other conditions arise which are likely to cause or are actually causing delays which the Contractor believes may result in completion of the project after the completion date, the Contractor shall notify the Contracting Officer of the effect, if any, of such change or other conditions upon the approved schedule, and shall state in what respects, if any, the relevant schedule or the completion date should be revised. Such notice shall be given promptly, and not more than 10 days following the first occurrence of event giving rise to the delay or prospective delay. Revisions to the approved time schedule shall only be made with the approval of the Contracting Officer.

F.7 Notice to Proceed

(a) Following receipt from the Contractor of any bonds or evidence of insurance within the time specified in Section H of this contract, and following acceptance of these documents by the Contracting Officer, the Contracting Officer will provide to the Contractor a Notice to Proceed. The Contractor must then prosecute the work required hereunder.

(b) It is possible that the Contracting Officer may elect to issue the Notice to Proceed prior to receipt and acceptance of any bonds or evidence of insurance required hereunder. Issuance of a Notice to Proceed by the Government before receipt of the required bonds or insurance certificates or policies shall not be a waiver of the requirement to furnish these documents.

F.8 Working Hours

All work shall be performed during the hours between 08:30 and 17:30, Monday through Friday, except for the U.S. and Japanese holidays observed by the U.S. Government. Other hours, initiated by the Contractor, may be approved by the Contracting Officer's Representative (COR). Notice must be given 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours will not be cause for a price increase.

F.9 Excusable Delays

The Contractor will be allowed time, not money, for excusable delays as defined in FAR 52.249-10, Default. Examples of such cases include-

- (1) acts of God or of the public enemy,
- (2) acts of the United States Government in either its sovereign or contractual capacity,

- (3) acts of the government of the host country in its sovereign capacity,
- (4) acts of another contractor in the performance of a contract with the Government,
- (5) fires,
- (6) floods,
- (7) epidemics,
- (8) quarantine restrictions,
- (9) strikes,
- (10) freight embargoes,
- (11) delays in delivery of Government furnished equipment and
- (12) unusually severe weather.

In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor, and the failure to perform furthermore-

- (1) must be one that the Contractor could not have reasonably anticipated and taken adequate measures to protect against,
- (2) cannot be overcome by reasonable efforts to reschedule the work, and
- (3) directly and materially affects the date of final completion of the project.

F.10 Post Award Conference

A post award conference will be held 10 days after contract award at the U.S. Consulate General Sapporo to discuss the schedule, submittals, notice to proceed, mobilization and other important issues that effect the progress under this contract.

Section G: Contract Administration Data

G.1 DOSAR 652.242-70 Contracting Officer's Representative (COR) (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 Management Assistant at the U.S. Consulate General Sapporo, Japan.

G.1.1 Duties. The COR is responsible for inspection and acceptance of services. These duties include review of Contractor invoices, including the supporting documentation required by the contract. The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract.

G.2 Payment

G.2.1 General. The Contractor's attention is directed to Section I, 52.232-1, "Payments", and 52.232-5, "Payments Under Fixed-Price Construction Contracts." The following subsections elaborate upon the information contained therein. All invoices should contain copies of the signed work orders completed that month and status information on those not completed. Completed work orders shall bear the signature of the Contractor's quality control personnel. Work orders shall consist of all preventive maintenance orders as well as unscheduled and emergency orders issued since the submittal of the last invoice.

Invoices shall be submitted in one original to the following address:

U.S. Consulate General Sapporo
Attn: Management Office
Kita 1-jo Nishi 28-chome
Chuo-ku, Sapporo 064-0821
Japan

G.2.2 Detail of Payment Requests. Each application for payment, which shall be made no more frequently than monthly, unless otherwise provided herein, shall cover the fixed price preventive

maintenance fee and the value of labor and materials completed and in place for individual task orders.

In addition, the Contractor shall provide the following support for each request for payment for additional, seasonal, and emergency services:

-Time sheets to support the number of hours worked for each work order and signed by the Contractor's approving official that work has been completed.

G.2.3 Payments to Subcontractors. The Contractor shall make timely payment from the proceeds of the progress or final payment for which request is being made, to his/her subcontractors and suppliers in accordance with the Contractor's contractual arrangements with them.

G.2.4 Evaluation by the Contracting Officer. Following receipt of the Contractor's request for payment, and on the basis of an inspection of the work, the Contracting Officer shall make a determination as to the amount which, in his/her opinion, is then due. In the event the Contracting Officer does not approve payment of the full amount applied for, less the retainage addressed in 52.232-5, the Contracting Officer shall advise the Contractor of the reasons therefore.

G.2.5 Additional Withholding. Independently of monies retained by the Government under 52.232-5, or otherwise as permitted to be retained under this contract, the Government may withhold from payments due the Contractor any amounts as may be considered necessary to cover -

(a) wages or other amounts due the Contractor's employees on this project;

(b) wages or other amounts due employees of subcontractors on this project;

(c) amounts due suppliers of materials or equipment for this project; and

(d) any other amounts for which the Contractor may be held liable under this contract, including but not limited to the actual or prospective costs of correction of defective work and prospective liquidated damage when the Contractor has failed to make adequate progress.

G.2.6 Payment. In accordance with FAR 52.232-27(a) the 14 day period identified in FAR 52.232-27(a)(1)(i)(A) is hereby changed to 30 days.

G.3 Recordkeeping Requirements

The Contractor and the COR shall both maintain a complete and accurate management file. The file shall contain as a minimum, the following items:

(1) The Government's copies of all task orders issued under this contract, and all inspection reports completed by the COR (OF-127). These forms will be supplied to advise the Contractor of service requests and to document the performance of all work, including emergency work.

(2) Contractor's Service Report forms, documenting arrival and departure time of the Contractor's representative performing the service, and all information on parts installed for unscheduled and emergency services only.

(3) Documentation of any complaints from Post personnel or unusual incidents which may have taken place during the visit to the site.

Section H: Special Contract Requirements

H.1 Issuance of Task Orders for Unscheduled/Emergency Work

(a) Unscheduled work and emergency work shall be authorized only through the issuance of task orders executed by the Contracting Officer. Task orders shall be established on a firm fixed-price basis (using the hourly rates identified in Section B and negotiated hours) and shall be modified solely by a written modification executed by the Contracting Officer. Emergency services may require the use of oral orders however a written order shall be provided within three business days of the verbal authorization.

(b) The Contractor shall perform only those unscheduled/emergency services specifically authorized in the individual task orders issued under this contract. The Contractor shall complete all work and services under this contract within the period of performance specified in the task orders except that no task order shall be issued hereunder after the expiration of this contract.

H.2 Ordering Official

In accordance with FAR 52.216-18 Ordering (OCT 1995), the designated ordering individual for this contract is the Contracting Officer at the U.S. Embassy Tokyo, Japan.

H.3 Bond Requirements

H.3.1 Bonds Required. The Contractor shall furnish -

(1) a performance and guaranty bond and a payment bond on forms provided by and from sureties acceptable to the U.S. Government, each in the amount of 20% of the contract price, or

(2) comparable alternate performance security approved by the Government.

H.3.2 Time for Submission. The Contractor shall provide the bonds required above within 30 calendar days of contract award. Failure to timely submit -

(1) the required bonds other security acceptable to the U.S. Government;

(2) bonds from an acceptable surety; or

(3) bonds in the required amount,

may result in rescinding or termination of the contract by the Government.

H.3.3 Coverage. The bonds or alternate performance security shall guarantee the Contractor's execution and completion of the work within the contract time and the correction of any defects after completion as required by this contract, the payment of all wages and other amounts payable by the Contractor under its subcontracts or for labor and materials, and the satisfaction or removal of any liens or encumbrances placed on the work.

H.4 Certificate of Insurance

The Contractor shall furnish to the Contracting Officer a current certificate of insurance as evidence of the insurance required. In addition, the Contractor shall furnish evidence of a commitment by the insurance carrier to notify the Contracting Officer in writing of any material change, expiration or cancellation of any of the insurance policies required not less than 30 calendar days before such change, expiration or cancellation is effective. When coverage is provided by self-insurer, the Contractor shall not change or decrease the coverage without the Contracting Officer's approval. If the Contractor intends to use any subcontractors under this contract, the Contractor must ensure that the subcontractor carries the types and amounts of insurance as identified below.

The Contractor's attention is directed to Section I, 52.228-5, "Insurance - Work on a Government Installation." As required by this clause, the Contractor is required to provide whatever insurance is legally necessary. The Contractor, shall, at its own expense, provide and maintain during the entire performance period 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 Japanese Yen

Per Occurrence	¥30,000,000
Cumulative	¥90,000,000

(2) Property Damage, On or Off the Site, in US Dollars or Japanese Yen

Per Occurrence	¥3,000,000
Cumulative	¥9,000,000

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 as 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, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising 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.

H.4.1 Government as Additional Insured. The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State", as an additional insured with respect to operations performed under this contract.

H.4.2 Insurance-Related Disputes. Failure to agree to any adjustment contemplated under this contract regarding insurance shall be a dispute within the meaning of the clause in Section I, 52.233-1, Alternate I, "Disputes". However, nothing in this clause shall excuse the Contractor from proceeding with the work, including the repair and/or replacement as herein above provided.

H.4.3 Time for Submission of Evidence of Insurance. The Contractor shall provide evidence of the insurance required under this contract within 30 calendar days after contract award. Failure to timely submit this evidence, in a form acceptable to the Contracting Officer, may result in rescinding or termination of the contract by the U.S. Government.

H.5 Governing Law

The contract and the interpretation thereof shall be governed by the laws of the United States.

H.6 Language Proficiency

The manager assigned by the Contractor to superintend the work on-site, as required by Section I, 52.236-6, "Superintendence by the Contractor," shall be fluent in written and spoken English.

H.7 Laws and Regulations

H.7.1 Compliance Required. The Contractor shall, without additional expense to the U.S. Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work, including those of Japan, and with the lawful orders of any governmental authority having jurisdiction. Japanese authorities may not enter the facilities without the permission of the Contracting Officer. Unless otherwise directed by the Contracting Officer, the Contractor shall comply with the more stringent of the requirements of such laws, regulations and orders and of the contract. In the event of a conflict among the contract and such laws, regulations and orders, the Contractor shall promptly advise the Contracting Officer of the conflict and of the Contractor's proposed course of action for resolution by the Contracting Officer.

The Contractor shall provide on a monthly basis an environmental waste report which describes any occurrence of and disposal of hazardous waste encountered during performance of this contract and any resulting delivery orders issued herein.

H.7.2 Labor, Health and Safety Laws, and Customs. The Contractor shall comply with all Japanese labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, to the extent that such compliance is not inconsistent with the requirements of this contract.

H.7.3 Subcontractors. The Contractor shall give written assurance to the Contracting Officer that all subcontractors and others performing work on or for the project have obtained all requisite licenses and permits.

H.7.4 Evidence of Compliance. Proper documentation and evidence satisfactory to the Contracting Officer of compliance with this clause shall be submitted by the Contractor at such times as directed by the Contracting Officer.

H.8 Responsibility of Contractor

H.8.1 Damage to Persons or Property. The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others.

H.8.2 Responsibility for Work Performed. The Contractor shall be responsible for all materials delivered and work performed, except for any completed unit of work which may have been accepted in writing under individual task orders.

H.9 Maintenance Operations

H.9.1 Operations and Storage Areas

(a) Confinement to Authorized Areas. The Contractor shall confine all operations (including storage of materials) on U.S. Government premises to areas authorized or approved by the Contracting Officer.

(b) Vehicular Access. The Contractor shall, and in accordance with any regulations prescribed by the Contracting Officer, use only established site entrances and roadways.

H.9.2 Use of Premises

(a) Occupied Premises. If the premises are occupied, the Contractor, its subcontractors, and their employees shall comply with the regulations promulgated by the U.S. Government governing access to, operation of, and conduct while in or on the premises and shall perform the work required under this contract in such a manner as not to unreasonably interrupt or interfere with the conduct of Government business.

(b) Requests from Occupants. Any request received by the Contractor from occupants of existing buildings to change the sequence of work shall be referred to the Contracting Officer for determination.

(c) Access Limited. The Contractor, its subcontractors and their employees shall not have access to or be admitted into any building or portion of the site outside the areas designated in this contract except with the permission of the Contracting Officer.

H.10 Safety

Accident Prevision

(a) General. The Contractor shall provide and maintain work environments and procedures which 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 -

(i) comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and

(ii) ensure that any additional measures the Contracting Officer determines to be reasonably necessary for this purpose are taken.

(b) Records. The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft or loss of property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the Contracting Officer.

(c) Subcontracts. The Contractor shall be responsible for its subcontractors' compliance with this clause.

(d) Written Program. Before commencing 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 relative to administration 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. This notice, when delivered to the Contractor or the Contractor's representative at site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the Contractor shall immediately take correction action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping 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 on any stop work order issued under this clause.

H.11 Subcontractors and Suppliers

H.11.1 Claims and Encumbrances. The Contractor shall satisfy as due all lawful claims of any persons or entities employed by the Contractor, including subcontractors, material-men and laborers, for all labor performed and materials furnished under this contract, including the applicable warranty or correction period, unless the U.S. Government shall be directly liable therefor by contract. The Contractor shall not at any time permit any lien, attachment, or other encumbrance to be entered against or to remain on the

building(s), or the premises, whether public or private, or any portion thereof, as a result of nonperformance of any part of this contract.

H.11.2 Approval of Subcontractors

(a) Review and Approval. The U.S. Government reserves the right to review proposed subcontractors for a period of five calendar days before providing notice of approval or rejection of any or all subcontractors.

(b) Rejection of Subcontractors. The U.S. Government reserves the right to reject any or all subcontractors proposed if their participation in the project, as determined by the Contracting Officer, may cause damage to the national security interests of the United States. The Contractor agrees to promptly replace any subcontractor rejected by the U.S. Government under this clause.

H.12 Contractor Personnel

H.12.1 Removal of Personnel. The Contractor shall maintain discipline at the site and at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst those employed at the site and for the preservation of peace and protection of persons and property in the neighborhood of the project against the same. The Contracting Officer may require, in writing, that the Contractor remove from the work any employee that the Contracting Officer deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment on the project is deemed by the Contracting Officer to be contrary to the U.S. Government's interests.

H.12.2 Maintenance Personnel Security. After award of the contract, the Contractor has 10 calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project along with a completed Regional Security Office Tokyo Security Form (see Attachment J-9) for the U.S. Government to conduct all necessary security checks. It is anticipated that security checks will take 30 calendar days to perform.

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

H.12.3 Standards of Conduct

(a) General. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and

integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the U.S. Government.

(b) Uniforms and Personal Equipment. The Contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The Contractor shall provide for each employee and supervisor, uniforms and personal equipment. The Contractor shall bear the cost of purchasing, cleaning, pressing, and repair of the uniforms.

(c) Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

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

(e) Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

(f) Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.

(g) Key Control. The Contractor shall receive, secure, issue and account for any keys issued for access to buildings, offices, equipment, gates, etc., for the purposes of this contract. Keys shall not be duplicated without the COR's approval. Where it is determined that the Contractor or its agents have duplicated a key

without permission of the COR, the Contractor shall remove the individual(s) responsible from performing work under the contract. If the Contractor has lost any such keys, the Contractor shall immediately notify the COR. In either event, the Contractor shall reimburse the U.S. Government for the cost of rekeying that portion of the system so compromised.

H.13 Materials and Equipment

H.13.1 Selection and Approval of Materials

(a) 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.

(b) Selection by Contractor. Where the contract permits the Contractor to select products, materials or equipment to be incorporated in the work, or where specific approval is otherwise required by the contract, the Contractor shall furnish to the Contracting Officer, for approval, the names of the manufacturer, model number, and source of procurement of each such product, material or equipment, together with other pertinent information concerning the nature, appearance, dimensions, performance, capacity, and rating thereof, unless otherwise required by the Contracting Officer. Such information shall be provided in a sufficiently timely manner to permit evaluation by the U.S. Government against the requirements of the contract. When directed to do so, the Contractor shall submit samples for approval at the Contractor's expense, with all shipping charges prepaid. Installation or use of any products, materials or equipment without the required approval shall be at the risk of subsequent rejection.

H.13.2 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.

H.14 Imported Materials, Equipment, and Personnel

H.14.1 Shipment and Customs Clearance

(a) Costs to be Borne by Contractor for Scheduled Maintenance. The Contractor is responsible for paying all charges, whatsoever, except customs duties as provided herein, incurred in obtaining materials that must be imported for the project and in transporting the materials from their place or origin to the site. Moving costs shall include, but not necessarily be limited to packing, handling, cartage, overland freight, ocean freight, transshipment, port, unloading, customs, clearance and duties (other than customs duties as provided herein), unpacking, storage, and all other charges including administrative costs in connection with obtaining and transporting the materials from their source to the project site.

(b) Costs Allowed for Reimbursement to Contractor for Unscheduled/Emergency Services. If the Contractor is required to order imported materials/equipment for unscheduled/emergency services to complete the repairs, the Contractor is entitled to reimbursement at cost of transportation and handling charges. No overhead, profit, or other charge shall be considered. The Contractor shall follow the instruction for duty-free clearance outlined in paragraph (c) below. Failure to comply with these referenced instructions shall not be grounds for reimbursement by the U.S. Government of any costs associated with customs clearance/duties.

