Consulate of the United States of America
Fukuoka, Japan

May 17, 2021

Dear Prospective Offerors:

SUBJECT: Request for Quotations (RFQ) Number 19JA25-21-Q-0077
Townhouse Make-Ready Services

U.S. Consulate Fukuoka seeks to enter into a contract with a qualified, responsible, and reliable firm with sufficient knowledge and facilities for obtaining townhouse make-ready services for AW residence at the U.S. Consulate in Fukuoka.

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/.

If you are interested in submitting a quote on this project, follow the instructions in "SECTION J – QUOTATION INFORMATION", complete the required portions of the enclosed document, and submit to the email address shown on the next page.

1. Pre-quotation Conference and Site Visit

a. To provide all the quoters with a uniform explanation of requirements, the Embassy will hold a pre-quotation conference and site visit, as follows:

Date and Time:	9:30 a.m., Tuesday, May 25, 2021 (JST) Check-in time will start at 9:10 a.m.
Location:	American Consulate Fukuoka Ohori 2-5-26, Chuo-ku, Fukuoka city, Fukuoka, 810-0052, Japan

Note: The U.S. Consulate does not provide parking spaces at the Consulate. All participants must arrange their own parking place.

b. All interested quoters who wish to attend must submit individual name (s), limited to two persons per company, company name/address, telephone/fax numbers, and email address to Toshiyuki AOCHI via email at AOCHITX@state.gov by no later than 12:00 noon, Friday, May 21, 2021 (JST), to arrange entry to the Consulate building.

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

d. Please note that attendees are not allowed to bring PCs, electronic measuring equipment, cameras, and any kinds of electronic device for this meeting. Therefore, do NOT bring them with you as the Consulate guards will not keep them for you.

e. Photography is NOT ALLOWED within the Consulate building, Residential areas, and grounds. The Consulate will provide approved photos via website if requested.

2. Questions

Following the site visit, quoters may submit questions in English in regard to this RFQ by 12:00 noon, Thursday, May 27, 2021 (JST), via e-mail at AOCHITX@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. Quotations

Quotations must be received by no later than 12:00 noon, Tuesday, June 8, 2021 (JST) to Toshiyuki Aochi via email as indicated below. No quotation will be accepted after this time.

NOTE: After submission of quotation, quoter shall contact Toshiyuki Aochi by phone or separate email to confirm the receipt of quotation.

Point of Contact: Toshiyuki AOCHI
Email: AOCHITX@state.gov
Subject: RFQ 19JA25-21-Q-0077

Mobile: 080-1720-1714
Embassy Telephone Operator: 03-3224-5000

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

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

Sincerely,

Andrew T. Staples
Contracting Officer

Enclosure:
Request for Quotations 19JA25-21-Q-0077

REQUEST FOR QUOTATIONS (RFQ) *(THIS IS NOT AN ORDER)*	THIS RFQ [ ] IS [√] IS NOT A SMALL BUSINESS SET-ASIDE	PAGE 1	OF	PAGES 41

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
19JA25-21-Q-0077	May 17, 2021	PR9900662		

5A. ISSUED BY

Management Section
U.S. Consulate Fukuoka
2-5-26 Ohori
Chuo-ku, Fukuoka city, Fukuoka 810-0052 Japan

6. DELIVER BY *(Date)*

5B. FOR INFORMATION CALL: *(Name and telephone no.) (No collect calls*

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Toshiyuki AOCHI	+81-80	1720-1714

7. DELIVERY

___FOB DESTINATION ___ OTHER *(See Schedule)*

8. TO:

a. NAME	b. COMPANY		
c. STREET ADDRESS			
d. CITY	e. STATE	f. ZIP CODE	

9. DESTINATION

a. NAME OF CONSIGNEE	
b. STREET ADDRESS	
c. CITY s	
d. STATE	e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE:

June 8, 2021;
12:00 noon (JST)

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter

11. SCHEDULE *(Include applicable Federal, State and local taxes)*

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Townhouse make-ready services for AW residence at the U.S. Consulate in Fukuoka, Japan, in accordance with the terms and conditions of this Request for Quotations.	1	Project	(See the pricing table – Section A.1 PRICES)	

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS	b. 20 CALENDAR DAYS	c. 30 CALENDAR DAYS	d. CALENDAR DAYS	
	%	%	%	NUMBER	%

NOTE: Additional provisions and representations [√]are [ ]are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15 DATE OF QUOTATION
a. NAME and ADDRESS OF QUOTER (COMPANY) DUNS No.:				
c. COUNTY			16. SIGNER a. NAME (*Type or print*)	b. TELEPHONE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	AREA CODE NUMBER

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Attachment I-1 - Statement of Work

Attachment I-2 - Regional Security Office (RSO) Tokyo Security Form

SECTION A: PRICES

A.1 The Contractor shall complete all work, including furnishing all labor, material, equipment and services required under this purchase order for the following firm fixed price and within the time specified. This total price shall include all labor, materials, all insurances, overhead and profit.

PAINTING	- Section 2 of SOW
Material	(1)
Labor	(2)
CLEANING	- Section 3, 4 of SOW
Material and Labor	(3)
GENERAL MAINTENANCE	- Section 5, 6, 7, 8 of SOW
Material	(4)
Labor	(5)
BATHROOM REPAIR	- Section 9 (Option 1) of SOW
Material	(6)
Labor	(7)
WOOD FLOORING INSTALLATION - Section 10 (Option 2) of SOW	
Material and Labor	(8)
MASTER BEDROOM	- Section 11 (Option 3) of SOW
Material	(9)
Labor	(10)
WOODEN DUCT REPAIR	- Section 12 (Option 4) of SOW
Material and Labor	(11)
ACCORDION DOOR	- Section 13 (Option 5) of SOW
Material and Labor	(12)

(a) Base Work (1) ~ (5) : _____

(b) Option Work (6) ~ (12) : _____

Option 1, (6) + (7) : _____

Option 2, (8) : _____

Option 3, (9) + (10) : _____

Option 4, (11) : _____

Option 5, (12) : _____

Base and Option Work Total :
(a) + (b) _____

A.2 The U.S. Consulate Fukuoka 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 U.S. 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: https://www.mofa.go.jp/mofaj/ms/po/page22_003420.html)

A.3 Offers and Payment in U.S. dollars: 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.