(c) Duty-Free Clearance. The Contractor shall follow the instructions of the Contracting Officer as to the manner of labeling the shipping containers or otherwise processing shipments of imported materials in order to obtain or continue to receive, duty free clearance through customs. The Contractor shall be responsible for the payment of customs duties, if any, which (1) are imposed on items which are not labeled and processed in accordance with the Contracting Officer's instructions, (2) are imposed on the Contractor's tools, construction equipment and machinery imported for use on the project, or (3) are otherwise ineligible for duty-free entry.

(d) Customs Clearance. The U.S. Government will be responsible for obtaining customs clearances, and for obtaining exemption certificates or paying customs duties not waived, for imported products, materials and equipment which are labeled and processed in accordance with the Contracting Officer's instructions. The U.S. Government shall not be responsible for obtaining customs clearance for the Contractor's tools, construction equipment or machinery, nor for obtaining visas, entry or work permits for the Contractor's personnel.

H.14.2 Surplus Materials. Unless otherwise specified, any surplus materials, fixtures, articles or equipment remaining at the completion of the project shall become the property of the Contractor, except those items furnished by the U.S. Government, the cost of which is not included in the contract price.

H.15 Special Warranties

H.15.1 Special Warranty Obligations. Any special warranties that may be required under the contract shall be subject to the stipulations set forth in Section I, 52.246-21, "Warranty of Construction," insofar as they do not conflict with the provisions of such special warranties.

H.15.2 Warranty Information. The Contractor shall obtain and furnish to the U.S. Government all information which is required in order to make any subcontractor's, manufacturer's, or supplier's guarantee or warranty legally binding and effective, and shall submit both the information and the guarantee or warranty to the U.S. Government in sufficient time to permit the Government to meet any time limit requirements specified in the guarantee or warranty, but not later than completion and acceptance of all work under this contract.

H.16 Non-Compliance with Contract Requirements

In the event the Contractor, after receiving written notice from the Contracting Officer of noncompliance with any requirement of this contract, fails to initiate promptly such action as may be appropriate to comply with the specified requirement within a reasonable period of time, the Contracting Officer shall have the right to order the Contractor to stop or suspend any or all work under the contract until the Contractor has complied or has initiated such action as may be appropriate to comply within a reasonable period of time. The Contractor will not be entitled to any extension of contract time or payment for any costs incurred as a result of being ordered to stop work for such a cause. See FAR 52.252-14, Suspension of Work, in Section I.

H.17 Contractor Inventory Program

The Contractor shall establish a plan to include written maintenance, use, and inventory programs for all property, equipment, and materials used in performance of the contract. The inventory system shall ensure that preventive maintenance spare parts are in stock when needed. This includes both Contractor furnished materials and U.S. Government furnished property. Use procedures shall ensure that the property, equipment, and materials, will be used only for those purposes authorized in the contract. The inventory program shall include procedures for conducting physical inventories, including scheduling, responsibilities, and

recordkeeping, for all property, equipment and materials used by the Contractor. Negligent use of U.S. Government furnished property that results in damage or destruction is cause for repair or replacement at the Contractor's expense. See subsection C.13 Government Furnished Property and Materials.

Section I: Contract Clauses

I.1 FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>. These addresses are subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition website at <http://www.statebuy.state.gov/> to see the links to the FAR. You may also use an internet "search engine" (for example Google, Yahoo, Excite) to obtain the latest location of the most current FAR.

Federal Acquisition Regulation (FAR) (48 CFR CH. 1):

<u>Clause</u>	<u>Title and Date</u>
52.202-1	Definitions (NOV 2013)
52.203-3	Gratuities (APR 1984)
52.203-5	Covenant Against Contingent Fees (MAY 2014)
52.203-6	Restrictions on Subcontractor Sales to the Government (SEPT 2006)
52.203-7	Anti-Kickback Procedures (MAY 2014)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (MAY 2014)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (MAY 2014)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (OCT 2010)
52.203-13	Contractor Code of Business Ethics (OCT 2015)
52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (APR 2014)
52.204-9	Personal Identity Verification of Contractor Personnel (JAN 2011)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2015)
52.204-12	Data Universal Numbering System Number Maintenance (DEC 2012)
52.204-13	System for Award Management Maintenance (JULY 2013)
52.204-18	Commercial and Government Entity Code Maintenance (JUL 2015)
52.204-19	Incorporation by Reference of Representations and Certifications (DEC 2014)

- 52.209-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (OCT 2015)
- 52.210-1 Market Research (APR 2011)
- 52.215-2 Audit and Records - Negotiation (OCT 2010)
- 52.215-8 Order of Precedence - Uniform Contract Format (OCT 1997)
- 52.215-11 Price Reduction for Defective Certified Cost or Pricing Data - Modifications (AUG 2011)
- 52.215-13 Subcontractor Certified Cost or Pricing Data - Modifications (OCT 2010)
- 52.215-21 Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data - Modifications (OCT 2010)
- 52.216-7 Allowable Cost and Payment (JUNE 2013)
- 52.222-1 Notice to the Government of Labor Disputes (FEB 1997)
- 52.222-19 Child Labor - Cooperation with Authorities and Remedies (FEB 2016)
- 52.222-50 Combatting Trafficking In Persons (APR 2015)
- 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)
- 52.225-13 Restrictions On Certain Foreign Purchases (FEB 2008)
- 52.225-14 Inconsistency Between English Version and Translation of Contract (FEB 2000)
- 52.228-4 Workers' Compensation and War-Hazard Insurance Overseas (APR 1984)
- 52.228-5 Insurance-Work On a Government Installation (FEB 2016)
- 52.228-11 Pledges of Assets (JAN 2012)
- 52.228-13 Alternative Payment Protection (JUL 2000)
- 52.228-14 Irrevocable Letters of Credit (NOV 2014)
- 52.229-6 Taxes - Foreign Fixed-Price Contracts (FEB 2013)
- 52.229-7 Taxes - Fixed Price Contracts with Foreign Governments (FEB 2013)
- 52.232-1 Payments (APR 1984)
- 52.232-5 Payments Under Fixed-Price Construction Contracts (SEPT 2002) (*applicable to individual delivery/task orders*)
- 52.232-8 Discounts for Prompt Payment (FEB 2002)
- 52.232-17 Interest (MAY 2014)
- 52.232-18 Availability of Funds (APR 1984)
- 52.232-22 Limitations of Funds (JUNE 2013)
- 52.232-25 Prompt Payment (JULY 2013)
- 52.232-27 Prompt Payment for Construction Contract (JULY 2013) (*applicable to individual delivery/task orders*)
- 52.232-28 Electronic Funds Transfer Payment Methods (APR 1989)
- 52.232-32 Performance-Based Payments (APR 2012)
- 52.232-33 Payment by Electronic Funds Transfer - System for Award Management (JULY 2013)
- 52.232-40 Providing Accelerated Payments to Small Business Subcontractors (DEC 2013)
- 52.233-1 Disputes (MAY 2014), Alternate I (DEC 1991)
- 52.233-3 Protest After Award (AUG 1996)

- 52.233-4 Applicable Law for Breach of Contract Claim (OCT 2004)
- 52.236-2 Differing Site Conditions (APR 1984)
- 52.236-3 Site Investigations and Conditions Affecting the Work (APR 1984)
- 52.236-5 Material and Workmanship (APR 1984)
- 52.236-6 Superintendence by the Contractor (APR 1984)
- 52.236-7 Permits and Responsibilities (NOV 1991)
- 52.236-8 Other Contracts (APR 1984)
- 52.236-9 Protection of Existing Vegetation, Structures Equipment, Utilities, and Improvements (APR 1984)
- 52.236-10 Operations and Storage (APR 1984)
- 52.236-11 Use and Possession Prior to Completion (APR 1984)
- 52.236-12 Cleaning Up (APR 1984)
- 52.236-14 Availability and Use of Utility Services (APR 1984)
- 52.236-15 Schedules for Construction Contracts (APR 1984)
- 52.236-21 Specifications and Drawings for Construction (FEB 1997)
- 52.236-26 Preconstruction Conference (FEB 1995)
- 52.237-3 Continuity of Services (JAN 1991)
- 52.242-13 Bankruptcy (JULY 1995)
- 52.243-1 Changes - Fixed-Price (AUG 1987) - Alternate II (APR 1984)
- 52.244-6 Subcontracts for Commercial Items (FEB 2016)
- 52.245-1 Government Property (APR 2012)
- 52.245-2 Government Property Installation Operation Services (APR 2012)
- 52.245-9 Use and Charges (APR 2012)
- 52.246-17 Warranty of Supplies of a Noncomplex Nature (JUNE 2003)
- 52.246-21 Warranty of Construction (APR 1984)
- 52.248-1 Value Engineering (OCT 2010)
- 52.249-4 Termination for Convenience of the Government (Services) (Short Form) (APR 1984)
- 52.249-8 Default (Fixed-Price Supply and Service) (APR 1984)
- 52.249-10 Default (Fixed Price Construction) (APR 1984)
- 52.249-14 Excusable Delays (APR 1984)
- 52.253-1 Computer Generated forms (JAN 1991)

I.2 The following FAR clauses are included in full text:

FAR 52.203-8 Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JAN 1997)

(a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423 (The Act)), as amended by section 4304 of the 1996 National Defense Authorization Act for Fiscal Year 1996 (Public Law 104-106), the Government may-

(1) Cancel the solicitation, if the contract has not yet been awarded or issued; or

(2) Rescind the contract with respect to which-

(i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27(a) or (b) of the Act for the purpose of either -

(A) Exchanging the information covered by such subsections for anything of value; or

(B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or

(ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsections 27(e)(1) of the Act.

(b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

FAR 52.216-18 Ordering (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised. See subsection F.2 Period of Performance.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

FAR 52.216-19 Order Limitation (OCT 1995)

(a) Minimum Order. When the Government requires supplies or services covered by this contract in an amount of less than \$500 or its equivalent in Japanese Yen, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum Order. The Contractor is not obligated to honor -

(1) Any order for a single item in excess of \$25,000 or its equivalent in Japanese Yen;

(2) Any order for a combination of items in excess of \$25,000 or its equivalent in Japanese Yen; or

(3) A series of orders from the same ordering office within three working days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within three working days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

FAR 52.216-22 Indefinite Quantity (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Deliver-Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after one year beyond the contract's effective period.

FAR 52.217-8 Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

FAR 52.228-15 Performance and Payment Bonds - Construction (OCT 2010)

(a) As used in this contract -

"Original contract price" means the award price of the contract; or, for requirements contracts, the price payable for the estimated quantity; or, for indefinite-delivery type contracts, the price payable for the specified minimum quantity. Original contract price does not include the price of any options, except those options exercised at the time of contract award.

(b) Amount of Required Bonds. Unless the resulting contract price is \$150,000 or less, the successful offeror shall be required to furnish performance and payment bonds to the Contracting Officer as follows:

(1) Performance Bonds (Standard Form 25). The penal amount of performance bonds at the time of contract award shall be 20 percent of the original contract price.

(2) Payment Bonds (Standard Form 25A). The penal amount of payment bonds shall be 20 percent of the original contract price.

(3) Additional Bond Protection.

(i) The Government may require additional performance and payment bond protection if the contract price is increased. The increase in protection generally will equal 20% of the increased in contract price.

(ii) The Government may secure the additional protection by directing the Contractor to increase the penal amount of the existing bond or to obtain an additional bond.

(c) Furnishing Executed Bonds. The Contractor shall furnish all executed bonds, including any necessary reinsurance agreements, to the Contracting Officer, within the time period specified in the Bid Guarantee provision of the solicitation, or otherwise specified by the Contracting Officer, in any event, before starting work.

(d) Surety or Other Security for Bonds. The bonds shall be in the form of firm commitment, supported by corporate sureties whose names appear on the list contained in Treasury Department Circular 570, individual sureties, or by other acceptable security such as postal money order, certified check, cashier's check, irrevocable letter of credit, or bonds or notes of the United States. Treasury Circular 570 is published in the Federal Register or Department of Treasury, Financial Management Service, Surety Bond Branch, 3700 East West Highway, Room 6F01, Hyattsville, MD 20782. Or via the internet at: <http://www.fms.treas.gov/c570/c570.html>

(e) Notice of subcontractor waiver of protection (40 U.S.C. 3133(c)). Any waiver of the right to sue on the payment bond is void unless it is in writing, signed by the person whose right is waived, and executed after such person has furnished labor or material for use in the performance of the contract.

FAR 52.232-19 Availability of Funds for the Next Fiscal Year (APR 1984)

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may

arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

I.3 Department of State Acquisition Regulation (DOSAR) Clauses:

DOSAR 652.204-70 Department of State Personal Identification Card Issuance Procedures (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm>.

DODAR 652.243-70 Notices (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the Contracting Officer.

DOSAR 652.242-73 Authorization and Performance (AUG 1999)

(a) The Contractor warrants the following:

(1) that it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;

(2) that it has obtained all necessary licenses and permits required to perform this contract; and

(3) that it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

DOSAR 652.216-70 Ordering - Indefinite-Delivery Contract (APR 2004)

The Government shall use one of the following forms to issue orders under this contract:

(a) The Optional Form 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule - Continuation; or,

(b) The DS-2076, *Purchase Order, Receiving Report and Voucher*, and DS-2077, *Continuation Sheet*.

DOSAR 652.237-72 Observance of Legal Holidays and Administrative Leave (APR 2004)

(a) The Department of State observes the following days as holidays: (*Note: Due to changes in observance of Japanese holidays each year, the holidays listed below are for reference only.*)

U.S. Federal Holidays;

*1st January (New Year's Day),
 third Monday in January (Martin Luther King, Jr. Day),
 third Monday in February (President's Day),
 last Monday in May (Memorial Day),
 4th July (Independence Day),
 first Monday in September (Labor Day),
 *second Monday in October (Columbus Day),
 11th November (Veteran's Day),
 fourth Thursday in November (Thanksgiving Day), and
 25th December (Christmas Day).

Japanese National Holidays;

*1st January (New Year's Day or Ganjitsu),
 second Monday in January (Adult's Day or Seijin-no-hi),
 11th February (National Foundation Day or Kenkoku Kinen-no-hi),
 20th March (Spring Vernal Equinox Day or Shunbun-no-hi),
 29th April (Showa-no-hi),
 3rd May (Constitution Day or Kenpou Kinen-bi),
 4th May (Greenery Day or Midori-no-hi),
 5th May (Children's Day or Kodomo-no-hi),
 third Monday in July (Marine Day or Umi-no-hi),
 11th August (Mountain Day or Yama-no-hi),
 third Monday in September (Respect for the Aged Day or Keirou-no-hi),
 22nd September (Autumn Vernal equinox Day or Shuubun-no-hi),
 *second Monday in October (Health Sports Day or Taiiku-no-hi),
 3rd November (Culture Day or Bunka-no-hi),
 23rd November (Labor Thanksgiving Day or Kinrou Kanshya-no-hi),
 and
 23rd December (Emperor's Birthday or Tennou Tanjou-bi)

*Day that holiday overlaps in both countries.

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in this contract.

(c) When the Department of State grants administrative leave to its Government employees, assigned Contractor personnel in Government facilities shall also be dismissed. However, the Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the Contracting Officer or his/her duly authorized representative.

(d) For fixed-price contracts, if services are not required or provided because the building is closed due to inclement weather, unanticipated holidays declared by the President, failure of Congress to appropriate funds, or similar reasons, deductions will be computed as follows:

(1) The deduction rate in U.S. dollars or Japanese Yen per day will be equal to the per month contract price divided by 21 days per month.

(2) The deduction rate in U.S. dollars or Japanese Yen per day will be multiplied by the number of days services are not required or provided.

If services are provided for portions of days, appropriate adjustment will be made by the Contracting Officer's Representative to ensure that the Contractor is compensated for services provided.

(e) If administrative leave is granted to Contractor personnel as a result of conditions stipulated in any "Excusable Delays" clause of this contract, it will be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of direct cost hereunder for employees whose regular time is normally charged, and a reimbursable item of indirect cost for employees whose time is normally charged indirectly in accordance with the Contractor's accounting policy.

DOSAR 652.225-71 Section 8(a) of the Export Administration Act of 1979, As Amended (AUG 1999)

(a) Section 8(a) of the U.S. Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)), prohibits compliance by U.S. persons with any boycott fostered by a foreign country against a country which is friendly to the United States and which is not itself the object of any form of boycott pursuant to United States law or regulation. The Boycott of Israel by Arab League countries is such a boycott, and therefore, the following actions, if taken with intent to comply with, further, or support the Arab League Boycott of Israel, are prohibited activities under the Export Administration Act:

(1) Refusing, or requiring any U.S. person to refuse to do business with or in Israel, with any Israeli business concern, or with any national or resident of Israel, or with any other person, pursuant to an agreement of, or a request from or on behalf of a boycotting country;

(2) Refusing, or requiring any U.S. person to refuse to employ or otherwise discriminating against any person on the basis of race, religion, sex, or national origin of that person or of any owner, officer, director, or employee of such person;

(3) Furnishing information with respect to the race, religion, or national origin of any U.S. person or of any owner, officer, director, or employee of such U.S. person;

(4) Furnishing information about whether any person has, has had, or proposes to have any business relationship (including a relationship by way of sale, purchase, legal or commercial representation, shipping or other transport, insurance, investment, or supply) with or in the State of Israel, with any business concern organized under the laws of the State of Israel, with any Israeli national or resident, or with any person which is known or believed to be restricted from having any business relationship with or in Israel;

(5) Furnishing information about whether any person is a member of, has made contributions to, or is otherwise associated with or involved in the activities of any charitable or fraternal organization which supports the State of Israel; and

(6) Paying, honoring, confirming, or otherwise implementing a letter of credit which contains any condition or requirement against doing business with the State of Israel.

(b) Under Section 8(a), the following types of activities are not forbidden "compliance with the boycott," and are therefore exempted from Section 8(a)'s prohibitions listed in paragraphs (a) (1)-(6) above:

(1) Complying or agreeing to comply with requirements:

(i) Prohibiting the import of goods or services from Israel or goods produced or services provided by any business concern organized under the laws of Israel or by nationals or residents of Israel; or,

(ii) Prohibiting the shipment of goods to Israel on a carrier of Israel, or by a route other than that prescribed by the boycotting country or the recipient of the shipment;

(2) Complying or agreeing to comply with import and shipping document requirements with respect to the country of origin, the name of the carrier and route of shipment, the name of the supplier of the shipment or the name of the provider of other services, except that no information knowingly furnished or conveyed in response to such requirements may be stated in negative, blacklisting, or similar exclusionary terms, other than with respect to carriers or route of shipments as may be permitted by such regulations in order to comply with precautionary requirements protecting against war risks and confiscation;

(3) Complying or agreeing to comply in the normal course of business with the unilateral and specific selection by a boycotting country, or national or resident thereof, of carriers, insurance, suppliers of services to be performed within the boycotting country or specific goods which, in the normal course of business, are identifiable by source when imported into the boycotting country;

(4) Complying or agreeing to comply with the export requirements of the boycotting country relating to shipments or transshipments of exports to Israel, to any business concern of or organized under the laws of Israel, or to any national or resident of Israel;

(5) Compliance by an individual or agreement by an individual to comply with the immigration or passport requirements of any country with respect to such individual or any member of such individual's family or with requests for information regarding requirements of employment of such individual within the boycotting country; and

(6) Compliance by a U.S. person resident in a foreign country or agreement by such person to comply with the laws of that country with respect to his or her activities exclusively therein, and such regulations may contain exceptions for such resident complying with the laws or regulations of that foreign country governing imports into such country of trademarked, trade named, or similarly specifically identifiable products, or components of products for his or her own use, including the performance of contractual services within that country, as may be defined by such regulations.

DOSAR 652.229-71 Personal Property Disposition at Posts Abroad (AUG 1999)

Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the Contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the Contractor shall observe the requirements of 22 CFR Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

DOSAR 652.236-70 Accident Prevention (APR 2004)

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

- (1) Provide appropriate safety barricades, signs and signal lights;
- (2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,
- (3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for this purpose are taken.
- (4) For overseas construction projects, the Contracting Officer shall specify in writing additional requirements regarding safety if the work involves:
 - (i) Scaffolding;
 - (ii) Work at heights above two meters;

(iii) Trenching or other excavation greater than one meter in depth;

(iv) Earth moving equipment;

(v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;

(vi) Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);

(vii) Hazardous materials - a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.;

or

(viii) Hazardous noise levels.

(b) Records. The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the Contracting Officer.

(c) Subcontracts. The Contractor shall be responsible for its subcontractors' compliance with this clause.

(d) Written program. Before commencing work, the Contractor shall:

(1) Submit a written plan to the Contracting Officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,

(2) Meet with the Contracting Officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

(e) Notification. The Contracting Officer shall notify the Contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the

Contractor or the Contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the Contractor shall immediately take corrective action. 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 on any suspension of work order issued under this clause.

Contractor Identification (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

- (1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
- (2) Clearly identify themselves and their contractor affiliation in meetings;
- (3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
- (4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

DOSAR 652.229-70 Excise Tax Exemption Statement for Contractors within the United States (JUL 1988)

This is to certify that the item(s) covered by this contract is/are for export solely for the use of the U.S. Foreign Service Post identified in the contract schedule.

The Contractor shall use a photocopy of this contract as evidence of intent to export. Final proof of exportation may be obtained from the agent handling the shipment. Such proof shall be accepted in lieu of payment of excise tax.

Recruitment of Third Country Nationals for Performance on Department of State Contracts (October 17, 2012)

1. On contracts exceeding \$150,000 where performance will require the recruitment of non-professional third country nationals, the offeror is required to submit a **Recruitment Plan** as part of the proposal. Contractors providing employer furnished housing are required to submit a **Housing Plan**.

2. Recruitment Plan

a. State the anticipated number of workers to be recruited, the skills they are expected to have, and the country or countries from which the Contractor intends to recruit them.

b. Explain how the Contractor intends to attract candidates and the recruitment strategy including the recruiter.

c. Provide sample recruitment agreement in English.

d. State in the offer that the recruited employee will not be charged recruitment or any similar fees. The Contractor or employer pays the recruitment fees for the worker if recruited by the Contractor or subcontractor to work specifically on Department of State jobs.

e. State in the offer that the Contractor's recruitment practices comply with recruiting Japanese labor laws.

f. State in the offer that the Contractor has read and understands the requirements of FAR 52.222-50 Combating Trafficking in Persons.

g. The Contractor and subcontractors shall only use bona fide licensed recruitment companies. Recruitment companies shall only use bona fide employees and not independent agents.

h. The Contractor will advise the Contracting Officer of any changes to the Recruitment Plan during performance.

3. The offeror will submit a Housing Plan if the Contractor intends to provide employer furnished housing for Third Country Nationals (TCNs). The Housing Plan must describe the location and description of the proposed housing. Contractors must state in their offer that housing meets Japanese housing and safety standards and local codes or explain any variance. Contractor shall comply with any Temporary Labor Camp standards contained in this contract. In contracts without a Temporary Labor Camp standard, fifty square feet is the minimum amount of space per person without a Contracting Officer waiver. Contractor shall

submit proposed changes to their Housing Plan to the Contracting Officer for approval.

4. Department of State contractor and subcontractors will treat employees with respect and dignity by taking the following actions:

a. The Contractor may not hold employee passports and other identification documents longer than 48 hours without employee concurrence. Contractors and subcontractors are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document to prevent or restrict the person's liberty to move or travel in order to maintain the services of that person, when the person is or has been a victim of a severe form of trafficking in persons.

b. The Contractor shall provide employees with signed copies of the/their employment contracts, in English and the employee's native language, that define the terms of employment, compensation, job description, and benefits. Contracts must be provided prior to employee departure from their countries of origin.

c. The Contractor shall provide all employees with a "Know Your Rights" brochure and document that employees have been briefed on the contents of the brochure. The English language version is available at <http://www.state.gov/j/tip/> or from the Contracting Officer.

d. Contractor shall brief employees on the requirements of the FAR 52.222-50 Combating Trafficking in Persons including the requirements against commercial sex even in countries where it is legal and shall provide a copy of the briefing to the Contracting Officer Representative (COR).

e. The Contractor shall display posters in worker housing advising employees in English and the dominant language of the Third Country Nationals being housed of the requirement to report violations of Trafficking in Persons to the company and the company's obligation to report to the Contracting Officer. The poster shall also indicate that reports can also be submitted to the Office of the Inspector General (OIG) Hotline at 202-647-3320 or 1-800-409-9926 or via email at OIGHotline@state.gov.

f. The Contractor and subcontractors shall comply with sending and receiving Japanese laws regarding transit, entry, exit, visas, and work permits. Contractors are responsible for repatriation of workers imported for contract performance.

g. Contractor will monitor subcontractor compliance at all tiers. This includes verification that subcontractors are aware of, and understand, the requirements of FAR 52.222-50 Combating Trafficking in Persons and this clause. Contractors specifically agree to allow U.S. Government personnel access to contractor and subcontractor personnel, records, and housing for audit of compliance with these requirements.

h. The Contractor agrees to include this clause in all subcontracts over \$150,000 involving recruitment of third country national for subcontractor performance.

Section J: List of Attachments

Attachment J-1 - Equipment Information and PMI Task Schedule

Attachment J-2 - Sample Work Order

Attachment J-3 - Hazard Assessment Sheet

Attachment J-4 - Sample Task Order

Attachment J-5 - English Speaking Levels

Attachment J-6 - Sample Letter of Bank Guaranty

Attachment J-7 - Performance Bond

Attachment J-8 - Payment Bond

Attachment J-9 - Regional Security Office Tokyo Security Form

Section K: Representations, Certifications, and Other Statements of Offerors

K.1 FAR 52.203-2 Certificate of Independent Price Determination (APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) above; or

(2)

(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a) (1) through (a) (3) above

(insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b) (2) (i) above have not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above.

(c) If the offeror deletes or modifies subparagraph (a) (2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.2 FAR 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (SEP 2007)

(a) Definitions. As used in this provision - "Lobbying contact" has the meaning provided at 2 USC 1602(8). The terms "agency", "influencing or attempting to influence", "officer or employee of an agency", "person", "reasonable compensation", and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12).

(b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.

(c) Certification. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress on its behalf in connection with the awarding of this contract.

(d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contract on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its officer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 USC 1352. Any persons who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$150,000, for each failure.

K.3 FAR 52.204-3 Taxpayer Identification (JUN 1997)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

___ TIN: _____.

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of a Federal, state or local government;

___ Other. State basis. _____

(d) Corporate Status.

___ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

___ Other corporate entity;

___ Not a corporate entity;

___ Sole proprietorship;

___ Partnership;

____ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

____ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

____ Name and TIN of common parent:

Name: _____

TIN: _____

K.4 FAR 52.225-20 Prohibition on Conducting Restricted Business Operations in Sudan – Certification (AUG 2009)

(a) Definitions. As used in this provision –

“Business operations” means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

“Marginalized populations of Sudan” means –

- (1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and
- (2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person conducting the business can demonstrate –

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

(b) Certification. By submission of its offer, the offeror certifies that it does not conduct any restricted business operations in Sudan.

K.5 FAR 52.204-8 Annual Representations and Certifications (FEB 2016)

(a)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 561790.

(2) The small business size standard is \$7,500,000 million USD.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)

(1) If the provision at [52.204-7](#), System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at [52.204-7](#) is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (d) applies.

(ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)

(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) [52.203-2](#), Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in [Part 13](#);

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) [52.203-11](#), Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) [52.204-3](#), Taxpayer Identification. This provision applies to solicitations that do not include the provision at [52.204-7](#), System for Award Management.

- (iv) [52.204-5](#), Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—
- (A) Are not set aside for small business concerns;
 - (B) Exceed the simplified acquisition threshold; and
 - (C) Are for contracts that will be performed in the United States or its outlying areas.
- (v) [52.209-2](#), Prohibition on Contracting with Inverted Domestic Corporations—Representation.
- (vi) [52.209-5](#), Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
- (vii) [52.209-11](#), Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.
- (viii) [52.214-14](#), Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
- (ix) [52.215-6](#), Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
- (x) [52.219-1](#), Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.
- (A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
 - (B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.
- (xi) [52.219-2](#), Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.
- (xii) [52.222-22](#), Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at [52.222-26](#), Equal Opportunity.
- (xiii) [52.222-25](#), Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at [52.222-26](#), Equal Opportunity.
- (xiv) [52.222-38](#), Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.
- (xv) [52.223-1](#), Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at [52.223-2](#), Affirmative Procurement of Biobased Products Under Service and Construction Contracts.
- (xvi) [52.223-4](#), Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xvii) [52.225-2](#), Buy American Certificate. This provision applies to solicitations containing the clause at [52.225-1](#).

(xviii) [52.225-4](#), Buy American-Free Trade Agreements-Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at [52.225-3](#).

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$77,533, the provision with its Alternate II applies.

(D) If the acquisition value is \$77,533 or more but is less than \$100,000, the provision with its Alternate III applies.

(xix) [52.225-6](#), Trade Agreements Certificate. This provision applies to solicitations containing the clause at [52.225-5](#).

(xx) [52.225-20](#), Prohibition on Conducting Restricted Business Operations in Sudan-Certification. This provision applies to all solicitations.

(xxi) [52.225-25](#), Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxii) [52.226-2](#), Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

___ (i) [52.204-17](#), Ownership or Control of Offeror.

___ (ii) [52.222-18](#), Certification Regarding Knowledge of Child Labor for Listed End Products.

___ (iii) [52.222-48](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment- Certification.

___ (iv) [52.222-52](#), Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services- Certification.

___ (v) [52.223-9](#), with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

___ (vi) [52.227-6](#), Royalty Information.

___ (A) Basic.

___ (B) Alternate I.

___ (vii) [52.227-15](#), Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that

the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR [4.1201](#)); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

K.6 FAR 52.209-5 Certification Regarding Responsibility Matters (OCT 2015)

(a)

(1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ___ have not ___, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offeror checks "have", the offeror shall also see 52.209-7, if included in this solicitation); and

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and

(D) Have ___, have not ___, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has___ has not___, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer; director; owner; partner; or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.7 Authorized Contract Administrator

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for contract administration, which includes all matters pertaining to payments.

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

K.8 DOSAR 652.225-70 Arab League Boycott of Israel (AUG 1999)

(a) Definitions. As used in this provision:

"Foreign person" means any person other than a United States person as defined below.

"United States person" means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as provided under the Export Administration Act of 1979, as amended.

(b) Certification. By submitting this offer, the offeror certifies that it is not:

(1) Taking or knowingly agreeing to take any action, with respect to the boycott of Israel by Arab League countries, which Section 8(a) of the Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)) prohibits a United States person from taking; or

(2) Discriminating in the award of subcontracts on the basis of religion.

[Proposal Note: If the offeror has indicated "yes" in blocks (a)(1), (2), or (3) of the following provision, the offeror shall include Defense Base Act insurance costs covering those employees in their proposed prices. 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>.]

K.9 FAR 652.228-70 Defense Base Act - Covered Contractor Employees (JUN 2006)

(a) Offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

Category	Yes/No	Number
(1) United States citizens or residents;		
(2) Individuals hired in the United States, regardless of citizenship;		
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no local workers' compensation laws;		Local Nationals: _____ Third Country Nationals:
(4) Local nationals or third country nationals where contract performance takes place in a country where there are local workers' compensation laws.		Local Nationals: _____ Third Country Nationals:

(b) The Contracting Officer has determined that for performance in the country of Japan -

Workers' compensation laws exist that will cover Japanese nationals and third country nationals.

Workers' compensation laws do not exist that will cover Japanese nationals and third country nationals.

(c) If the offeror has indicated "yes" in block (a)(4) of this provision, the offeror shall not purchase Defense Base Act insurance for those employees. However, the offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) Reserved

K.10 FAR 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations - Representation (MAY 2011)

(a) Definition. "Inverted domestic corporation" and "subsidiary" have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations ([52.209-10](#)).

(b) Relation to Internal Revenue Code. An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at [26 U.S.C. 7874](#).

(c) Representation. By submission of its offer, the offeror represents that -

(1) It is not an inverted domestic corporation; and

(2) It is not a subsidiary of an inverted domestic corporation.

K.12 FAR 652.209-79 Representation by Corporation Regarding an Unpaid Delinquent Tax Liability or a Felony Criminal Conviction Under Any Federal Law (SEPT 2014) (Deviation per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that -

(1) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has

considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State's policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that -

(1) It is[] is not[] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is[] is not[] a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Section L: Instructions, Conditions, and Notices to Offerors

L.1 Submission of Offers

L.1.1 General. This solicitation is for the performance of the services described in Section C: Description/Specifications/Work Statement and the Attachments attached to this solicitation.

L.1.2 Qualifications of Offerors. Offerors must be technically qualified and financially responsible to perform the work described in this solicitation. At a minimum, each Offeror must meet the following requirements:

- (1) Project Manager must be able to understand written and spoken English;
- (2) Have an established business with a permanent address and telephone listing;
- (3) Be able to demonstrate prior maintenance experience with suitable references;
- (4) Have the necessary personnel, equipment and financial resources available to perform the work;
- (5) Have all licenses and permits required by local law;
- (6) Meet all local insurance requirements;
- (7) Have the ability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;
- (8) Have no adverse criminal record; and
- (9) Have no political or business affiliation which could be considered contrary to the interests of the United States.

L.1.3 Review of Documents. Each Offeror is responsible for:

- (1) Obtaining a complete set of solicitation documents;
- (2) Thoroughly reviewing such documents and understanding their requirements;
- (3) Visiting the project site and becoming familiar with all working conditions, local laws and regulations; and
- (4) Determining that all materials, equipment and labor required for the work are available.

Any ambiguity in the solicitation, including specifications and contract drawings, must be reported immediately to the Contracting Officer. Any prospective Offeror who requires a clarification, explanation or interpretation of the contract requirements must make a request to the Contracting Officer not less than five working days before the closing date of the solicitation. Offerors may rely ONLY upon written interpretations by the Contracting Officer.

L.2 Submission of Offers

L.2.1 General. This solicitation is for the performance of maintenance services described in Section C: Description/ Specifications/Work Statement and the Attachments which are a part of this solicitation.

L.2.2 Summary of Instructions. Each offer must consist of the following physically separate volumes: (See subsection L.2.3 for the detailed instructions.)