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 local currency, Japanese Yen.

SECTION B: SCOPE OF WORK

The character and scope of the work are set forth in the contract, see Attachment I-1 – Statement of Work. The Contractor shall furnish and install all materials required by this contract.

Drawings may be provided in site visit. In case of differences between small and large-scale drawings, the latter will govern. Where a portion of the work is drawn in detail and the remainder of the work is indicated in outline, the parts drawn in detail shall apply also to all other portions of the work.

SECTION C: PACKAGING AND MARKING

The Contractor shall mark materials delivered to the site as follows:

U.S. Consulate Fukuoka
Attn: Facility Management Office
Ohori 2-5-26, Chuo-ku, Fukuoka city, Fukuoka,
810-0052, Japan

SECTION D: INSPECTION AND ACCEPTANCE

The Contracting Officer’s Representative (COR), or his/her authorized representatives, will inspect from time to time the services being performed and the supplies furnished to determine whether work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

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

D.1 SUBSTANTIAL COMPLETION

(a) "*Substantial Completion*" means the stage in the progress of the work as determined and certified by the Contracting Officer in writing to the Contractor, on which the work (or a portion designated by the Government) is sufficiently complete and satisfactory. Substantial completion means that the property may be occupied or used for the purpose for which it is intended, and only minor items such as touch-up, adjustments, and minor replacements or installations remain to be completed or corrected which:

(1) do not interfere with the intended occupancy or utilization of the work, and
(2) can be completed or corrected within the time period required for final completion.

(b) The "date of substantial completion" means the date determined by the Contracting Officer or authorized Government representative as of which substantial completion of the work has been achieved.

Use and Possession upon Substantial Completion - The Government shall have the right to take possession of and use the work upon substantial completion. Upon notice by the Contractor that the work is substantially complete (a Request for Substantial Completion) and an inspection by the Contracting Officer or an authorized Government representative (including any required tests), the Contracting Officer shall furnish the Contractor a Certificate of Substantial Completion. The certificate will be accompanied by a Schedule of Defects listing items of work remaining to be performed, completed or corrected before final completion and acceptance. Failure of the Contracting Officer to list any item of work shall not relieve the Contractor of responsibility for complying with the terms of the contract. The Government's possession or use upon substantial completion shall not be deemed an acceptance of any work under the contract.

D.2 FINAL COMPLETION AND ACCEPTANCE

D.2.1 "Final completion and acceptance" means the stage in the progress of the work as determined by the Contracting Officer and confirmed in writing to the Contractor, at which all work required under the contract has been completed in a satisfactory manner, subject to the discovery of defects after final completion, and except for items specifically excluded in the notice of final acceptance.

D.2.2 The "*date of final completion and acceptance*" means the date determined by the Contracting Officer when final completion of the work has been achieved, as indicated by written notice to the Contractor.

D.2.3 FINAL INSPECTION AND TESTS. The Contractor shall give the Contracting Officer at least five (5) days advance written notice of the date when the work will be fully completed and ready for final inspection and tests. Final inspection and tests will be started not later than the date specified in the notice unless the Contracting Officer determines that the work is not ready for final inspection and so informs the Contractor.

D.2.4 FINAL ACCEPTANCE. If the Contracting Officer is satisfied that the work under the contract is complete (with the exception of continuing obligations), the Contracting Officer shall issue to the Contractor a notice of final acceptance and make final payment upon:

(a) Satisfactory completion of all required tests,

(b) A final inspection that all items by the Contracting Officer listed in the Schedule of Defects have been completed or corrected and that the work is finally complete (subject to the discovery of defects after final completion), and

(c) Submittal by the Contractor of all documents and other items required upon completion of the work, including a final request for payment (Request for Final Acceptance).

SECTION E: DELIVERIES OR PERFORMANCE

E.1 FAR 52.211-10 COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK (APR 1984)

The Contractor shall follow the following items:

(a) Commence work under this contract on/after June 16, 2021. The Contractor shall commence the work on the next day the work site is vacated.

(b) Prosecute the work diligently.

(c) Complete the entire work in 31 calendar days after the date of commencement of work specified in E.1 (a).

The time stated for completion shall include final cleanup of the premises and completion of punch list items.

E.2 Reserved

E.3 CONTRACTOR'S SUBMISSION OF CONSTRUCTION SCHEDULES

(a) The time for submission of the schedules referenced in FAR 52.236-15, "Schedules for Construction Contracts", paragraph (a), is hereby modified to reflect the due date for submission as 3 calendar days after receipt of an executed contract".

(b) These schedules shall include the time by which shop drawings, product data, samples and other submittals required by the contract will be submitted for approval.

(c) The Contractor shall 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 used by the Government. The Contractor shall submit a schedule, which sequences work so as to minimize disruption at the job site.

(d) All deliverables shall be in the English language and any system of dimensions (English or metric) shown shall be consistent with that used in the contract. No extension of time shall be allowed due to delay by the Government in approving such deliverables if the Contractor has failed to act promptly and responsively in submitting its deliverables. The Contractor shall identify each deliverable as required by the contract.

(e) 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

contract modification 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, or
(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.

E.4 NOTICE OF DELAY

If 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 late completion of the project, the Contractor shall notify the Contracting Officer. The Contractor’s notice shall state 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. The Contractor shall give such notice promptly, not more than ten (10) days after the first event giving rise to the delay or prospective delay. Only the Contracting Officer may make revisions to the approved time schedule.