<u>Volume</u>	<u>Title</u>	<u>Number of Copy</u>
I	Standard Form 1442	1
II	Price Proposal	1
III	Section K: Representations, Certifications And Other Statements of Offerors	1
IV	Performance Schedule, Business Management/ Technical Proposal and Financial Statement	1
V	Recruitment Plan and Housing Plan	1

The offeror shall submit the completed proposal by post mail or hand-deliver to the address indicated below by no later than **4:00 p.m., Thursday, May 26, 2016 (local time)**. No proposals will be accepted after this time, and no electronic proposals shall be accepted.

U.S. Embassy
1-10-5 Akasaka
Minato-ku, Tokyo 107-8420
Japan
Attn: Contracting Officer
(Solicitation No. SJA800-16-R-0013)

Any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this solicitation shall be identified and explained/justified in the appropriate volume of the offer.

L.2.3 Detailed Instructions

(1) Volume I - Standard Form 1442. Volume I consists of completion of blocks 14 through 20c of the form (the second page of the solicitation).

(2) Volume II - Price Proposal. Volume II consists of completion of subsections B.4 through B.9. Offerors must include the currency which they are submitting their prices in.

(3) Volume III - Section K. Volume III consists of completion of Section K: Representations, Certifications And Other Statements of Offerors (complete all portions that are applicable).

(4) Volume IV - Performance Schedule and Business Management/ Technical Proposal and Financial Statement. Volume IV consists of the following:

(a) The performance schedule shall be presented in the form of a "bar chart" indicating when the various portions of the work will be commenced and completed within the required contract completion schedule. This bar chart shall be in sufficient detail to clearly show each segregable portion of work and its planned commencement and completion date.

(b) The Business Management/Technical Proposal and Financial Statement shall be in two parts, including the following information:

Proposed Work Information - Provide the following:

(i) A list of the names, addresses, and telephone numbers of the owners, partners (subcontractors), and principal officers of the Offeror;

(ii) The name, address, and experience evidence of the Project Manager who understands written and spoken English (see Speaking Level 2 of Attachment J-5);

(iii) A list of the names, addresses, and telephone numbers of subcontractors to be used on the project, indicating what portions of the work will be performed by them;

(iv) Bar chart for routine maintenance indicating various portions of the work; when work will commence and be completed in each section;

(v) A sample staffing schedule which shows the date and the work categories for the contractual period (see subsection C.3(a) Staffing Schedule of the solicitation);

(vi) Evidence of licenses and experience as required in subsection C.4 Contractor's Personnel of the solicitation; and

(vii) Financial statement (see subsection L.7 Financial Statement below).

Experience and Past Performance - List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

(i) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;

(ii) Contract number and type;

(iii) Date of the contract award place(s) of performance, and completion dates;

(iv) Contract dollar or Japanese Yen value;

(v) Brief description of the work, including responsibilities;

(vi) Comparability to the work under this solicitation;

(vii) Brief discussion of any major technical problems and their resolution;

(viii) Method of acquisition (fully competitive, partially competitive, or noncompetitive), and the basis for award (cost/price, technical merit, etc.);

(ix) Cost/price management history, including any cost overruns and underruns, and cost growth and changes;

(x) Percent turnover of contract key technical personnel per year; and

(xi) Any terminations (partial or complete) and the reason (convenience or default).

(5) Volume V - Recruitment Plan and Housing Plan. If offeror plans to recruit and use third country nationals (non-U.S. and -Japanese nationals) under this contract, the offeror is required to submit a Recruitment Plan and a Housing Plan. See "Recruitment of Third Country Nationals for Performance on Department of State Contracts" on page 65 of this solicitation.

L.3 FAR 52.236-27 Site Visit (FEB 1995)

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors are urged and expected to inspect the site where the work will be performed.

(b) An organized site visit has been scheduled for Monday, May 9, 2016, from 3:00 p.m. to on/about 4:30 p.m. (local time).

(c) Participants will meet at the U.S. Consulate General in Sapporo, located at Kita 1-jo Nishi 28-chome, Chuo-ku, Sapporo 064-0821, Japan.

Please note that any required visas (for those who are coming from other countries), hotel reservations, and transportation are your responsibility.

L.4 Proprietary Data

Proprietary data shall be specifically identified by page(s), paragraph(s) and sentence(s), and shall not be generalized.

L.5 FAR 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This contract incorporates the following provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.statebuy.state.gov/>

Federal Acquisition Regulation (FAR) (48 CFR CH. 1)

<u>Provision</u>	<u>Title and Date</u>
52.204-7	System for Award Management (JULY 2013)
52.204-16	Commercial and Government Entity Code Reporting (JULY 2015)
52.209-7	Information Regarding Responsibility Matters (JULY 2013)
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters (JULY 2013)
52.214-34	Submission of Offers in the English Language (APR 1991)

- 52.215-1 Instructions to Offerors – Competitive Acquisition (JAN 2004)
- 52.215-14 Integrity of Unit Prices (OCT 2010)
- 52.222-56 Certification Regarding Trafficking in Persons (MAR 2015)
- 52.236-28 Preparations for Proposals – Construction (OCT 1997)
- 52.237-1 Site Visit (APR 1984)

Offerors are reminded that this provision states that the U.S. Government may award a contract based on initial proposals, without holding discussions.

L.6 The following solicitation provisions are included in full text:

FAR 52.216-1 Type of Contract (APR 1984)

The Government contemplates award of a combination type of contract. It is fixed price for scheduled maintenance; indefinite delivery/indefinite quantity with fixed unit prices for IDIQ services.

FAR 52.233-2 Service of Protest (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Contracting Officer at the U.S. Embassy Tokyo, Japan.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.7 Financial Statement

If asked by the Contracting Officer, the offeror shall provide a current statement of its financial condition, certified by a third party, that includes:

Income (profit-loss) Statement that shows profitability for the past three years;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

The U.S. Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for this information may cause the Government to determine the offeror to be nonresponsible.

L.8 DOSAR 652.206-70 Competition Advocate/Ombudsman (AUG 1999)
(Deviation)

(a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1696, by fax at (703) 875-6155, or write to:

Competition Advocate
U.S. Department of State
A/OPE, SA-15, Room 1060
Washington, DC 20522-1510, U.S.A.

(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the Contracting Officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Minister-Counselor for Management Affairs, at Tel: 03-3224-5585 or Fax: 03-3224-5303. For a U.S. Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1693, by fax at (703) 875-6155, or write to:

Acquisition Ombudsman
U.S. Department of State
A/OPE, SA-15, Room 1060
Washington, DC 20522-1510, U.S.A.

Section M: Evaluation Factors for Award

M.1 Evaluation of Proposals

M.1.1 General. To be acceptable and eligible for evaluation, proposals must be prepared in accordance with Section L: Instructions, Conditions, and Notices to Offerors and must meet all the requirements set forth in the other sections of this solicitation.

M.1.2 Basis for Award. The U.S. Government intends to award a contract resulting from this solicitation to the lowest priced, technically acceptable offeror who is a responsible contractor. Evaluations shall be conducted in accordance with the procedures set forth below:

(a) Initial Evaluation. All proposals received will be evaluated to ensure that each proposal is complete in terms of submission of each required volume, as specified in subsection L.2 Submission of Offers. Proposals which are missing a significant amount of the required information may be eliminated from consideration, at the Government's discretion.

(b) Technical Acceptability. Those proposals remaining after the initial evaluation will be thoroughly reviewed to determine technical acceptability. Technical Acceptability will include a review of the Proposed Work Information described in subsection L.2.3(4)(b) to ensure that the offeror's proposed project superintendent and subcontractors are acceptable to the U.S. Government. Past references provided as part of the Experience and Past Performance information as described in subsection L.2.3(4)(b) may also be contacted to verify quality of past performance. The U.S. Government shall also review the bar chart submitted to review the sequence of work and to ensure that performance would be completed on time in accordance with the contract period of performance. The end result of this review will be a determination of technical acceptability or unacceptability.

(c) Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirements of FAR subpart 9.1, including:

- (1) Adequate financial resources or the ability to obtain them;
- (2) Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- (3) Satisfactory record of integrity and business ethics;

(4) Necessary organization, experience, and skills or the ability to obtain them;

(5) Necessary equipment and facilities or the ability to obtain them; and

(6) Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

The U.S. Government reserves the right to reject proposals that are unreasonably low or high in price. Unsuccessful offerors will be notified in accordance with FAR 15.1001.

M.1.3 Award Selection. The prices of all technically acceptable firms will then be reviewed and the award selection will go to the lowest priced, technically acceptable, responsible offeror. As described in FAR 52.215-1 which is incorporated by reference in Section L, award may be made based upon initial offers, without discussions.

M.2 FAR 52.217-5 Evaluation of Options (JUL 1990)

The U.S. Government will evaluate offers for award purposes by adding the total price for all options to the total price. Evaluation of options will not obligate the U.S. Government to exercise the option(s).

M.3 Quantities for Evaluation

For the purpose of evaluation, and for no other purpose, evaluation of prices submitted will be made on the basis that the U.S. Government will require the quantities shown in Section B: Supplies or Services and Prices/Costs of this solicitation.

M.4 Separate Charges

Separate charges, in any form, are not solicited. For example, proposals containing any charges for failure of the U.S. Government to exercise any options will be rejected. The U.S. Government shall not be obligated to pay any charges other than the contract price, including any exercised options.

M.5 Award without Discussions

In accordance with FAR provision 52.215-1 (included in Section L of this solicitation), offerors are reminded that the U.S. Government intends to award this contract based on initial proposals and without holding discussions, pursuant to FAR 15.209(a).

M.6 FAR 52.225-17 Evaluation of Foreign Currency Offers (FEB 2000)

If the U.S. Government receives offers in more than one currency, the U.S. Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

(a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.

(b) For acquisitions conducted using negotiation procedures –

(1) On the date specified for receipt of offers, if award is based on initial offers; otherwise,

(2) On the date specified for receipt of proposal revisions.

Attachment J-1 - Equipment Information and PMI Task Schedule

A. X30000 Consulate Compound

1. Equipment: Rising Bollard

WOW Equipment ID: 1572
Location: COB Parking Gate and CGR Gate
Quantity: 2 units
Year Installed: 2006
Manufacturer: NASATKA
Model Number: NMSB/VI
Capacity: 2.25kw
Volts AC: 210
Amps: 5
Hz: 50
Ph: 3
Hp: 3

PMI Tasks:

Monthly (January-December), WOW ID#1482

1. Check primary voltage 210 VAC 50 Hz.
2. Check secondary voltage 24 VAC in the operator control panel.
3. Check 3 phase wire resistance to ground.
4. Check speed of bollards going up-down (5sec.-6 sec.).
5. Check hydraulic oil pressure valve (1800psi-2000psi).
6. Check solenoid valve if it is shifting for hydraulic oil flow changes.
7. Check hydraulic oil temperature (36C.-180C.).
8. Check hydraulic oil reservoir heater for normal operation.
9. Check hydraulic oil level for appropriate quantity (capacity 15 gallons). Add if necessary.
10. Check hydraulic oil filter. Clean or replace if necessary.
11. Check piping and fittings for hydraulic oil leaks. Report for leaks if found.
12. Clean hydraulic power unit for dust, dirt and debris.
13. Remove bollard top plates and clean top ring on bollard tube and foundation frame bottom for dust, dirt and debris. Use vacuum cleaner for the cleaning.
14. Check hydraulic oil hoses if rubbing any sharp or hard objects. Correct if found. Report worn hoses if need replacement for frays and cuts.
15. Check indication light bulbs in control panel. Replace if burnt.
16. Test EFO (Emergency Fast Operation) if bollards rise up in 2 sec.

2. Equipment: Swing Gate

WOW Equipment ID: 1574
Location: COB Parking Gate and CGR Gate
Quantity: 2 sets
Year Installed: 2006
Manufacturer: NABCO System
Model Number: Hydraulic Actuator Type 422
Capacity: -
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Quarterly (January, April, July and October), WOW ID#1487

1. Check gate pillars, gate frames and gate grids for any deformity and deficient condition.
2. Check gate lock bar for any deficiency.
3. Check clearances between gate wings when closed, between gate pillars and gate wings and between gate wings and pavement for any changes from past records.
4. Check gate wing hinges and hydraulic actuator abases for wears, tears, rust and looseness.
5. Check gate lock bar and drop bolt for deficiency.
6. Check gate by closing/opening manually for kinky and noisy movement.
7. Check actuator shaft and bearing joints of gate wing and gate pillar for firm connections and smooth movement.
8. Check hydraulic cylinder and driving shaft of actuator for wears, tears, deformity and other deficiencies.
9. Check hydraulic fluid reservoir, cylinder, piping and fittings for any leaks.
10. Check hydraulic fluid for normal quantity, cleanliness and viscosity.
11. Check speed for opening/closing gate (13 sec.-16 sec.).
12. Check gate stopper rubber pad for wear and tear.
13. Check gate limit switches for accurate and proper actuation of opening/closing stop. Check open contact holding time of limit switches (0 sec.).
14. Check safety protection photo switch for sensitivity, wirings, actuation and any damages.
15. Check power feed 100VAC 50Hz, wirings and circuit board for faulty grounding and any wear and tear.
16. Check overall gate operation for normal opening, closing, stopping and reversing.

3. Equipment: Split Heat Pump

WOW Equipment ID: 1575
Location: Ceiling and Roof, Guard House
Quantity: 2 sets
Year Installed: 2005
Manufacturer: Mitsubishi Heavy Industry Co.
Model Number: FDTP501
Capacity: 4.5kw/5.0kw
Volts AC: 200
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1488

1. Clean unit package for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from indoor unit (ceiling flush-mount).
21. Clean air filter of indoor unit (ceiling flush-mount).
22. Check fan and fan motor of indoor unit (ceiling flush-mount) for noise and abnormal vibration.

23. Check condensate water drain piping from indoor unit (ceiling flush-mount) for smooth drainage.

4. Equipment: Split Heat Pump

WOW Equipment ID: 1577
Location: Ceiling and Roof, Guard House
Quantity: 1 set
Year Installed: 2005
Manufacturer: Mitsubishi Heavy Industry Co.
Model Number: FDTP631
Capacity: 5.6kw/6.3kw
Volts AC: 200
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1489

1. Clean unit package for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from indoor unit (ceiling flush-mount).
21. Clean air filter of indoor unit (ceiling flush-mount).

22. Check fan and fan motor of indoor unit (ceiling flush-mount) for noise and abnormal vibration.
23. Check condensate water drain piping from indoor unit (ceiling flush-mount) for smooth drainage.

5. Equipment: Exhaust Fan

WOW Equipment ID: 1578
Location: Bathroom, Guard House
Quantity: 1 set
Year Installed: 2005
Manufacturer: Mitsubishi Electric Co.
Model Number: VD-18ZX6
Capacity: 40w
Volts AC: 100V
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and November), WOW ID#1490

1. Inspect duct-fan joint for secure connection.
2. Check bearings for noisy operation and overheating.
3. Inspect switches and circuit breaker for normal function.
4. Fasten bolts/nuts/screws of exhaust fan as required for looseness.
5. Inspect supports for soundness and stability.

Annual (May), WOW ID#1491

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Tighten wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Clean fan blade, rotor and chamber for dust and dirt.

6. Equipment: Supply Fan

WOW Equipment ID: 1579
Location: Ceiling, Guard House
Quantity: 1 set
Year Installed: 2005
Manufacturer: Mitsubishi Heavy Industry Co.
Model Number: HA01133
Capacity: 60w
Volts AC: 200V
Amps: -
Hz: 50
Ph: 1

Hp: -

PMI Tasks:

Semi-annual (May and November), WOW ID#1492

1. Inspect duct-fan joint for secure connection.
2. Check bearings for noisy operation and overheating.
3. Inspect switches and circuit breaker for normal function.
4. Fasten bolts/nuts/screws of exhaust fan as required for looseness.
5. Inspect supports for soundness and stability.

Annual (May), WOW ID#1493

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Tighten wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Clean fan blade, rotor and chamber for dust and dirt.

7. Equipment: Emergency Generator

WOW Equipment ID: 1580
Location: Generator Room, Guard House
Quantity: 1 set
Year Installed: 2005
Manufacturer: YANMA Co.
Model Number: YFG47G
Capacity: 25kw
Volts AC: 200/100V
Amps: 125/250
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Monthly (January-December), WOW ID#1494

1. Only qualified and licensed technician shall perform test and inspection of emergency generator.
2. Visually inspect generator, engine, battery charger, sealed storage batteries, fuel day tank and auto transfer switch for normal condition and appearance.
3. Check engine coolant quantity and leakage.
4. Check fuel quantity and leakage.
5. Drain water from oil separator and fuel day tank.
6. Check engine coolant heater.
7. Test engine protection circuit/relays.
8. Check sealed storage batteries and battery charger for temperature by UR thermometer and voltage DC.
9. Check generator control panel and auto transfer switch for normal operation.

10. Fasten bolts/nuts/screws of generator as required for looseness.
11. Start and run generator (test operation) with no loads for 15 minutes to check for normal condition.

Annual (April), WOW ID#1495

1. Test and adjust V-belt for coolant fan.
2. Replace whole coolant.
3. Fasten bolts/nuts/screws if required for looseness.
4. Replace whole engine oil.
5. Replace fuel filter element.
6. Adjust engine suction/exhaust valves for proper clearance.
7. Check thermostat for normal function.
8. Check for coolant leaks and if required fasten rubber hose band for proper coolant circulation.
9. Measure electrical insulation resistance.
10. Test-operate on emergency electrical load (live load) in conjunction with power outage from annual electric facilities inspection.

8. Equipment: Building General

WOW Equipment ID: 1581
Location: Electrical/plumbing/others for Guard House
Quantity: 1 unit
Year Installed: 2005
Manufacturer: KUK/Ando Kensetsu
Model Number: Design-Build
Capacity: -
Volts AC: 100-200
Amps: -
Hz: 50
Ph: 1-3
Hp: -

PMI Tasks:

Monthly (January-December), WOW ID#1496

- Inspect all lamps (incandescent/fluorescent) in building.
- Replace if burnt.

Quarterly (March, June, September and December), WOW ID#1497

1. Check fluorescent lighting fixtures for worn ballast, humming noise, overheating. Replace ballast or any other parts if needed.
2. Prime floor drains to have water seal.
3. Inspect plumbing fixtures (sink, water closet, faucets, traps, etc.) for leaks and any damages.

Semi-annual (March and September), WOW ID#1498

1. Open/close faucets for any defects. Replace washers and other worn parts if needed.
2. Check windows, wall and ceiling for evidence of water leaks.
3. Check wall and ceiling for dirt, dust, stains and cracks.
4. Check floor for cuts, stains and cracks.

Annual (December), WOW ID#1499

1. Check power outlets for polarity, voltage and proper grounding.
2. Check electrical equipment for frayed cable, defective plug and trip hazard.
3. Clean ceiling lighting fixture covers and reflectors for dust, dirt and any foreign matters.
4. Inspect exposed piping and fittings for leaks and damages.
5. Inspect exposed pipe hangers for secure mounting.

9. Equipment: Fire Protection

WOW Equipment ID: 1582
Location: Guard House
Quantity: 1 unit
Year Installed: 2005
Manufacturer: KUK/Ando Kensetsu
Model Number: Design-Build
Capacity: -
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Monthly (January-December), WOW ID#1500

1. Check emergency exit hallway for obstacles. Remove if any.
2. Inspect exit lights for broken cover and burnt lamps.
3. Inspect all fire extinguishers for proper location and operable condition. Sign and date tag.

Semi-annual (June and December), WOW ID#1501

1. Turn fire extinguishers upside down and brake cake of ABC powder inside.
2. Check and dust off smoke detectors. Record result here.
3. Check and test lamps on fire alarm panel/detectors. Record result here.
4. Test fire alarm system. Record result here.

10. Equipment: Hot Water Boiler

WOW Equipment ID: 1583
Location: Snow Melting System Shed
Quantity: 5 sets
Year Installed: 2000
Manufacturer: Toyotomi Co.
Model Number: FB-4500 (FS)
Capacity: 51.2kw
Volts AC: 100V
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Quarterly (October, January, and April), WOW ID#1502

1. Check fuel pump for noisy operation and overheating.
2. Clean flame eye and test combustion failure alarm for normal function.
3. Check all gages for damages and defects.
4. Check all piping, fittings and valves for leaks.

Semi-annual (October and April), WOW ID#1503

1. Check make-up water check valve for wear and tear.
2. Operate all hand valves, and check for tight closing.
3. Test all safety and limit switches for proper set points and operation.

Annual (October), WOW ID#1504

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Inspect lugs in electric panel for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Inspect smoke stacks for cracks, tight joints or any defects.
6. Clean fuel nozzle and burner with solvent.
7. Inspect electrodes for carbon-bridge and proper clearance.
8. Check fuel feed check valve for leaks, wear and tear.

11. Equipment: Hot Water Circulation Pump

WOW Equipment ID: 1584
Location: Snow Melting System Shed
Quantity: 5 sets
Year Installed: 2000
Manufacturer: Sanso Denki Co.
Model Number: PB-2021A II
Capacity: 50ltr/min

Volts AC: 100V
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (October and April), WOW ID#1505

1. Inspect piping and connections for leaks and secure mounting.
2. Operate all hand valves, and check for tight closing.
3. Inspect pump gage pressure. Record here.
4. Inspect mechanical seal for leaks and noise.

Annual (October), WOW ID#1506

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Inspect wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Check alignment of pump, motor and piping, and adjust if required.
6. Clean strainer to pump for dirt and debris.
7. Operate pump 10 minutes for abnormal noise and any defects.

12. Equipment: Kerosene Tank

WOW Equipment ID: 1585
Location: Garage Storage for Snow Melting System
Quantity: 1 set
Year Installed: 1998
Manufacturer: Hokuei Co.
Model Number: HT-1000
Capacity: 985ltr
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Annual (October), WOW ID#1507

1. Clean tank and kerosene piping, wiping with soft dry cloth.
2. Check tank and kerosene piping for leaks, rust and any damages.
3. Remove sediment (water/sludge) with drain valve at the tank bottom. Take care not to drain kerosene.

13. Equipment: Pavement

WOW Equipment ID: 1585
Location: COB car parking & CGR walkway for snow melting system
Quantity: 1 set
Year Installed: 2000
Manufacturer: Hokkosha
Model Number: Interlocking color pavement
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Semi-annual (October and April), WOW ID#1508

1. Inspect pavement for sagging, buckling and deflection.
2. Inspect pavement for cracks, spalls, wobbling and missing pieces.
3. Inspect snow dumping pits for wear, tear and any damages.

14. Equipment: Fence

WOW Equipment ID: 1587
Location: Property border and residence border
Quantity: 1 set
Year Installed: 2005
Manufacturer: KUK/Ando Kensetsu
Model Number: Design-Build Picket
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Annual (June), WOW ID#1509

1. Inspect all picket fence for rust, paint and any superficial defects.
2. Inspect all picket fence for structural stability and deformity.

15. Equipment: Compound General

WOW Equipment ID: 1588
Location: Lights and plumbing in the compound
Quantity: 1 lot
Year Installed: 1978
Manufacturer: Ando Kensetsu
Model Number: Design-Build
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Monthly (January - December), WOW ID#1510

Inspect lamps on building exterior and fence. Replace if burnt.

Semi-annual (March and September), WOW ID#1511

1. Inspect catch basins for smooth flow.
2. Check storm gutters for debris, leaves, dirt and any foreign matters. Clean as required.
3. Inspect bibcock and faucets for water leaks.
4. Open/close bibcock and faucets for any defects.
5. When raining, check downspouts for rain water leaks and blockage. Rod out if blocked.

Annual (June), WOW ID#1512

1. Check light fixture and its support for rust, paint and any damages.
2. Salvage and clean catch basins for sludge and sediments.

16. Equipment: Wall-through Heat Pump

WOW Equipment ID: N/A
Location: Mail Screening Facility (MSF) behind the COB
Quantity: 1 unit
Year Installed: 2010
Manufacturer: BARD MANUFACTURING CO.
Model Number: WE121-G03
Capacity: 3kw heating/2.78kw cooling
Volts AC: 220
Amps: 20
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1488

1. Clean unit package for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from indoor unit (ceiling flush-mount).
21. Clean air filter of indoor unit (ceiling flush-mount).
22. Check fan and fan motor of indoor unit (ceiling flush-mount) for noise and abnormal vibration.
23. Check condensate water drain piping from indoor unit (ceiling flush-mount) for smooth drainage.

B. X30051 Consulate Office Building (COB)

1. Equipment: Packaged Heat Pump

WOW Equipment ID: 1602
Location: Roof (compressor unit) and BF machine room
(indoor unit) for COB south wing
Quantity: 1 unit
Year Installed: 2006
Manufacturer: Hitachi Appliance Co.
Model Number: RP-P630HP1
Capacity: 63kw/56kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1513

1. Clean compressor and indoor unit for dirt, dust, grease and any foreign matters.
2. Check condenser/evaporator for dirt, dust, grease and any foreign matters.
3. Check unit for refrigerant leaks.
4. Check expansion valve and capillary tubes for any deficiencies.
5. Check solenoid valve and check valve for any deficiencies.
6. Check fan and motor for dirt, dust, grease and any foreign matters.
7. Check fan and motor bearings for noise and abnormal vibration.
8. Check compressor for noise and abnormal vibration.
9. Check protection devices for normal operation.
10. Fasten wire terminal lugs if loose.
11. Check electric/electronic devices for operational deficiencies.
12. Check thermostats for operational deficiencies.
13. Check power feed for voltage and amperage.
14. Check electric insulation by meggering for faulty grounding.
15. Adjust, if required, high/low refrigerant pressure for normal operation.
16. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
17. Check air temperature of return/supply side of the indoor unit.
18. Clean air filter in the indoor unit.
19. Clean drain pan for dirt, dust, grease and any foreign matters.
20. Check drain piping from the indoor unit for smooth drainage.

2. Equipment: Packaged Heat Pump

WOW Equipment ID: 1603
Location: Roof (compressor unit) and 1F machine room
(indoor unit) for COB north wing
Quantity: 1 unit
Year Installed: 2006
Manufacturer: Hitachi Appliance Co.
Model Number: RP-P224HP1
Capacity: 22kw/20kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1513

1. Clean compressor and indoor unit for dirt, dust, grease and any foreign matters.
2. Check condenser/evaporator for dirt, dust, grease and any foreign matters.
3. Check unit for refrigerant leaks.
4. Check expansion valve and capillary tubes for any deficiencies.
5. Check solenoid valve and check valve for any deficiencies.
6. Check fan and motor for dirt, dust, grease and any foreign matters.
7. Check fan and motor bearings for noise and abnormal vibration.
8. Check compressor for noise and abnormal vibration.
9. Check protection devices for normal operation.
10. Fasten wire terminal lugs if loose.
11. Check electric/electronic devices for operational deficiencies.
12. Check thermostats for operational deficiencies.
13. Check power feed for voltage and amperage.
14. Check electric insulation by meggering for faulty grounding.
15. Adjust, if required, high/low refrigerant pressure for normal operation.
16. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
17. Check air temperature of return/supply side of the indoor unit.
18. Clean air filter in the indoor unit.
19. Clean drain pan for dirt, dust, grease and any foreign matters.
20. Check drain piping from the indoor unit for smooth drainage.

3. Equipment: Multi-split Heat Pump

WOW Equipment ID: 1604
Location: Roof (compressor unit) and 1F offices (13 ceiling units) in COB south wing
Quantity: 1 unit
Year Installed: 2008
Manufacturer: Hitachi Appliance Co.
Model Number: RAS-NP450FN1
Capacity: 49kw/45kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1515

1. Clean unit package for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from indoor unit (ceiling flush-mount).
21. Clean air filter of ceiling unit (flush-mount).
22. Check fan and fan motor of ceiling unit (flush-mount) for noise and abnormal vibration.

23. Check condensate water drain piping from ceiling unit (flush-mount) for smooth drainage.

4. Equipment: Multi-split Heat Pump

WOW Equipment ID: 1605
Location: Roof (compressor unit) and BF offices (5 ceiling units) in COB south wing
Quantity: 1 unit
Year Installed: 2008
Manufacturer: Hitachi Appliance Co.
Model Number: RAS-NP280FN1
Capacity: 31kw/28kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1516

1. Clean unit package for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from indoor unit (ceiling flush-mount).

21. Clean air filter of ceiling unit (flush-mount).
22. Check fan and fan motor of ceiling unit (flush-mount) for noise and abnormal vibration.
23. Check condensate water drain piping from ceiling unit (flush-mount) for smooth drainage.

5. Equipment: Multi-split Heat Pump

WOW Equipment ID: 1606
Location: Roof (compressor unit) and 1F offices (9 ceiling units) in COB north wing
Quantity: 1 unit
Year Installed: 2008
Manufacturer: Hitachi Appliance Co.
Model Number: RAS-NP280FN1
Capacity: 31kw/28kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1517

1. Clean unit package for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.

19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from indoor unit (ceiling flush-mount).
21. Clean air filter of ceiling unit (flush-mount).
22. Check fan and fan motor of ceiling unit (flush-mount) for noise and abnormal vibration.
23. Check condensate water drain piping from ceiling unit (flush-mount) for smooth drainage.

6. Equipment: Split A/C unit

WOW Equipment ID: 1607
Location: Exterior wall (compressor unit) and 1F Server Room (wall mount unit)
Quantity: 1 unit
Year Installed: 2008
Manufacturer: DAIKIN Co.
Model Number: FHCP80A
Capacity: 7.1kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1518

1. Clean compressor and wall mount unit for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check evaporator and condenser for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.

17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from wall mount unit.
21. Clean air filter of wall mount unit.
22. Check fan and fan motor of wall mount unit for noise and abnormal vibration.
23. Check condensate water drain piping from wall mount unit for smooth drainage.

7. Equipment: Split A/C unit

WOW Equipment ID: 1608
Location: Exterior wall (compressor unit) and 1F EC Room
(wall mount unit)
Quantity: 1 unit
Year Installed: 2003
Manufacturer: Mitsubishi Heavy Industry Co.
Model Number: FDTP40D2
Capacity: 3.6kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1519

1. Clean compressor and wall mount unit for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check evaporator and condenser for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check fan and motor for dirt, dust, grease and any foreign matters.
8. Check fan and motor bearings for noise and abnormal vibration.
9. Check compressor for noise and abnormal vibration.
10. Check protection devices for normal operation.
11. Fasten wire terminal lugs if loose.
12. Check electric/electronic devices for operational deficiencies.
13. Check thermostats for operational deficiencies.

14. Check power feed for voltage and amperage.
15. Check electric insulation by meggering for faulty grounding.
16. Adjust, if required, high/low refrigerant pressure for normal operation.
17. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
18. Check temperature of ambient air around the compressor unit.
19. Check temperature of suction air to and supply air from wall mount unit.
20. Clean air filter of wall mount unit.
21. Check fan and fan motor of wall mount unit for noise and abnormal vibration.
22. Check condensate water drain piping from wall mount unit for smooth drainage.

8. Equipment: Split A/C unit

WOW Equipment ID: 1609
Location: Exterior wall (compressor unit) and 1F Vault Room (wall mount unit)
Quantity: 1 unit
Year Installed: 2007
Manufacturer: Mitsubishi Electric Co.
Model Number: MPUZ-WRP40SH3
Capacity: 3.6kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1520

1. Clean compressor and wall mount unit for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check evaporator and condenser for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check fan and motor for dirt, dust, grease and any foreign matters.
8. Check fan and motor bearings for noise and abnormal vibration.
9. Check compressor for noise and abnormal vibration.
10. Check protection devices for normal operation.
11. Fasten wire terminal lugs if loose.

12. Check electric/electronic devices for operational deficiencies.
13. Check thermostats for operational deficiencies.
14. Check power feed for voltage and amperage.
15. Check electric insulation by meggering for faulty grounding.
16. Adjust, if required, high/low refrigerant pressure for normal operation.
17. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
18. Check temperature of ambient air around the compressor unit.
19. Check temperature of suction air to and supply air from wall mount unit.
20. Clean air filter of wall mount unit.
21. Check fan and fan motor of wall mount unit for noise and abnormal vibration.
22. Check condensate water drain piping from wall mount unit for smooth drainage.

9. Equipment: Split Heat Pump

WOW Equipment ID: 1610
Location: Exterior wall (compressor unit) and 1F
Reception Booth (Ceiling unit)
Quantity: 1 unit
Year Installed: 2005
Manufacturer: Mitsubishi Heavy Industry Co.
Model Number: EDTP501
Capacity: 5.0kw/4.5kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1521

1. Clean compressor and ceiling unit for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.

10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from ceiling unit (flush-mount).
21. Clean air filter of ceiling unit (flush-mount).
22. Check fan and fan motor of ceiling unit (flush-mount) for noise and abnormal vibration.
23. Check condensate water drain piping from ceiling unit (flush-mount) for smooth drainage.

10. Equipment: Split A/C Unit

WOW Equipment ID: 1611
Location: Exterior wall (compressor unit) and BF PBX Room (Wall mount unit)
Quantity: 1 unit
Year Installed: 2005
Manufacturer: Mitsubishi Heavy Industry Co.
Model Number: EDKP401
Capacity: 3.6kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1522

1. Clean compressor and wall mount unit for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check evaporator and condenser for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.

7. Check fan and motor for dirt, dust, grease and any foreign matters.
8. Check fan and motor bearings for noise and abnormal vibration.
9. Check compressor for noise and abnormal vibration.
10. Check protection devices for normal operation.
11. Fasten wire terminal lugs if loose.
12. Check electric/electronic devices for operational deficiencies.
13. Check thermostats for operational deficiencies.
14. Check power feed for voltage and amperage.
15. Check electric insulation by meggering for faulty grounding.
16. Adjust, if required, high/low refrigerant pressure for normal operation.
17. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
18. Check temperature of ambient air around the compressor unit.
19. Check temperature of suction air to and supply air from wall mount unit.
20. Clean air filter of wall mount unit.
21. Check fan and fan motor of wall mount unit for noise and abnormal vibration.
22. Check condensate water drain piping from wall mount unit for smooth drainage.

11. Equipment: Exhaust Fan

WOW Equipment ID: 1612
Location: 12m3/min tubular fan at exhaust duct in BF machine room
Quantity: 1 unit
Year Installed: 1978
Manufacturer: Asahi Dengyo Co.
Model Number: TFD-37
Capacity: 0.25kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and November), WOW ID#1523

1. Check bearings for noisy operation and overheating.
2. Inspect switches and circuit breaker for normal function.
3. Inspect duct-fan joint for secure connection.
4. Fasten bolts/nuts/screws of exhaust fan as required for looseness.
5. Inspect supports for soundness and stability.