E.5 NOTICE TO PROCEED

(a) After receiving and accepting evidence of insurance, the Contracting Officer will provide the Contractor a Notice to Proceed. The Contractor must then prosecute the work, commencing and completing performance not later than the time period established in the contract.

(b) It is possible that the Contracting Officer may elect to issue the Notice to Proceed before receipt and acceptance of any bonds or evidence of insurance. 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.

E.6 WORKING HOURS

All work shall be performed during the hours between 9:00 a.m. and 5:00 p.m., Monday through Friday, except Japanese and U.S. holidays. Some work may be carried out during the weekends or after hours as advised by the COR/POSHO. Other hours, if requested by the Contractor, may be approved by the Contracting Officer's Representative (COR). The Contractor shall give 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours, initiated by the Contractor, will not be a cause for a price increase.

E.7 PRECONSTRUCTION CONFERENCE

A preconstruction conference will be held 3 days after contract award at the U.S. Consulate Fukuoka (Ohori 2-5-26, Chuo-ku, Fukuoka 810-0052, Japan) to discuss the schedule, submittals, notice to proceed, mobilization and other important issues that effect construction progress. See FAR 52.236-26, Preconstruction Conference.

E.8 DELIVERABLES

DELIVERABLES - The following items shall be delivered under this contract:			
Description	Quantity	Deliver Date	Deliver To
Subsection E.3 - **Construction Schedule**	1	3 days after award	COR
Subsection E.7 – **Preconstruction Conference**	1	3 days after award	COR
Subsection F.2 - **Payment Request**	1	Last calendar day of each month	COR
Subsection G.2 - **Insurance**	1	3 days after award	CO
Subsection G.5.2 – **Construction Personnel (RSO Tokyo Security Form)**	1	5 days after award	COR
Construction Accident Prevention Plan (CAAP)	1	3 days after award	COR

SECTION F: ADMINISTRATIVE DATA

F.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 Maintenance Foreman/Inspector at the U.S. Consulate Fukuoka, Japan.

F.2 Payment. The Contractor's attention is directed to Section H, 52.232-5, "Payments Under Fixed-Price Construction Contracts". The following elaborates on the information contained in that clause.

Requests for payment, may be made no more frequently than monthly. Payment requests shall cover the value of labor and materials completed and in place, including a prorated portion of overhead and profit.

After 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 is then due. If the Contracting Officer does not approve payment of the full amount applied for, less the retainage allowed by in 52.232-5, the Contracting Officer shall advise the Contractor as to the reasons.

Under the authority of 52.232-27(a), the 14 day period identified in FAR 52.232-27(a)(1)(i)(A) is hereby changed to 30 days.

F.3 Invoice Submission. To constitute a proper invoice, the invoice shall include all the items required by FAR 32.905(e).

The Contractor shall submit invoices electronically to TokyoInvoices@state.gov.

SECTION G: SPECIAL REQUIREMENTS

G.1 RESERVED.

G.2. INSURANCE

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

G.2.1 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 JAPANESE YEN	
Per Occurrence	¥3,000,000
Cumulative	¥9,000,000

G.2.2 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.

G.2.3 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.

G.2.4 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.

G.2.5 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.

G.3 DOCUMENT DESCRIPTIONS

G.3.1 SUPPLEMENTAL DOCUMENTS: The Contracting Officer shall furnish from time to time such detailed drawings and other information as is considered necessary, in the opinion of the Contracting Officer, to interpret, clarify, supplement, or correct inconsistencies, errors or omissions in the Contract documents, or to describe minor changes in the work not involving an increase in the contract price or extension of the contract time. The Contractor shall comply with the requirements of the supplemental documents, and unless prompt objection is made by the Contractor within 20 days, their issuance shall not provide for any claim for an increase in the Contract price or an extension of contract time.

G.3.1.1 RECORD DOCUMENTS. The Contractor shall maintain at the project site:

(1) a current marked set of Contract drawings and specifications indicating all interpretations and clarification, contract modifications, change orders, or any other departure from the contract requirements approved by the Contracting Officer; and,
(2) a complete set of record shop drawings, product data, samples and other submittals as approved by the Contracting Officer.

G.3.1.2 "As-Built" Documents: After final completion of the work, but before final acceptance thereof, the Contractor shall provide:

(1) a complete set of "as-built" drawings, based upon the record set of drawings, marked to show the details of construction as actually accomplished; and,
(2) record shop drawings and other submittals, in the number and form as required by the specifications.

G.4 LAWS AND REGULATIONS

The Contractor shall, without additional expense to the Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work, including those of the host country, and with the lawful orders of any governmental authority having jurisdiction. Host country authorities may not enter the construction site 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 between 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.

G.4.1 The Contractor shall comply with all local 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.

G.4.2 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.

G.4.3 The Contractor shall submit proper documentation and evidence satisfactory to the Contracting Officer of compliance with this clause.

G.5 CONSTRUCTION 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 among those employed at the site. The Contractor shall ensure the preservation of peace and protection of persons and property in the neighborhood of the project against such action. 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 Government's interests.

G.5.1 If the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately give notice, including all relevant information, to the Contracting Officer.

G.5.2 After award, the Contractor has five calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. It is anticipated that security checks will take 30 days to perform. See Attachment I-2 - RSO Tokyo Security Form for applying Consulate access batch.

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

G.5.3 Reserved.

G.6 Materials and Equipment - All materials and equipment incorporated into the work shall be new and for the purpose intended, unless

otherwise specified. All workmanship shall be of good quality and performed in a skillful manner that will withstand inspection by the Contracting Officer.

G.7 SPECIAL WARRANTIES

G.7.1 Any special warranties that may be required under the contract shall be subject to the stipulations set forth in 52.246-21, "Warranty of Construction", as long as they are not in conflict.

G.7.2 The Contractor shall obtain and furnish to the Government all information required to make any subcontractor's, manufacturer's, or supplier's guarantee or warranty legally binding and effective. The Contractor shall submit both the information and the guarantee or warranty to the Government in sufficient time to permit the Government to meet any time limit specified in the guarantee or warranty, but not later than completion and acceptance of all work under this contract.