Annual (May), WOW ID#1524

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Tighten wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Clean fan blade, rotor and chamber for dust and dirt.

12. Equipment: Supply Fan

WOW Equipment ID: 1613
Location: 27m3/min Sirocco fan at fresh air supply duct
in BF machine room
Quantity: 1 unit
Year Installed: 1978
Manufacturer: HITACHI Co.
Model Number: No.1-3/4 K224456
Capacity: 0.4kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (May and November), WOW ID#1525

1. Inspect duct-fan joint for secure connection.
2. Check bearings for noisy operation and overheating.
3. Check tension and condition of V-belt and sheaves. Adjust if required.
4. Inspect switches and circuit breaker for normal function.
5. Fasten bolts/nuts/screws of exhaust fan as required for looseness.
6. Inspect supports for soundness and stability.

Annual (May), WOW ID#1526

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Tighten wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Clean rotor, sheaves and chamber. Tighten screws if required.
6. Clean sirocco fan for dirt, dust and any foreign matters.
7. Clean thoroughly, outside and inside covers.
8. Check fan/motor/sheaves alignment. Adjust if required.

13. Equipment: Drain Pump

WOW Equipment ID: 1614
Location: Submersible pump in sump pit, BF machine room
Quantity: 2 units
Year Installed: 1986
Manufacturer: HITACHI Co.
Model Number: 50-50.4
Capacity: 0.24m3/min
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Quarterly (March, June, September, and December), WOW ID#1527

1. Clean and inspect electrode level switch.
2. Check pump operation by observing several pumping cycles.
3. Shut down pumps to check for proper check valve closure.
4. Inspect piping and connections for water leaks and secure mounting.
5. Clean and inspect electrical controls - switches/relays/contacts/fuses.
6. Inspect electric wirings for worn insulation and loose connections.

Annual (June), WOW ID#1528

1. Tighten wire lugs for tightness and solid contact.
2. Inspect pump casing, guide shafts and protective coatings for wear and tear.
3. Salvage sump pit for sediments - sludge/dirt/any foreign matters.
4. Dismantle pumps and inspect impeller for wear and tear.
5. Test motor insulation resistance. Record here.
6. Measure motor current. Record here.
7. Check power feed for voltage and amperage. Record here.

14. Equipment: Powered Cistern

WOW Equipment ID: 1615
Location: BF machine room for humidifier
Quantity: 1 unit
Year Installed: 1988
Manufacturer: HITACHI Co.
Model Number: CX-320D
Capacity: 20ltr/min
Volts AC: 100V
Amps: -
Hz: 50

Ph: 1

Hp: -

PMI Tasks:

Quarterly (September, December and March), WOW ID#1529

1. Check pump operation by observing several pumping cycles.
2. Shut down pumps to check for proper check valve closure.
3. Inspect piping and connections for water leaks and secure mounting.
4. Clean and inspect electrical controls - pressure switches/relays/contacts.
5. Inspect ball tap valve for normal function. Calibrate if required.
6. Inspect water level in tank for overflow and short amount of make-up water.

Annual (December), WOW ID#1530

1. Inspect pump casing, guide shafts and protective coatings for wear and tear.
2. Dismantle pumps and inspect impeller for wear and tear.
3. Test motor insulation resistance. Record here.
4. Measure motor current. Record here.
5. Check power feed for voltage and amperage. Record here.
6. Inspect wire lugs for tightness and solid contact.
7. Inspect electric wirings for worn insulation and loose connections.

15. Equipment: Humidifier

WOW Equipment ID: 1616

Location: Atomizer in packaged heat pump unit, BF machine room

Quantity: 1 unit

Year Installed: 2006

Manufacturer: Wet Master Co.

Model Number: WM-SVN25

Capacity: 25kg/hour

Volts AC: 200V

Amps: -

Hz: 50

Ph: 3

Hp: -

PMI Tasks:

Quarterly (September, December and March), WOW ID#1531

1. Check operation of atomizer for any damages and defects.
2. Inspect piping and connections for water leaks and secure mounting.
3. Open/close valves to check for tightness and water leaks.
4. Check humidistat for any damages and defects.

Annual (December), WOW ID#1532

1. Clean strainer for dirt and any foreign matters.
2. Clean and inspect electrical controls - switches/relays/contacts.
3. Clean nozzles for scale deposit.
4. Test electric insulation resistance. Record here.
5. Measure current. Record here.
6. Check power feed for voltage and amperage. Record here.
7. Inspect wire lugs for tightness and solid contact.
8. Inspect electric wirings for worn insulation and loose connections.

16. Equipment: Fire Alarm System

WOW Equipment ID: 1617
Location: Fire Alarm Control Panel in BF machine room.
14 smoke detectors, 3 alarm bells and 3 push
button switches
Quantity: 1 unit
Year Installed: 1978

Manufacturer: HOCHIKI Co.
Model Number: RPE-AW05
Capacity: 5 circuits
Volts AC: 100V
Amps: -
Hz: 50
Ph: 1
Hp: -

Manufacturer: HOCHIKI Co.
Model Number: SIC-2UL
Capacity: DC30V75mA
Volts AC: 18.5-30
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (June and December), WOW ID#1533

1. Test entire fire alarm system - control panel, smoke detectors, alarm bells and push button switches. Only qualified and licensed technician shall perform the test. Record and report result here.
2. Dust off and test 14 smoke detectors (SIC-2UL DC 30V 75mA), 3 alarm bells and 3 push button switches for defective actuation.
3. Test fire alarm control panel for defective performance.
4. Check indication lamps on fire alarm control panel and other equipment. Replace if burnt.

17. Equipment: Fire Protection

WOW Equipment ID: 1618
Location: Fire extinguishers, emergency exit doors,
hallways and offices
Quantity: 1 unit
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Monthly (January-December), WOW ID#1534

1. Check door hardware for ease of operation.
2. Check emergency exit hallway for obstacles. Remove if any.
3. Inspect exit lights for broken cover and burnt lamps.
4. Inspect all fire extinguishers (ANSUL 20lbs Type ABC) for proper location and operable condition. Sign and date tag.

Annual (December), WOW ID#1535

Turn fire extinguishers upside down and brake caked powder inside.

18. Equipment: Exhaust Fan

WOW Equipment ID: 1619
Location: Above ceiling of 1F men/ladies bathroom
Quantity: 1 unit
Year Installed: 2007
Manufacturer: EBARA Seisakusho Co.
Model Number: 11/2-SMU
Capacity: 0.2kw
Volts AC: 200
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (February and August), WOW ID#1536

1. Inspect duct-fan joint for secure connection.
2. Check bearings for noisy operation and overheating.
3. Check tension and condition of V-belt and sheaves. Adjust if required.
4. Inspect switches and circuit breaker for normal function.

5. Fasten bolts/nuts/screws of exhaust fan as required for looseness.
6. Inspect supports for soundness and stability.

Annual (August), WOW ID#1537

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Tighten wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Clean rotor, sheaves and chamber. Tighten screws if required.
6. Clean sirocco fan for dirt, dust and any foreign matters.
7. Clean thoroughly, outside and inside covers.
8. Check fan/motor/sheaves alignment. Adjust if required.

19. Equipment: Water Heater

WOW Equipment ID: 1620
Location: Above ceiling of 1F men/ladies bathroom
Quantity: 2 units
Year Installed: 2002
Manufacturer: TOTO Co.
Model Number: REW06A2B1
Capacity: 5.8ltr
Volts AC: 200
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (February and August), WOW ID#1538

1. Check insulation resistance of heater electric coil. Record here.
2. Check thermostat on water heater for any defects.
3. Inspect wire lugs of water heater and electric panel for tightness and solid contract. Tighten if required.

Annual (August), WOW ID#1539

Drain tank until water runs clear. Check for leakage and corrosion.

20. Equipment: Exhaust Fan

WOW Equipment ID: 1621
Location: Above ceiling of 1F CG bathroom
Quantity: 1 unit
Year Installed: 1978
Manufacturer: Mitsubishi Electric Co.
Model Number: V-13ZS3

Capacity: 2.3m3/min
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and November), WOW ID#1540

1. Inspect duct-fan joint for secure connection.
2. Check bearings for noisy operation and overheating.
3. Inspect switches and circuit breaker for normal function.
4. Fasten bolts/nuts/screws of exhaust fan as required for looseness.
5. Inspect supports for soundness and stability.

Annual (May), WOW ID#1541

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Tighten wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Clean fan blade, rotor and chamber for dust and dirt.

21. Equipment: Water Heater

WOW Equipment ID: 1622
Location: Floor of 1F CG bathroom
Quantity: 1 unit
Year Installed: 1986
Manufacturer: Nihon Itomic Co.
Model Number: BS-VN
Capacity: 5ltr
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semiannual (February and August), WOW ID#1542

1. Check insulation resistance of heater electric coil. Record here.
2. Check thermostat on water heater for any defects.
3. Inspect wire lugs of water heater and electric panel for tightness and solid contract. Tighten if required.

Annual (August), WOW ID#1543

Drain tank until water runs clear. Check for leakage and corrosion.

22. Equipment: Power Supply System

WOW Equipment ID: 1623
Location: 2 transformers, 75KVA & 150KVA, 6600V/210V/105V
in BF Machine Room
Quantity: 2 units
Year Installed: 2008
Manufacturer: AICHI DENKI Co.
Model Number: EE series Standard Top Runner
Capacity: 75/150KVA
Volts AC: 100-200
Amps: -
Hz: 50
Ph: 1-3
Hp: -

PMI Tasks:

Annual (April), WOW ID#1544

1. Test and inspect entire power supply system for any defects and damages. Only qualified and licensed technician shall perform the test and inspection. Report data and findings from test and inspection in written English.
2. Shut off power with air pole switch on Hokkaido Electric Power Co's electric power pole at the street sidewalk.
3. Clean 6600VAC cable and cubicle interiors.
4. Tighten lug bolts of wiring in cubicle.
5. Measure electrical insulation by meggering.
 - a. 6600VAC cables and low volt cables in cubicle.
 - b. Power cables between cubicle and distribution panel.
6. Test operating characteristics of over current relay (OCG).
7. Measure ground resistance.
8. Test transformer oil for electrical insulation under high voltage, and check its acidity.
9. Calibrate volt and current meters on cubicle.

23. Equipment: Power Distribution Panels

WOW Equipment ID: 1597
Location: 6 distribution panels - GP-1, 1P-1, GL-1, GL-2, 1L-1 & 1L-2 in BF/1F south wing and 1F north wing 2 distribution panels - P-1 & L-1 in CGR machine room
Quantity: 8 each
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: 16kw-25kw
Volts AC: 100-200
Amps: -
Hz: 50

Ph: 1-3

Hp: -

PMI Tasks:

Annual (April), WOW ID#1545

1. To be performed in conjunction with annual inspection of power supply system WOW ID#1623 (power receiving station). Report the results from test and inspection in written English.
2. Clean panel inside and outside for dust, dirt and any foreign matters.
3. Inspect wire lugs for tightness and solid contact. Tighten lug bolts if required.
4. Inspect electric wiring for worn insulation and loose connection.
5. Check circuit breakers for proper function.
6. Measure current and voltage of all phases. Compare to rating and record here.
7. Measure by meggering electrical insulation of all 200VAC power cables and loads from distribution panel GP-1, 1P-1 and P-1 (CGR).
8. Making use of power outage, emergency generator in guard house shall be tested for live loads and actuation of Automatic Transfer Switch (ATS).

24. Equipment: Plumbing

WOW Equipment ID: 1625

Location: BF sump pit, BF pantry, BF shower room, 1F break room, 1F men/ladies bathrooms and 1F CG bathroom

Quantity: 1 system

Year Installed: 1978

Manufacturer: ANDO KENSETSU Co.

Model Number: Design-Build

Capacity: -

Volts AC: -

Amps: -

Hz: -

Ph: -

Hp: -

PMI Tasks:

Quarterly (March, June, September, and December), WOW ID#1546

1. Prime floor drains to have water seal.
2. Inspect plumbing fixtures (sink, water closet, faucets, traps, etc.) for leaks and any damages.

Semi-annual (March and September), WOW ID#1547

Open/close faucets for any defects. Replace washers and other worn parts if needed.

Annual (December), WOW ID#1548

1. Inspect exposed piping and fittings for leaks and damages.
2. Inspect exposed pipe hangers for secure mounting.

25. Equipment: Electrical

WOW Equipment ID: 1626
Location: Ceiling lights and wall power outlets in BF/1F south wing and 1F north wing
Quantity: 1 system
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: -
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Monthly (January-December), WOW ID#1549

- Inspect all lamps (incandescent/fluorescent) in building.
Replace if burnt or flickering.

Quarterly (March, June, September and December), WOW ID#1550

- Check fluorescent lighting fixtures for worn ballast, humming noise, overheating. Replace ballast or any other parts if needed.

Annual (April), WOW ID#1551

1. Check power outlets for polarity, voltage and proper grounding.
2. Check electrical equipment for frayed cable, defective plug and trip hazard.
3. Clean ceiling lighting fixture covers and reflectors for dust, dirt and any foreign matters.

26. Equipment: Building General

WOW Equipment ID: 1581
Location: Consulate Office Building. Floors, walls, doors and windows in BF/1F south wing and 1F north wing.
Quantity: 1 unit
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: -
Volts AC: -

Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Semi-annual (March and September), WOW ID#1498

1. Check windows, wall and ceiling for evidence of water leaks.
2. Check wall and ceiling for dirt, dust, stains and cracks.
3. Check floor for cuts, stains and cracks.

C. X30052 Consular General Residence

1. Equipment: Split Heat Pump

WOW Equipment ID: 1589
Location: Compressor unit on roof and exterior wall and indoor units in 2F 4 bedrooms for cooling/heating
Quantity: 4 units
Year Installed: 2005
Manufacturer: Mitsubishi Electric Co.
Model Number: MSZ-ZS36P
Capacity: 4.8kw/3.6kw
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (May and October), WOW ID#1553

1. Clean unit package for dirt, dust, grease and any foreign matters.
2. Clean drain pan for dirt, dust, grease and any foreign matters.
3. Check heat exchanger (evaporator/condenser) for dirt, dust, grease and any foreign matters.
4. Check unit for refrigerant leaks.
5. Check expansion valve and capillary tubes for any deficiencies.
6. Check solenoid valve and check valve for any deficiencies.
7. Check electric heater for normal operation.
8. Check fan and motor for dirt, dust, grease and any foreign matters.
9. Check fan and motor bearings for noise and abnormal vibration.
10. Check compressor for noise and abnormal vibration.
11. Check protection devices for normal operation.
12. Fasten wire terminal lugs if loose.
13. Check electric/electronic devices for operational deficiencies.
14. Check thermostats for operational deficiencies.
15. Check power feed for voltage and amperage.
16. Check electric insulation by meggering for faulty grounding.
17. Adjust, if required, high/low refrigerant pressure for normal operation.
18. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.
19. Check temperature of ambient air around the compressor unit.
20. Check temperature of suction air to and supply air from indoor unit (ceiling flush-mount).

21. Clean air filter of indoor unit (ceiling flush-mount).
22. Check fan and fan motor of indoor unit (ceiling flush-mount) for noise and abnormal vibration.
23. Check condensate water drain piping from indoor unit (ceiling flush-mount) for smooth drainage.

2. Equipment: Packaged A/C Unit

WOW Equipment ID: 1590
Location: Roof (outdoor unit) and 1F machine room (indoor unit) for cooling/heating 1F CGR
Quantity: 1 unit
Year Installed: 2012
Manufacturer: Hitachi Co., Ltd.
Model Number: RP-P224RAP2, Indoor unit - RP-P224AP2, Outdoor unit - RCR-P224A1
Heating Capacity: 31.4Kw (Heating fin and coil in indoor unit)
Cooling Capacity: 20Kw
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: 7.5

PMI Tasks:

Semi-annual (May and October), WOW ID#1554

1. Clean outdoor and indoor unit for dirt, dust, grease and any foreign matters.
2. Check condenser and evaporator for dirt, dust, grease and any foreign matters.
3. Check unit for refrigerant leaks.
4. Check expansion valve and capillary tubes for any deficiencies.
5. Check solenoid valve and check valve for any deficiencies.
6. Check fan and motor for dirt, dust, grease and any foreign matters.
7. Check fan and motor bearings for noise and abnormal vibration.
8. Check compressor for noise and abnormal vibration.
9. Check protection devices for normal operation.
10. Fasten wire terminal lugs if loose.
11. Check electric/electronic devices for operational deficiencies.
12. Check thermostats for operational deficiencies.
13. Check power feed for voltage and amperage.
14. Check electric insulation by meggering for faulty grounding.
15. Adjust, if required, high/low refrigerant pressure for normal operation.
16. Check refrigerant pipe temperature (high/low pressure) for normal refrigeration cycle.

17. Check air temperature of return/supply side of the indoor unit.
18. Clean washable air filter in the indoor unit.
19. Replace cartridge filter in the return air duct chamber behind the indoor unit.
20. Clean drain pan for dirt, dust, grease and any foreign matters.
21. Check drain piping from the indoor unit for smooth drainage.

3. Equipment: Humidifier

WOW Equipment ID: 1616
Location: Atomizer of the indoor unit of the A/C package unit in the 1F Boiler Room
Quantity: 1 unit
Year Installed: 2006
Manufacturer: Wet Master Co.
Model Number: WM-SVN25
Capacity: 25kg/hour
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Quarterly (September, December and March), WOW ID#1531

1. Check operation of atomizer for any damages and defects.
2. Inspect piping and connections for water leaks and secure mounting.
3. Open/close valves to check for tightness and water leaks.
4. Check humidistat for any damages and defects.

Annual (December), WOW ID#1532

1. Clean strainer for dirt and any foreign matters.
2. Clean and inspect electrical controls - switches/relays/contacts.
3. Clean nozzles for scale deposit.
4. Test electric insulation resistance. Record here.
5. Measure current. Record here.
6. Check power feed for voltage and amperage. Record here.
7. Inspect wire lugs for tightness and solid contact.
8. Inspect electric wirings for worn insulation and loose connections.

4. Equipment: In-line Pump

WOW Equipment ID: 1592
Location: Condenser water circulation pump on roof for
first floor cooling
Quantity: 1 unit
Year Installed: 1978
Manufacturer: HITACHI Co.
Model Number: D3292-50.4
Capacity: 125ltr/min
Volts AC: 200V
Amps: -
Hz: 50
Ph: 3
Hp: -

PMI Tasks:

Semi-annual (October and May), WOW ID#1558

1. Inspect piping and connections for leaks and secure mounting.
2. Operate all hand valves, and check for tight closing.
3. Inspect pump gage pressure. Record here.
4. Inspect mechanical seal for leaks and noise.

Annual (May), WOW ID#1559

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Inspect wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Check alignment of pump, motor and piping, and adjust if required.
6. Clean strainer to pump for dirt and debris.
7. Operate pump 10 minutes for abnormal noise and any defects.

5. Equipment: Gas Boiler

WOW Equipment ID: 1593
Location: 1F Machine Room for domestic hot water and
first floor heating
Quantity: 1 unit
Year Installed: 2005
Manufacturer: SHOWA TEKKO Co.
Model Number: SKS-500WG
Capacity: 58.2kw
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Quarterly (October, January and April), WOW ID#1560

1. Check gas supply pressure regulator for normal function.
2. Clean flame eye and test combustion failure alarm for normal function.
3. Check all gages for damages and defects.
4. Check all piping, fittings and valves for leaks.

Semi-annual (October and April), WOW ID#1561

1. Check make-up water check valve for wear and tear.
2. Operate all hand valves, and check for tight closing.
3. Test all safety and limit switches for proper set points and operation.

Annual (October), WOW ID#1562

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Inspect lugs in electric panel for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Inspect smoke stacks for cracks, tight joints or any defects.
6. Clean nozzle and burner with solvent.
7. Inspect electrodes for carbon-bridge and proper clearance.
8. Check city gas supply check valve and piping for leaks, wear and tear.

6. Equipment: In-line Pump

WOW Equipment ID: 1594
Location: 1F Machine Room for heating water circulation
Quantity: 1 unit
Year Installed: 2002
Manufacturer: Hitachi Home Co.
Model Number: H-P150J
Capacity: 60ltr/min
Volts AC: 100
Amps: -
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (October and April), WOW ID#1563

1. Inspect piping and connections for leaks and secure mounting.
2. Operate all hand valves, and check for tight closing.
3. Inspect pump gage pressure. Record here.
4. Inspect mechanical seal for leaks and noise.

Annual (October), WOW ID#1564

1. Test motor insulation resistance. Record here.

2. Measure motor current. Record here.
3. Inspect wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Check alignment of pump, motor and piping, and adjust if required.
6. Clean strainer to pump for dirt and debris.
7. Operate pump 10 minutes for abnormal noise and any defects.

7. Equipment: In-line Pump

WOW Equipment ID: 1595
Location: 1F Machine Room for domestic hot water circulation
Quantity: 1 unit
Year Installed: 2011
Manufacturer: EBARA Co.
Model Number: 20LPN5.04S
Capacity: 10ltr/min
Volts AC: 100
Amps: 1.5
Hz: 50
Ph: 1
Hp: -

PMI Tasks:

Semi-annual (October and April), WOW ID#1565

1. Inspect piping and connections for leaks and secure mounting.
2. Operate all hand valves, and check for tight closing.
3. Inspect pump gage pressure. Record here.
4. Inspect mechanical seal for leaks and noise.

Annual (October), WOW ID#1566

1. Test motor insulation resistance. Record here.
2. Measure motor current. Record here.
3. Inspect wire lugs for tightness and solid contact.
4. Inspect electric wiring for worn insulation and loose connection.
5. Check alignment of pump, motor and piping, and adjust if required.
6. Clean strainer to pump for dirt and debris.
7. Operate pump 10 minutes for abnormal noise and any defects.

8. Equipment: Hot Water Tank

WOW Equipment ID: 1596
Location: 1F Machine Room for domestic hot water storage
Quantity: 2 units
Year Installed: 2011
Manufacturer: SANKI KOUSAKUSHO
Model Number: PIONEER STS-201-25A
Capacity: 200ltr
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Semiannual (October and April), WOW ID#1567

1. Inspect peripheral piping and connections for leaks.
2. Operate all hand valves, and check for tight closing.
3. Check pressure relief valves for hot water leaks and safety.
4. Check tank and thermal insulation for hot water leaks, wears and tears.

9. Equipment: Power Distribution Panel

WOW Equipment ID: 1597
Location: 2 distribution panels - P-1 and L-1 in Machine room. Primary power is from transformers in BF Machine Room, COB
Quantity: 2 each
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: 10kw-18.6kw
Volts AC: 100-200
Amps: -
Hz: 50
Ph: 1-3
Hp: -

PMI Tasks:

Annual (April), WOW ID#1568

1. To be performed in conjunction with annual inspection of power supply system (power receiving station).
2. Clean panel inside and outside for dust, dirt and any foreign matters.
3. Inspect wire lugs for tightness and solid contact. Tighten lug bolts if required.
4. Inspect electric wiring for worn insulation and loose connection.
5. Check circuit breakers for proper function.

6. Measure current and voltage of all phases. Compare to rating and record here.
7. Measure by meggering electrical insulation of all 200VAC power cables and loads from distribution panel P-1.
8. Measure by meggering electrical insulation of all power line of outlets, lighting and equipment.

10. Equipment: Fire Protection

WOW Equipment ID: 1598
Location: Consular General Residence
Quantity: 1 unit
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Monthly (January-December), WOW ID#1569

1. Check emergency exit hallway for obstacles. Remove if any.
2. Inspect all fire extinguishers for proper location and operable condition. Sign and date tag.

Semi-annual (June and December), WOW ID#1570

Dust off smoke detectors. Record result here.

Annual (December), WOW ID#1571

Turn fire extinguishers upside down and brake cake of ABC powder inside.

11. Equipment: Plumbing

WOW Equipment ID: 1599
Location: 1F Machine Room, 1F Kitchen, 1F Bathroom, 1F Toilet, 1F Laundry and 2F 2 Bathrooms
Quantity: 1 system
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Quarterly (March, June, September and December), WOW ID#1572

1. Prime floor drains to have water seal.
2. Inspect plumbing fixtures (sink, water closet, faucets, traps, etc.) for leaks and any damages.

Semi-annual (March and September), WOW ID#1573

Open/close faucets for any defects. Replace washers and other worn parts if needed.

Annual (December), WOW ID#1574

1. Inspect exposed piping and fittings for leaks and damages.
2. Inspect exposed pipe hangers for secure mounting.

12. Equipment: Electrical

WOW Equipment ID: 1600
Location: Ceiling lights and wall power outlets on 1F and 2F
Quantity: 1 system
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Monthly (January-December), WOW ID#1575

Inspect all lamps (incandescent/fluorescent) in building.
Replace if burnt.

Quarterly (March, June, September and December), WOW ID#1576

Check fluorescent lighting fixtures for worn ballast, humming noise, overheating. Replace ballast or any other parts if needed.

Annual (December), WOW ID#1577

1. Check power outlets for polarity, voltage and proper grounding.
2. Check electrical equipment for frayed cable, defective plug and trip hazard.
3. Clean ceiling lighting fixture covers and reflectors for dust, dirt and any foreign matters.

13. Equipment: Building General

WOW Equipment ID: 1601
Location: Floors, walls, doors and windows on 1F and 2F
Quantity: 1 system
Year Installed: 1978
Manufacturer: ANDO KENSETSU Co.
Model Number: Design-Build
Capacity: -
Volts AC: -
Amps: -
Hz: -
Ph: -
Hp: -

PMI Tasks:

Semi-annual (March and September), WOW ID#1578

1. Check windows, wall and ceiling for evidence of water leaks.
2. Check wall and ceiling for dirt, dust, stains and cracks.
3. Check floor for cuts, stains and cracks.

Post: Sapporo	Work Order # P 75238	Priority: Routine
Mng Group: PM Management	Scheduled	Job Type: Preventive Maintenance
Shop: MAINT & REPAIR	05/02/2016 12:00 AM	Due Date: 05/06/2016
		Created Date: 04/11/2016

Work Order Description:

(PO18SA) Pump, Other, TASK ID# 419 / Semi-Annual / Eq #1589 PUMP, OTHER.

Task #	Task Description
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1 (PO18SA) Pump, Other, TASK ID# 419

Prop ID	Property Name	Address / Unit	Agency	Lease #
X 30052	PRINCIPAL OFF RESID	3-1, KITA 1-JONISHI 28-CHOMECHUOKU, SAPPORO / Unspecified	STATE-OBO PROGRAM	NA

Prop ID	Equip ID	Equip Name	Manufacturer	Model No	Location / Remarks
X 30052	1589	PUMP, OTHER	mitsubishi electric co.	MSZ-ZS36P	COMPRESSOR UNIT ON ROOF&EXTERIOR WALL&UNITS 2F 4BDRM FOR COO / LOCATION: COMPRESSOR UNIT ON ROOF & EXTERIOR WALL AND INDOOR UNITS IN 2F 4 BEDROOMS FOR COOLING/HEATING. EQ: SPLIT HEAT PUMP

Preventive Maintenance Checklist:

Code: PO18SA Frequency: SA Estimated Time (hours): 1
 Description: Pump, Other, TASK ID# 419
 Asset Type: PUMP, OTHER

(T)ools, (S)afety Equipment, and (M)aterials Required

0

Safety Procedures

0

Procedures

Solicitation No. SJA800-16-R-0013
 Attachment J-2 Sample Work Order
 Page 1 of 3

Approved By: GMMS/PM Reviewed By: Printed By: Quynh Pham

Assigned To:

Date	Name	Work Hours Reg / OT	Travel Time Reg / OT	Wait Time Reg /OT
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05/02/2016 Unassigned

Work Accomplished:

Post: Sapporo	Work Order # P 75241	Priority: Routine
Mng Group: PM Management	Scheduled	Job Type: Preventive Maintenance
Shop: MAINT & REPAIR	05/02/2016 12:00 AM	Due Date: 05/06/2016
		Created Date: 04/11/2016

Work Order Description:

(AC16SA) Air Conditioner, TASK ID# 420 / Semi-Annual / Eq #1590 AIR CONDITIONER.

Task #	Task Description
1	(AC16SA) Air Conditioner, TASK ID# 420

Prop ID	Property Name	Address / Unit	Agency	Lease #
X 30052	PRINCIPAL OFF RESID	3-1, KITA 1-JONISHI 28-CHOMECHUOKU, SAPPORO / Unspecified	STATE-OBO PROGRAM	NA

Prop ID	Equip ID	Equip Name	Manufacturer	Model No	Location / Remarks
X 30052	1590	AIR CONDITIONER	HITACHI CO., LTD	IN:PR-P224RAP2,OUT:RCR-P224A1	1F MACHINE RM FOR 1F COOLING EQ: PACKAGED A/C UNIT / UPDATED ON 11/14/2012

Preventive Maintenance Checklist:

Code: AC16SA Frequency: SA Estimated Time (hours): 1
 Description: Air Conditioner, TASK ID# 420
 Asset Type: AIR CONDITIONER

(T)ools, (S)afety Equipment, and (M)aterials Required

0

Safety Procedures

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Procedures

Solicitation No. SJA800-16-R-0013
 Attachment J-2 Sample Work Order
 Page 2 of 3

Approved By: GMMS/PM Reviewed By: Printed By: Quynh Pham

Assigned To:

Date	Name	Work Hours Reg / OT	Travel Time Reg / OT	Wait Time Reg / OT
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05/02/2016 Unassigned

Work Accomplished:

Material Used: (Use Other side as needed)

Post: Sapporo	Work Order # P 75246	Priority: Routine
Mng Group: PM Management	Scheduled	Job Type: Preventive Maintenance
Shop: MAINT & REPAIR	05/02/2016 12:00 AM	Due Date: 05/06/2016
		Created Date: 04/11/2016

Work Order Description:
 (CNHBO11AN) Boiler, TASK ID# 423 / Annual / Eq #1593 BOILER.

Task #	Task Description
1	(CNHBO11AN) Boiler, TASK ID# 423

Prop ID	Property Name	Address / Unit	Agency	Lease #
X 30052	PRINCIPAL OFF RESID	3-1, KITA 1-JONISHI 28-CHOMECHUOKU, SAPPORO / Unspecified	STATE-OBO PROGRAM	NA

Prop ID	Equip ID	Equip Name	Manufacturer	Model No	Location / Remarks
X 30052	1593	BOILER	Unknown	SKS-500WG	1F MACH. ROOM-DOMESTIC HOT WATER&1F HEATING. EQ: GAS BOILER

Preventive Maintenance Checklist:

Code: BR11AN Frequency: AN Estimated Time (hours): 1
 Description: Boiler, TASK ID# 423
 Asset Type: BOILER

(T)ools, (S)afety Equipment, and (M)aterials Required

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Safety Procedures

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Procedures

Solicitation No. SJA800-16-R-0013
 Attachment J-2 Sample Work Order
 Page 3 of 3

Approved By: GMMS/PM	Reviewed By:	Printed By: Quynh Pham
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Assigned To:

Date	Name	Work Hours Reg / OT	Travel Time Reg / OT	Wait Time Reg /OT
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05/02/2016 Unassigned

Work Accomplished:

Material Used: (Use Other side as needed)

Attachment J-3 - Hazard Assessment Sheet

Project:
Scheduled Start Date:
Scheduled Completion Date:

Determine Significant Hazards

Safety Hazards - hazards caused by equipment, unsafe working conditions or work practices.

- | | |
|--|--|
| <input type="checkbox"/> abrasive wheels | <input type="checkbox"/> people carriers |
| <input type="checkbox"/> animal attacks | <input type="checkbox"/> power and hand tools/equipment |
| <input type="checkbox"/> battery charging | <input type="checkbox"/> rotating equipment |
| <input type="checkbox"/> confined spaces | <input type="checkbox"/> scaffolds |
| <input type="checkbox"/> cranes/hoists | <input type="checkbox"/> slippery walking and working Surfaces |
| <input type="checkbox"/> electrical hazards | <input type="checkbox"/> storage areas/warehouses |
| <input type="checkbox"/> forklifts | <input type="checkbox"/> underground work |
| <input type="checkbox"/> inadequate housekeeping | <input type="checkbox"/> vehicle hazards |
| <input type="checkbox"/> inadequate machine guarding | <input type="checkbox"/> violence (eg. unlit parking lots) |
| <input type="checkbox"/> ladders or personnel lifts | <input type="checkbox"/> working with the public |
| <input type="checkbox"/> material handling systems | |

others. List them

Physical Hazards

- | | |
|---|---|
| <input type="checkbox"/> electricity | <input type="checkbox"/> lasers |
| <input type="checkbox"/> lighting | <input type="checkbox"/> noise pressure radiation |
| <input type="checkbox"/> temperature extremes | <input type="checkbox"/> vibration |
| <input type="checkbox"/> x-rays | |

others. List them.

Chemical Hazards

- | | |
|---|--|
| <input type="checkbox"/> acrylonitrile | <input type="checkbox"/> fire/explosions |
| <input type="checkbox"/> anesthetic gases | <input type="checkbox"/> isocyanates |
| <input type="checkbox"/> arsenic | <input type="checkbox"/> lead |
| <input type="checkbox"/> benzene | <input type="checkbox"/> mercury |
| <input type="checkbox"/> cancer causing agents | <input type="checkbox"/> personal protective equipment |
| <input type="checkbox"/> cleaning products/detergents | <input type="checkbox"/> silica |
| <input type="checkbox"/> coke oven emissions | <input type="checkbox"/> solvents |
| <input type="checkbox"/> compressed gases | <input type="checkbox"/> vapors |
| <input type="checkbox"/> disinfectants/antiseptics | <input type="checkbox"/> vinyl chloride |
| <input type="checkbox"/> drugs | <input type="checkbox"/> wastes |
| <input type="checkbox"/> ethylene oxide | |

others. List them

Biological Hazards

- | | |
|--|------------------------------------|
| <input type="checkbox"/> allergies | <input type="checkbox"/> insects |
| <input type="checkbox"/> animal bites | <input type="checkbox"/> parasites |
| <input type="checkbox"/> bacteria | <input type="checkbox"/> plants |
| <input type="checkbox"/> bird and bat feces | <input type="checkbox"/> sunlight |
| <input type="checkbox"/> bodily fluids | <input type="checkbox"/> viruses |
| <input type="checkbox"/> fungi (mould) | |
| <input type="checkbox"/> human/animal waste | |
|
<input type="checkbox"/> others. List them | |

Ergonomic Hazards - hazards caused by anatomical, physiological, and psychological demands on the worker.