G.8 EQUITABLE ADJUSTMENTS

Any circumstance for which the contract provides an equitable adjustment that causes a change within the meaning of paragraph (a) of the "Changes" clause shall be treated as a change under that clause; provided, that the Contractor gives the Contracting Officer prompt written notice (within 20 days) stating:

(a) the date, circumstances, and applicable contract clause authorizing an equitable adjustment and
(b) that the Contractor regards the event as a changed condition for which an equitable adjustment is allowed under the contract

The Contractor shall provide written notice of a differing site condition within 10 calendar days of occurrence following FAR 52.236-2, Differing Site Conditions.

G.9 ZONING APPROVALS AND PERMITS

The Government shall be responsible for:

(a) obtaining proper zoning or other land use control approval for the project
(b) obtaining the approval of the Contracting Drawings and Specifications
(c) paying fees due for the foregoing; and,
(d) for obtaining and paying for the initial building permits.

SECTION H: CLAUSES

H.1 This contract incorporates one or more 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/*. Please note 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 https://www.acquisition.gov/content/regulations to access 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.

H.2 The following Federal Acquisition Regulation (FAR) clauses are incorporated by reference (48 CFR CH. 1):

CLAUSE	TITLE AND DATE
52.202-1	Definitions (JUN 2020)
52.204-9	Personal Identity Verification of Contractor Personnel (JAN 2011)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (JUN 2020)
52.204-13	System for Award Management Maintenance (OCT 2018)
52.204-18	Commercial and Government Entity Code Maintenance (AUG 2020)
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 (JUN 2020)
52.213-4	Terms and Conditions-Simplified Acquisitions (Other than Commercial Items) (FEB 2021)
52.216-7	Allowable Cost and Payment (JUN 2013)
52.222-1	Notice to the Government of Labor Disputes (FEB 1997)
52.222-19	Child Labor – Cooperation with Authorities and Remedies (JAN 2018)
52.222-50	Combating Trafficking in Persons (OCT 2020)
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving (JUN 2020)
52.225-13	Restrictions on Certain Foreign Purchases (Feb 2021)
52.225-14	Inconsistency between English Version and Translation of Contract (FEB 2000)
52.228-3	Workers' Compensation Insurance (Defense Base Act) (JUL 2014)
52.228-4	Workers' Compensation and War-Hazard Insurance Overseas (APR 1984)
52.228-5	Insurance - Work on a Government Installation (JAN 1997)

52.228-11 Pledges of Assets (FEB 2021)
52.228-13 Alternative Payment Protection (JULY 2000)
52.228-14 Irrevocable Letter of Credit (NOV 2014)
52.228-15 Performance and Payment Bonds-Construction (JUN 2020)
52.229-6 Taxes - Foreign Fixed-Price Contracts (FEB 2013)
52.229-7 Taxes- Fixed Price Contracts with Foreign Governments (FEB 2013)
52.232-5 Payments under Fixed-Price Construction Contracts (MAY 2014)
52.232-8 Discounts for Prompt Payment (FEB 2002)
52.232-11 Extras (APR 1984)
52.232-18 Availability of Funds (APR 1984)
52.232-22 Limitation of Funds (APR 1984)
52.232-25 Prompt Payment (JULY 2013)
52.232-27 Prompt Payment for Construction Contracts (MAY 2014)
52.232-33 Payment by Electronic Funds Transfer - System for Award Management (OCT 2018)
52.232-34 Payment by Electronic Funds Transfer – Other than System for Award Management (JULY 2013)
52.233-1 Disputes (MAY 2014) *Alternate I (DEC 1991)*
52.233-3 Protest after Award (AUG 1996)
52.236-2 Differing Site Conditions (APR 1984)
52.236-3 Site Investigation 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 Areas (APR 1984)
52.236-11 Use and Possession Prior to Completion (APR 1984)
52.236-12 Cleaning Up (APR 1984)
52.236-13 Accident Prevention (NOV 1991)
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)
52.242-14 Suspension Of Work (APR 1984)
52.243-4 Changes (JUN 2007)
52.243-5 Changes and Changed Conditions (APR 1984)
52.244-6 Subcontracts for Commercial Items (NOV 2020)
52.245-2 Government Property Installation Operation Services (APR 2012)
52.245-9 Use and Charges (APR 2012)
52.246-12 Inspection of Construction (AUG 1996)
52.246-17 Warranty of Supplies of a Noncomplex Nature (JUN 2003)
52.246-21 Warranty of Construction (MAR 1994)
52.246-26 Reporting Nonconforming Items (JUN 2020)
52.249-2 Termination for Convenience of the Government (Fixed-Price) (APR 2012) Alternate I (SEPT 1996)

52.249-10 Default (Fixed-Price Construction) (APR 1984)
52.249-14 Excusable Delays (APR 1984)

H.3 The following Federal Acquisition Regulation (FAR) clause is set forth in full text:

FAR 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

(a) Definitions. As used in this clause—

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means–

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means–

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation 4.2104.

(c) Exceptions. This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting Requirement

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at https://dibnet.dod.mil. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at https://dibnet.dod.mil.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause-

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

H.4 The following Department of State Acquisition Regulation (DOSAR) clause(s) is/are set forth in full text:

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* .
(End of clause)

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.
(End of 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 e-mail 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 652.236-70 ADDITIONAL SAFETY MEASURES (OCT 2017)

In addition to the safety/accident prevention requirements of FAR 52.236-13, Accident Prevention Alternate I, the contractor shall comply with the following additional safety measures.

(a) *High Risk Activities*. If the project contains any of the following high risk activities, the contractor shall follow the section in the latest edition, as of the date of the solicitation, of the U.S. Army Corps of Engineers Safety and Health manual, EM 385-1-1, that corresponds to the high risk activity. Before work may proceed, the contractor must obtain approval from the COR of the written safety plan required by FAR 52.236-13, Accident Prevention Alternate I (see paragraph (f) below), containing specific hazard mitigation and control techniques.