- | | |
|---|--|
| <input type="checkbox"/> awkward postures | <input type="checkbox"/> prolonged standing |
| <input type="checkbox"/> manual material handling | <input type="checkbox"/> repetitive work |
| <input type="checkbox"/> pace of work | <input type="checkbox"/> shift work |
| <input type="checkbox"/> poorly designed equipment | <input type="checkbox"/> using force |
| <input type="checkbox"/> poorly designed tools | <input type="checkbox"/> workload (overload/underload) |
| <input type="checkbox"/> poorly designed workstations | <input type="checkbox"/> work organization |
| <input type="checkbox"/> prolonged sitting | |
|
<input type="checkbox"/> others. List them. | |

Do you put controls in place for the hazards you have identified?

- Yes No

If Yes, please list controls:

If No, please explain:

Your Name

Company Name

Date

Attachment J-4 - Sample Task Order Form

ORDER FOR SUPPLIES OR SERVICES						PAGE	OF	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1		
1. DATE OF ORDER <i>(to be determined)</i>		2. CONTRACT NO. <i>(If any)</i> <i>(to be determined)</i>		6. SHIP TO:				
3. ORDER NO.		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE U.S. Consulate General Sapporo				
5. ISSUING OFFICE <i>(Address correspondence to)</i> U.S. Embassy				b. STREET ADDRESS Kita 1-jo Nishi 28-chome				
7. TO:				c. CITY Chuo-ku, Sapporo		d. STATE	e. ZIP CODE 064-0821	
				f. SHIP VIA				
a. NAME OF CONTRACTOR <i>(to be determined)</i>				8. TYPE OF ORDER				
b. COMPANY NAME								
c. STREET ADDRESS				[] a. PURCHASE REF YOUR: _____ Please furnish the following on the terms And conditions specified on both sides of This order and on the attached sheet, if Any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY		e. STATE	f. ZIP CODE	10. REQUISITIONING OFFICE Facility Management Office				
9. ACCOUNTING AND APPROPRIATION DATA								
11. BUSINESS CLASSIFICATION <i>(Check appropriate box(es))</i> <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED								
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO. n/a		15. DELIVER TO F.O.B. POINT ON OR BEFORE <i>(Date)</i> Indefinite		16. DISCOUNT TERMS Net 30		
13. PLACE OF								
a. INSPECTION See Block 6.		b. ACCEPTANCE See Block 6.						
17. SCHEDULE <i>(See reverse for Rejections)</i>								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Task Order Pursuant to the authority of FAR 52.216-18 Ordering, the Contractor shall perform unscheduled services for the following location(s) in accordance with terms and conditions of the contract, effective the start of performance through the completion and final acceptance of the work: <i>(to be determined)</i>							
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			17(h) TOT. <i>(Cont. pages)</i>
	21. MAIL INVOICE TO:							
	a. NAME Financial Management Officer							
	b. STREET ADDRESS <i>(or P.O. Box)</i> 1-10-5 Akasaka							
c. CITY Minato-ku, Tokyo			d. STATE	e. ZIP CODE 107-8420			17(i) GRAND TOTAL	
22. UNITED STATES OF AMERICA BY <i>(Signature)</i> ►					23. NAME <i>(Name of Contracting Officer)</i> TITLE: CONTRACTING/ORDERING OFFICER			

Attachment J-5 - English Speaking Levels

Speaking Level 1 (Elementary Proficiency)

Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.

- A native speaker must often use slowed speech, repetition, paraphrase, or a combination of these to be understood by this individual.
- Similarly, the native speaker must strain and employ real-world knowledge to understand even simple statements/questions from this individual.
- This speaker has a functional, but limited proficiency.
- Misunderstandings are frequent, but the individual is able to ask for help and to verify comprehension of native speech in face-to-face interaction.
- The individual is unable to produce continuous discourse except with rehearsed material.

Examples:

1. *Structural accuracy is likely to be random or severely limited.*
2. *Time concepts are vague.*
3. *Vocabulary is inaccurate, and its range is very narrow.*
4. *The individual often speaks with great difficulty.*
5. *By repeating, such speakers can make themselves understood to native speakers who are in regular contact with foreigners but there is little precision in the information conveyed.*
6. *Needs, experience, or training may vary greatly from individual to individual; for example, speakers at this level may have encountered quite different vocabulary areas.*
7. *However, the individual can typically satisfy predictable, simple, personal and accommodation needs; can generally meet courtesy, introduction, and identification requirements; exchange greetings; elicit and provide, for example, predictable and skeletal biographical information.*
8. *He/she might give information about business hours, explain routine procedures in a limited way, and state in a simple manner what actions will be taken.*
9. *He/she is able to formulate some questions even in languages with complicated question constructions.*
10. *Almost every utterance may be characterized by structural errors and errors in basic grammatical relations.*
11. *Vocabulary is extremely limited and characteristically does not include modifiers.*
12. *Pronunciation, stress, and intonation are generally poor, often heavily influenced by another language.*
13. *Use of structure and vocabulary is highly imprecise.*

Speaking Level 2 (Limited Working Proficiency)

Able to satisfy routine social demands and limited work requirements.

- Can handle routine work-related interactions that are limited in scope.
- In more complex and sophisticated work-related tasks, usage generally disturbs the native speaker.
- Can handle with confidence, but not with facility, most normal high-frequency social conversational situations, including extensive but casual conversations about current events, as well as work, family, and autobiographical information.
- The individual can comprehend most everyday conversations, but has some difficulty understanding native speakers in situations that require specialized or sophisticated knowledge.
- The individual's utterances are minimally cohesive to articulate basic concepts.
- Linguistic structure is usually not very elaborate and not thoroughly controlled; errors are frequent.
- Vocabulary use is appropriate for high-frequency utterances, but unusual or imprecise elsewhere.

Examples:

1. *While these interactions will vary widely from individual to individual, the individual can typically ask and answer predictable questions in the workplace and give straightforward instructions to subordinates.*
2. *The individual can participate in personal and accommodation-type interactions with elaboration and facility; that is, can give and understand complicated, detailed and extensive directions and make non-routine changes in travel and accommodation arrangements.*
3. *Simple structures and basic grammatical relations are typically controlled; however, there are areas of weakness.*
4. *In the commonly taught languages, these [areas of weakness] may be simple markings such as plurals, articles, linking words, and negatives, or more complex structures such as tense/aspect usage, case morphology, passive constructions, word order, and embedding.*

Speaking Level 3 (General Professional Proficiency)

Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

- Nevertheless, the individual's limitations generally restrict the professional contexts of language use to matters of shared knowledge and/or international convention.
- Discourse is cohesive.
- The individual uses the language acceptably, but with some noticeable imperfections; yet, errors virtually never interfere with understanding and rarely disturb the native speaker.
- The individual can effectively combine structure and vocabulary to convey his/her meaning accurately.
- The individual speaks readily and fills pauses suitably.
- In face-to-face conversation with natives speaking the standard dialect at a normal rate of speech, comprehension is quite complete.
- Although cultural references, proverbs, and the implications of nuances and idiom may not be fully understood, the individual can easily repair the conversation.
- Pronunciation may be obviously foreign.
- Individual sounds are accurate; but stress, intonation, and pitch control may be faulty.

Examples:

1. *Can typically discuss particular interests and special fields of competence with reasonable ease.*
2. *Can use the language as part of normal professional duties such as answering objections, clarifying points, justifying decisions, understanding the essence of challenges, stating and defending policy, conducting meetings, delivering briefings, or other extended and elaborate informative monologues.*
3. *Can reliably elicit information and informed opinion from native speakers.*
4. *Structural inaccuracy is rarely the major cause of misunderstanding.*
5. *Use of structural devices is flexible and elaborate.*
6. *Without searching for words or phrases, the individual uses the language clearly and relatively naturally to elaborate concepts freely and make ideas easily understandable to native speakers.*
7. *Errors occur in low frequency and highly complex structures.*

PERFORMANCE BOND
(See instructions on reverse)

DATE BOND EXECUTED (Must be same or later than date of contract)

OMB No.: 9000-0045

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405

PRINCIPAL (Legal name and business address)

TYPE OF ORGANIZATION ("X" one)

INDIVIDUAL PARTNERSHIP

JOINT VENTURE CORPORATION

STATE OF INCORPORATION

SURETY(IES) (Name(s) and business address(es))

PENAL SUM OF BOND

MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS

CONTRACT DATE

CONTRACT NO.

OBLIGATION:

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The Principal has entered into the contract identified above.

THEREFORE:

The above obligation is void if the Principal -

(a)(1) Performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of the contract during the original term of the contract and any extensions thereof that are granted by the Government, with or without notice to the Surety(ies), and during the life of any guaranty required under the contract, and (2) performs and fulfills all the undertakings, covenants, terms conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) are waived.

(b) Pays to the Government the full amount of the taxes imposed by the Government, if the said contract is subject to the Miller Act, (40 U.S.C. 270a-270e), which are collected, deducted, or withheld from wages paid by the Principal in carrying out the construction contract with respect to which this bond is furnished.

WITNESS:

The Principal and Surety(ies) executed this performance bond and affixed their seals on the above date.

PRINCIPAL

SIGNATURE(S)	1.	2.	3.	Corporate Seal
		(Seal)	(Seal)	
NAME(S) & TITLE(S) (Typed)	1.	2.	3.	Corporate Seal

INDIVIDUAL SURETY(IES)

SIGNATURE(S)	1.	2.
		(Seal)
NAME(S) (Typed)	1.	2.

CORPORATE SURETY(IES)

SURETY A	NAME & ADDRESS	STATE OF INC.	LIABILITY LIMIT	Corporate Seal
			\$	
	SIGNATURE(S)	1.	2.	
	1.	2.		
	NAME(S) & TITLE(S) (Typed)	1.	2.	

CORPORATE SURETY(IES) (Continued)

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT	Corporate Seal
	SIGNATURE(S)	1.	2.	\$	
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

BOND PREMIUM 	RATE PER THOUSAND (\$)	TOTAL (\$)
---	------------------------	------------

INSTRUCTIONS

1. This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE

SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28) for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning their financial capability.

4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.

PAYMENT BOND <i>(See instructions on reverse)</i>	DATE BOND EXECUTED <i>(Must be same or later than date of contract)</i>	OMB No.: 9000-0045
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Public reporting burden for this collection of information is estimate to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405

PRINCIPAL <i>(Legal name and business address)</i>	TYPE OF ORGANIZATION <i>("X" one)</i> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> CORPORATION STATE OF INCORPORATION																				
SURETY(IES) <i>(Name(s) and business address(es))</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">PENAL SUM OF BOND</th> </tr> <tr> <td style="width:25%; font-size: x-small;">MILLION(S)</td> <td style="width:25%; font-size: x-small;">THOUSAND(S)</td> <td style="width:25%; font-size: x-small;">HUNDRED(S)</td> <td style="width:25%; font-size: x-small;">CENTS</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="font-size: x-small;">CONTRACT DATE</td> <td colspan="2" style="font-size: x-small;">CONTRACT NO.</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> <td colspan="2"></td> </tr> </table>	PENAL SUM OF BOND				MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS					CONTRACT DATE		CONTRACT NO.					
PENAL SUM OF BOND																					
MILLION(S)	THOUSAND(S)	HUNDRED(S)	CENTS																		
CONTRACT DATE		CONTRACT NO.																			

OBLIGATION:

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The above obligation is void if the Principal promptly makes payment to all persons having a direct relationship with the Principal or a subcontractor of the Principal for furnishing labor, material or both in the prosecution of the work provided for in the contract identified above, and any authorized modifications of the contract that subsequently are made. Notice of those modifications to the Surety(ies) are waived.

WITNESS:

The Principal and Surety(ies) executed this payment bond and affixed their seals on the above date.

PRINCIPAL					
	SIGNATURE(S)	1. _____ <div style="text-align: center; font-size: x-small;">(Seal)</div>	2. _____ <div style="text-align: center; font-size: x-small;">(Seal)</div>	3. _____ <div style="text-align: center; font-size: x-small;">(Seal)</div>	Corporate Seal
	NAME(S) & TITLE(S) <i>(Typed)</i>	1. _____	2. _____	3. _____	
INDIVIDUAL SURETY(IES)					
	SIGNATURE(S)	1. _____ <div style="text-align: center; font-size: x-small;">(Seal)</div>	2. _____ <div style="text-align: center; font-size: x-small;">(Seal)</div>		
	NAME(S) <i>(Typed)</i>	1. _____	2. _____		
CORPORATE SURETY(IES)					
SURETY A	NAME & ADDRESS			STATE OF INC.	LIABILITY LIMIT
					\$
	SIGNATURE(S)	1. _____	2. _____		Corporate Seal
NAME(S) & TITLE(S) <i>(Typed)</i>	1. _____	2. _____			

CORPORATE SURETY(IES) (Continued)

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT \$	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) <i>(Typed)</i>	1.	2.		

INSTRUCTIONS

1. This form, for the protection of persons supplying labor and material, is used when a payment bond is required under the Act of August 24, 1935, 49 Stat. 793 (40 U.S.C. 270a-270e). Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space

designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28) for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning their financial capability.

4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.



Regional Security Office Tokyo Security Form

Please type or write in legible block letters.

Use number 19 if you need extra space for your detailed answers.

和文・英文両方で明確に書いて下さい。英文に関しては、タイプするか活字体で記入して下さい。

(記入欄が不足した場合には、設問19にそれぞれの番号を付した上、ご記入ください。)

1. Name

氏名

_____/_____/_____
(LAST /苗字) (First/名前) (Middle)

2. Alias/Maiden name

別姓・旧姓

3. Date of Birth

生年月日

Year

年

Month

月

Day

日

4. Nationality 国籍

5. Marital Status 婚暦

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single 独身	Married 婚姻	Widowed 寡婦/夫	Divorced 離婚

6. Place of Birth (City/State) 出生地(都道府県/区市町村)

7. Permanent

Address

本籍地

8. Present Address

現住所

〒

9. TEL :

CELL:

EMAIL:

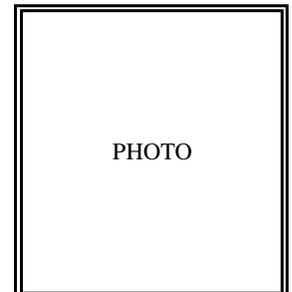
10. Previous addresses of past 7 years. From present to past. (過去7年間の住所を新しい順に。)

Duration 期間

Address 住所

(例'98年4月～'00年9月

〒107-0051 東京都港区赤坂1-10-5)



11. Last Education (最終学歴)

DATES	NAME OF SCHOOL	DEPARTMENT, MAJOR	ADDRESS
～			
期間	学校名	学部・学科	住所
～			

12. Employments of past 7 years. From present to past. (過去7年間の職業。新しい順に)
(From/ To/ Name of Company / Address, 期間/会社名/所在地)

Dates/期間	Name of Company/ 就業先名	Address and Phone Number/ 住所、電話番号
～		
～		
～		
～		
～		
～		

13. Biological Sketch (Parents, Spouse, Children, Siblings, In-Laws)
家族構成(両親、配偶者、子供、兄弟姉妹、義父母)

Name	Relationship	DOB	Nationality	Occupation (Detailed)	Residence(City,Country)
名前	関係	生年月日	国籍	職業(具体的に)	居住地(町, 国)
	父 (Father)				
	母 (Mother)				

14. Three References residing in Japan: **Do not include family or relatives.**
(日本在住の参考人3名、住所と電話番号。家族及び親戚を除く。)

Name / 名前	Address / 住所
勤務先, 就学先名	郵便番号 Telephone/ 電話番号
	〒
	〒
	〒

15. Travel History (List your overseas travel in the last 7 years, start with most recent one.) 渡航歴 (現在から過去7年まで遡って記入してください。)				
Country 国名	DATES 期間		Type of Visa ビザ	Purpose 目的
	From	To		

16. Health Conditions 健康状態 (If answer is "YES" please give details under Item #19.) "YES" の回答があれば、設問19に詳細を書き込んでください。			YES	NO
Have you now or have you ever had any physical limitations? 過去に身体的制約 (ハンディキャップ) を持っていた、もしくは現在持っていますか?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you now under a physician's care? 現在、医師にかかっていますか?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a nervous disorder? 神経系疾患を患った事がありますか?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had tuberculosis? 結核を患った事がありますか?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the past 12 months, have you used intoxicating beverages or drug to excess? 過去12ヶ月内で酒類や薬物を過剰に摂取しましたか?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a drug, narcotic or alcohol addiction? 薬物、麻薬もしくはアルコール依存の症状がありますか?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Have you ever been arrested or detained by any police or military authority? If so, name the authority, give the time, place and reason for arrest or detention and the disposition of court action.
警察に逮捕されたことがありますか? あれば警察名、年月日、場所、理由、処分等を記入してください。

18. Draw a map of your residence to the nearest train station using the space below.
最寄りの駅より自宅までの地図を詳細に書いて下さい。

19. Use this space for detailed answers. Number answers to correspond with the questions. Use extra blank pages, if necessary.

空欄を使用し、設問の番号と共に回答の詳細を記入してください。必要であれば空白のページを追加して下さい。

This is to certify that the information provided herein is true to the best of my knowledge.
以上相違ありません。

Signature (署名)

Date (日付)