(1) Scaffolding;
(2) Work at heights above 1.8 meters;
(3) Trenching or other excavation greater than one (1) meter in depth;
(4) Earth-moving equipment and other large vehicles;
(5) Cranes and rigging;
(6) Welding or cutting and other hot work;
(7) Partial or total demolition of a structure;
(8) 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;
(9) 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.);
(10) 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
(11) Hazardous noise levels as required in EM 385-1 Section 5B or local standards if more restrictive.

(b) *Safety and Health Requirements*. The contractor and all subcontractors shall comply with the latest edition of the U.S. Army Corps of Engineers Safety and Health manual EM 385-1-1, or OSHA 29 CFR parts 1910 or 1926 if no EM 385-1-1 requirements are applicable, and the accepted contractor’s written safety program.

(c) *Mishap Reporting*. The contractor is required to report **immediately** all mishaps to the COR and the contracting officer. A "mishap" is any event causing injury, disease or illness, death, material loss or property damage, or incident causing environmental contamination. The mishap reporting requirement shall include fires, explosions, hazardous materials contamination, and other similar incidents that may threaten people, property, and equipment.

(d) *Records*. The contractor shall maintain an accurate record on all mishaps 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.

(e) *Subcontracts*. The contractor shall insert this clause, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts.

(f) *Written program*. The plan required by paragraph (f)(1) of the clause entitled "Accident Prevention Alternate I" shall be known as the Site Safety and Health Plan (SSHP) and shall address any activities listed in paragraph (a) of this clause, or as otherwise required by the contracting officer/COR.

(1) The SSHP shall be submitted at least 10 working days prior to commencing any activity at the site.
The plan must address developing activity hazard analyses
(2)(AHAs) for specific tasks. The AHAs shall define the activities being performed and identify the work sequences, the specific anticipated hazards, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk. Work shall not begin until the AHA for the work activity has been accepted by the COR and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives.
(3) The names of the Competent/Qualified Person(s) required for a particular activity (for example, excavations, scaffolding, fall protection, other activities as specified by EM 385-1-1) shall be identified and included in the AHA. Proof of their competency/qualification shall be submitted to the contracting officer or COR for acceptance prior to the start of that work activity. The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).(End of clause)

DOSAR 652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The Contractor warrants the following:

(1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
(2) That is 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 652.243-70 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.
(End of clause)

SECTION I: LIST OF ATTACHMENTS

Attachment I-1 Statement of Work

Attachment I-2 Regional Security Office (RSO) Tokyo Security Form

SECTION J: QUOTATION INFORMATION

J.1 QUALIFICATIONS OF OFFERORS

Offerors/quoters must be technically qualified and financially responsible to perform the work described in this solicitation. At a minimum, each Offeror/Quoter must meet the following requirements:

(1) 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 construction 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 or to post adequate performance security, such as bonds, 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.

J.2 SUBMISSION OF QUOTATIONS

This Request for Quotation is for the performance of the services described in Section B: Statement of Work, and the Attachments which are a part of this Request for Quotations.

Each quotation must consist of **one copy** of the following:		
VOLUME	TITLE	NUMBER OF COPIES
1.	STANDARD FORM 18 (SF-18) – completion of blocks 11(f), 13a, 14, 15, 16a, 16b, and 16c of the form.	1
2.	SECTION A: PRICES – completion of all blanks in A.1. Quoters must include the currency which they are submitting their price in.	1
3.	SECTION L - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR QUOTERS – completion of all portions that are applicable.	1
4.	SECTION E – Construction Schedule	1

Quotations must be received by no later than **12:00 noon, Tuesday, June8, 2021 (JST)** to **Toshiyuki Aochi** via email as indicated below. No quotation will be accepted after this time.

Point of Contact: Toshiyuki Aochi
Email: AOCHITX@state.gov
Subject: RFQ 19JA25-21-Q-0077

Mobile: 080-1720-1714
Embassy Telephone Operator: 03-3224-5000

After submission of quotation, quoter shall contact Toshiyuki Aochi by phone or separate email to confirm the receipt of quotation.

The quoter shall identify and explain/justify any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this request for quotation in the appropriate volume of the offer.

J.3 52.236-27 SITE VISIT (CONSTRUCTION) (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, quoters are urged and expected to inspect the site where the work will be performed.

(b) A site visit has been scheduled on **Tuesday**, **May 25**, **2021**, from 9:30 a.m. to on/about 11:00 a.m. (JST). Check-in time will start at 9:10a.m.

(c) Participants shall meet the main entrance of U.S. Consulate Fukuoka, located at Ohori 2-5-26, Chuo-ku, Fukuoka city, Fukuoka, 810-0052, Japan.

J.4 MAGNITUDE OF CONSTRUCTION PROJECT

It is anticipated that the range in price of this contract will be: Between $25,000 and $100,000.

J.5 LATE QUOTATIONS Late quotations shall be handled in accordance with Federal Acquisition Regulation (FAR).

J.6 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: *http://www.acquisition.gov/far/*. Please note this address is subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Department of State Acquisition Requlation website at https://www.acquisition.gov/dosar to access the link to the FAR, or use of an Internet "search engine" (for example, Google, Yahoo or Excite) is suggested to obtain the latest location of the most current FAR.

J.7 The following Federal Acquisition Regulation provisions are incorporated by reference (48 CFR CH. 1):

PROVISION	TITLE AND DATE
52.204-7	SYSTEM FOR AWARD MANAGEMENT (OCT 2018)
52.204-16	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (JUL 2016)
52.214-33S	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
52.215-1	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004)

SECTION K: EVALUATION CRITERIA

K.1 Evaluation of Quotations

(a) Award will be made to the lowest priced, responsible quoter who provides an acceptable quote. The Government reserves the right to reject quotations that are unreasonably low or high in price.

(b) Although the award is to be made to the lowest priced offeror, the U.S. Government may request a list of experience/past performance, licenses/permits if required, and financial statements to determine whether or not the offeror is a responsible contractor.

K.2 The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ. The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

(a) ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
(b) satisfactory record of integrity and business ethics;
(c) necessary organization, experience, and skills or the ability to obtain them;
(d) necessary equipment and facilities or the ability to obtain them; and
(e) otherwise, qualified and eligible to receive an award under applicable laws and regulations.

SECTION L: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR QUOTERS

L.1 FAR 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions:

"Common parent", as used in this 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.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, 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) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (3l USC 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) 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 the Federal Government.

(e) Type of Organization
___Sole Proprietorship;

___Partnership:
___Corporate Entity (not tax exempt);
___Corporate Entity (tax exempt);
___Government Entity (Federal, State, or local);
___Foreign Government;
___International Organization per 26 CFR 1.6049-4;
___Other _____

(f) 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: _____

L.2 FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAR 2020)

(a)
(1) The North American Industry classification System (NAICS) code for this acquisition is 238990.
(2) The small business size standard is $36.5M.
(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, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), 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 $250,000.

(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation. This provision applies to all solicitations.

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

(v) 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.

(vi) 52.204-26, Covered Telecommunications Equipment or Services-Representation. This provision applies to all solicitations.

(vii) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation.

(viii) 52.209-5; Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(ix) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.

(x) 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.

(xi) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(xii) 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.

(xiii) 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.

(xiv) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xv) 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.
(xvi) 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.
(xvii) 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.
(xviii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.
(xix) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals—Representation. This provision applies to solicitations that include the clause at 52.204-7.
(xx) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.
(xxi) 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 $83,099, the provision with its Alternate II applies.
(D) If the acquisition value is $83,099 or more but is less than $100,000, the provision with its Alternate III applies.
(xxii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.
(xxiii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.
(xxiv) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.
(xxv) 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) 52.204-20, Predecessor of Offeror.

___ (iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.
___ (iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.
___ (v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.
___ (vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).
___ (vii) 52.227-6, Royalty Information.
___ (A) Basic.
___ (B) Alternate I.
___ (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The Offeror has completed the annual representations and certifications electronically in SAM accessed through https://www.sam.gov. After reviewing the SAM 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

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.

L.3 FAR 52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (OCT 2020)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in

the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

(a) Definitions. As used in this provision—

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition.

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition

applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (https://www.sam.gov) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) Representation. The Offeror represents that—

(1) It ___will, ___will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—
It ___does, ___does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) Disclosures.

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier,

CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

L.4 FAR 52.209-2 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS REPRESENTATION (NOV 2015)

(a) Definitions. "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) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(c) Representation. The Offeror represents that.

(1) It ___is, ___is not an inverted domestic corporation; and

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

L.5 FAR 52.225-18 PLACE OF MANUFACTURE (SEPT 2006)

(a) *Definitions*. As used in this clause—
" Manufactured end product" means any end product in Federal Supply Classes (FSC) 1000-9999, except—
(1) FSC 5510, Lumber and Related Basic Wood Materials;
(2) Federal Supply Group (FSG) 87, Agricultural Supplies;
(3) FSG 88, Live Animals;
(4) FSG 89, Food and Related Consumables;
(5) FSC 9410, Crude Grades of Plant Materials;
(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;

(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
(8) FSC 9610, Ores;
(9) FSC 9620, Minerals, Natural and Synthetic; and
(10) FSC 9630, Additive Metal Materials.

"Place of manufacture" means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

(b) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) [ ] In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) [ ] Outside the United States.

L.6 AUTHORIZED CONTRACTOR 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: _____

L.7 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.

ATTACHMENT 1

Statement of Work for Summer Make-Ready Services Residence AW

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1. GENERAL

1.1. Scope of Work

The Contractor shall perform townhouse make-ready services for AW residence at the U.S. Consulate Fukuoka, located at 2-5-26, Ohori, Chuo-ku, Fukuoka, Japan, in accordance with the terms and conditions of Request for Quotations No. 19JA25-21-Q-0077.

1.2. Standards

All work required under this contract shall be accomplished in accordance with Japan Architectural Specification Standard (JASS). All work required under this contract shall be performed in a professional manner of the respective trade. The Contracting Officer's Representative (COR) and/or COR's designee shall perform QA/QC inspection on contracted work at-any-time basis. Any found deficiencies and/or discrepancies against contract work requirement and specifications shall be corrected accordingly by the Contractor at no additional cost to the Consulate.

1.3. Materials

All materials and labor shall be furnished by the Contractor unless otherwise stipulated herein. Quality of all materials to be used for all required work shall meet or exceed Japan Industrial Standard (JIS).

1.4. Debris

The Contractor shall be responsible for keeping the work areas clean and neat. After completion of work, the Contractor shall clean the work areas and leave it in a vacuum-clean condition. The Contractor shall dispose of all debris left over from the contracted work outside the Consulate in accordance with applicable local codes for industrial waste disposal, unless otherwise stipulated herein.

1.5. Approvals

Prior to work commencement on the job site, the Contractor shall submit to the COR for approval material samples, shop drawings, color samples, and a work schedule as requested.

1.6. Warranty

The Contractor shall guarantee all the work completed and any materials supplied by the Contractor under this contract one (1) year from the date of acceptance against any defects.

1.7. Dimensions

It is the Contractor's responsibility to verify all dimensions and any site conditions. The Contractor shall notify the COR of any discrepancies or inconsistencies between the plans and the site conditions before work occurs and alters the existing conditions.

1.8. Discrepancies

It is the Contractor's responsibility to notify the COR of any discrepancies between the plans and the specifications or any requirements identified in the contract prior to the commencement of work. If any such discrepancies are identified after the commencement of work, the COR will decide which detail or statement is most beneficial to the USG and that detail or statement will be implemented by the Contractor at the Contractor's expense.

2. PAINTING

2.1. General

The Contractor shall temporarily relocate the furniture and protect to prevent from dust and oil paint if necessary. The Contractor shall return furniture back to the designated location upon completion of the make-ready services. The designated location will be instructed by the Contracting Officer's Representative (COR). The Contractor shall note that there is no storage space provided by the U.S. Consulate Fukuoka.

2.2. Interior Painting

Painting of the interior walls and the ceiling of all painting surfaces: 6,674 sqf (620 m^2)
The Contractor shall repair cracks, fill in screw holes, and prepare the surface so that it is flat and smooth. The Contractor shall use Nihon Paint: Aude coat G: P.G.09SQ-61 or equivalent approved by COB. The Contractor shall install temporary scaffolding in areas with high ceilings to facilitate painting.

2.3. Exterior Painting

Oil painting of the roof of the back yard storage shed, the two machine room doors/frames on the residence roof, inside and out and back door of the back yard: The Contractor shall remove rust and stains from the steel doors and frame, as well as the roof of the back yard storage shed and the two machine room doors on the residence roof, inside and out. The Contractor shall properly prepare all surfaces before painting them. The Contractor shall use an oil paint approved by COR to paint the inside and outside of the steel doors.

2.4. Interior Wood Painting

The Contractor shall use a clear polyurethane resin to re-finish all wooden doors, the staircase, handrails, base boards, window frames, ceiling around entrance, bay window in the living room and rail floor of entrance. The Contractor shall repair scratches and properly prepare all wooden surfaces.

2.5. Exterior Wood Painting

The Contractor shall paint outdoor wooden door, fence and wooden deck. The Contractor shall use the Xyladecor Parisanda #108 or equivalent approved by the COR.

2.6. Distribution Panel Painting

The Contractor shall paint the electric distribution panels, operation panels and conduits around panels in the storage. The Contractor shall remove rust and stains from the panels and frames and properly prepare all surfaces before painting them. The Contractor shall use an approved oil paint.

3. DUCT CLEANING

3.1. General

The Contractor shall perform cleaning service of HVAC ducts, including supply and return ducts. The Contractor shall remove dust and shall be responsible for preventing micro dusts from blowing out of the duct after the cleaning. The Contractor shall use glue to fix the micro dusts to the wall of duct.

3.2. Machine Rooms
The Contractor shall perform cleaning of indoor units in the machine room in the roof. The Contractor shall replace the insulation materials in the three chamber boxes on the indoor unit. The Contractor shall perform cleaning of total two pieces of OA mixing box frames.

3.3. Kitchen Ducts
The Contractor shall perform cleaning service and remove oil stains of following areas in kitchens:

- Range hood above the electric ranges
- Exhaust fan in the duct
- Ventilation fan near the skylight

3.4. Utility and Bathroom Ducts
The Contractor shall perform cleaning of duct of the clothes dryer in the utility room. The Contractor shall perform cleaning of exhaust ducts and vents in all bathrooms of each residence.

4. INTERIOR AND EXTERIOR CLEANING

4.1. General
The Contractor shall protect furniture from damage when moving. All other surfaces, equipment, and furniture must be protected when cleaning specific areas as outlined herein.

4.2. Wooden Floor Cleaning
The Contractor will wax on all wooden floor surfaces, using wax appropriate for the flooring. The Contractor will wax all ceramic/tile surfaces, using wax appropriate for the ceramic/tile. The Contractor shall remove the existing wax, then wax three times in the following areas:

- 1st Floor: Living Room, Dining Room, Entrance Front Edge (Agari-Kamachi area), Family room (wooden flooring area)

4.3. Furniture Cleaning
The Contractor shall clean the furniture in all rooms of the residence. The furniture includes sofas, chairs, mirrors, table, lamps, chairs, bookcases, shelves, drawers, mattresses, etc. For furniture with fabric surfaces, the Contractor shall first remove stains and perform high temperature/high pressure cleaning on fabric surface or other approved methods. Contractor is responsible to ensure that no damage is done to fabric surfaces or furniture in general.

4.4. Equipment Cleaning
For the kitchen and utility area, the Contractor shall clean/remove of stains (including oil stains) inside and outside of the equipment as follows:

- Cabinets
- Sinks
- Electric ranges
- Microwaves
- Refrigerators

- Freezers
- Dishwashers
- Clothes washers and dryers

4.5. Bathroom Cleaning
For bathroom areas, the Contractor shall clean the tile of walls/floors, mirrors, cabinets, toilets in all bathrooms and shower rooms. Exceptions are any components or surfaces that will be replaced as a part of this make-ready.

4.6. Balcony Cleaning
The Contractor shall clean the concrete floors in the 2nd floor balcony. The Contractor shall remove dust/leaves first, then perform high pressure water cleaning on the floor. This cleaning includes cleaning of the drains in balcony.

4.7. Curtain Cleaning
The Contractor shall clean all curtains and sheer curtains. The curtains shall be temporary removed before painting service then re-installed in the original location after cleaning. Replace any missing curtain hooks and provide 10 spare hooks.

4.8. Window Cleaning
The Contractor shall clean the inside and outside of all windows and doors, including the sunroom windows, skylights, and windows in stairwells.

4.9. Light Fixture Cleaning
The Contractor shall clean all lighting fixtures in all rooms. The cleaning will be wet wiping of casing.

4.10. Exterior Cleaning
The Contractor shall clean the inside of storage in the back yard. The Contractor shall clean the concrete wall in the back yard, the step stones and siding walls in the entrance area. Concrete wall cleaning will be done using high pressure water cleaning.

4.11. Wooden Surface Cleaning
The Contractor shall clean all wooden ceiling and beams. (wet wiping). In rooms with open beam ceilings, the Contractor shall remove pitch on the wooden ceiling and beams.

4.12. Blind Cleaning
The Contractor shall clean all window blinds.

5. CAULKING

The Contractor shall remove the existing silicon caulking and apply new silicone caulking that is appropriate for the location in the following areas:

- Bathtub, shower room and wall corners
- Wash basins
- Indoor wooden frame of doors and windows

- Re-caulking on the glass roof sunroom

6. SCREENS AND CURTAINS

Contractor will inspect all screens for severe damage. If found, the Contractor shall attempt to repair all damage; if repair is not feasible, damaged window screens, window roll screens, drape curtains, sheer curtains, and curtain rails will be replaced. The Contractor shall use the following model or equivalent approved by COR:

- Drape curtain: RIRICARA K.K. Model FD51369
- Double curtain rails: TACHIKAWA gear-drive system

7. YARDS

Remove and dispose of any debris in the outside areas of the residences. Clean decks, balconies, and patio surfaces using pressure washer.

8. CARPETS

The Contractor shall replace all existing carpet. The contractor shall remove and dispose of existing carpets. The new carpet will be the following model or equivalent approved by COR. Replace the felt cushion under the carpet. The measurements below are estimates; the contractor is responsible for measuring all rooms.

Mfg.: SUMINOE K.K. Model: LK5002 roll carpet

Replace carpets in the following areas:

- 1st Floor Bedroom
- 2nd Floor Study
- 2nd Floor Master Bedroom and closet
- 2nd Floor Bedrooms and closet (2)
- 2nd Floor hallway
- Stairs and landings (2)

9. OPTION 1: BATHROOM RENOVATION

All bathrooms in the residences listed as part of this SOW will be remodeled except as noted below. Model and material will be approved by COR before purchase/installation.

9.1. Lower Cabinets

Replace door handles on cabinets with wooden or modern style. Install shelf inside lower cabinet to better use space.

9.2. Upper Cabinets/Mirror

In all full bathrooms, replace existing cabinet/mirror. Install Toto Octave Swing Three-sided mirror or similar. Connect to electrical system inside the wall space. For half-bathrooms that do not have an upper cabinet (main floor of each residence), leave existing mirror in place.

9.3. Sinks
Install undercounter sinks and new countertop. Install new faucets. Faucets will be single hole, mixing cold and hot water, with a pull rod to plug the drain hole of the sink.

9.4. Counter Tops
New countertops will be installed. Appropriate backsplashes will be installed that match the countertop. Material: Dupont Corian

9.5. Plumbing
All hot and cold-water plumbing, as well as drainage plumbing inside the cabinet, will be replaced. Material used will be approved by COR.

9.6. Wooden Towel Rails
Replace all rectangular wooden towel rails with rounded rails. New rails will either be wood or polished chrome. Rails must be screwed into studs in wall or otherwise securely fastened. Readymade design to be approved by COR.

10. OPTION 2: WOOD FLOOR INSTALLATION

10.1. Materials
Flooring material to be installed will be the following product or equivalent approved by COR, and will be approved, by the COR before purchase/installation. Contractor is responsible for all measurements of rooms. Pricing for this option should reflect that the work in Section 8 CARPETS above will not be performed if this option is approved.

Manufacture: K.K. Nissin Ikusu
Model: Oak wood 90mm/thickness 15mm wide finger joint
Surface: Matte Urethane

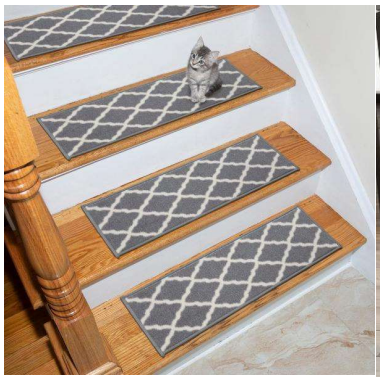
10.2. Locations
Remove carpet and install wood flooring in the following areas:

- 1st Floor Bedroom
- 2nd Floor Study
- 2nd Floor Master Bedroom and closet
- 2nd Floor Bedrooms and closet (2)
- 2nd Floor hallway
- Stairs and landings (2)

Exempted: 2nd Floor storage room will keep existing carpet

10.3. Stairs

Remove carpet from existing stairs. Install wooden treads that match the flooring used in other rooms. Install anti-skid carpeting mats on wooden stairs, using double-sided carpet tape or similar in order to prevent mats from moving. Ensure that carpeting mats are installed such that they are flat, with no loose edges. Example images of wooden stair tread and carpet pad:



10.4. Installation

Existing carpet and parquet flooring will be removed and disposed. Adhesive will be removed as necessary. Sub-floor surface will be prepared to a sufficiently flat level to ensure that flooring can be applied without gaps or flexing of the flooring after installation. For all areas listed in 10.2, cushioning material will be installed on the sub-floor surface before installation of wood flooring to dampen noise. The top surface of the wood flooring will be flush with tile, thresholds, or other transition surfaces at all locations.

11. OPTION 3: Master Bedroom

11.1. Master Bedroom

Install two lights in Master Bedroom on north side of ceiling to match existing lights on south side of ceiling. Install light switch to control ceiling lights next to door to study.

12. OPTION 4: Wooden Duct Repair

12.1. Wooden Duct Repair

Repair wooden slats on 1st floor ceiling ductwork where they have warped and come loose.

13. OPTION 5: Accordion Door Removal

13.1. Master Bathroom

Remove plastic accordion door and replace with sliding pocket door.

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			
☐	☐	☐	☐
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)

PHOTO

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
	〒
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15. Travel History (List your overseas travel in the last 7 years, start with most recent one.) 渡航暦 (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	Pirpose 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？	☐	☐
Are you now under a physician's care? 現在、医師にかかっていいますか？	☐	☐
Have you ever had a nervous disorder? 神経系疾患を患った事がありますか？	☐	☐
Have you ever had tuberculosis? 結核を患った事がありますか？	☐	☐
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？	☐	☐
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？	☐	☐

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)

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