SOLICITATION/CONTRACT/ORDER FOR					1. REQUISITION NUMBER			PAGE 1 OF 6		
COMMERCIAL	EMS				PD7	2270	62			
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4.	ORDER NUMBER		SJO100	N NUMBE	ER	6. SOLI	04/ 03/2018	
7. FOR SOLICITATION INFORMATION CALL					b. TELEPHONE NUMBER(No collect calls) +962-6-5906133			8. OFFER DUE DATE/ LOCAL TIME 04/19/2018 14:00 Amman time		
General Services Office American Embassy P. O. Box 354 Amman - Jordan Tel: (962) 6 590-6133 Fax: (962) 6 590-6888			□ 10. THIS ACQUISITION IS □ UNRESTRICTED □ SET ASIDE: % FOR □ SMALL BUSINESS □ HUBZONE SMALL BUSINESS □ 8(A) NAICS: SIZE STD:		☐ 13a. THIS CONTRACT IS A			12. DISCOUNT TERMS A RATED ORDER DER DPAS (15 CFR 700)		
15. DELIVER TO See Block 9	CODE		16. ADMINISTERED B	Y					CODE	
17a. CONTRACTOR/ COD OFFEROR	DE FACILITY CODE		Financial Management Office (FMO) American Embassy P. O. Box 354 Amman - Jordan						CODE	
	MITTANCE IS DIFFERENT ESS IN OFFER	AND PUT	18b. SUBMIT INV BLOCK BE				OWN IN I			
19. ITEM NO.	20. SCHEDULE OF SUPPI	LIES/SERVIC	ES	QUAN		22. UNIT	23. UNIT PE	RICE	24. AMOUNT	
As	eventive maintenance to s per attached description *Estimation Only			150	00 *	EA				
25. ACCOUNTING AND APPR	ROPRIATION DATA		1				26. TOTAL Only)	AWARI	AMOUNT (For Govt. Use	
☐ 27b. CONTRACT/PURCH ☐ 28. CONTRACTOR IS COPIES TO ISSUING ALL ITEMS SET FO	ORPORATES BY REFERENCE FAR IASE ORDER INCORPORATES BY F REQUIRED TO SIGN THIS I OFFICE. CONTRACTOR AGR ORTH OR OTHERWISE IDEE S SUBJECT TO THE TERM	DOCUMENT AND SEES TO FURNITIFIED ABOVE	52.212-4. FAR 52.212-5 IS A ND RETURN 1 ISH AND DELIVER //E AND ON ANY	29.AV YOUI	WARD OF C	ONTRA N SOLIC CHANG	CT: REF.NCITATION (OT ATT		
HEREIN. 30a. SIGNATURE OF OFFERO	DR/CONTRACTOR		31a. UNITE	D STATES	OF AMERICA	A (SIGNA)	TURE OF CO	NTRACT	NG OFFICER)	
30b. NAME AND TITLE OF SI	IGNER (TYPE OR PRINT)	30c DATE SIG	NED 31b. NAME		Paul Ha		pe or Print)	3	lc. DATE SIGNED	
(REV 4/2002)	R LOCAL REPRODUCTION ON IS NOT USABLE d								FORM 1449 GSA - FAR (48	

STATEMENT OF WORK (SOW) PREVENTIVE MAINTENANCE FOR AIR CONDITIONING SPLIT UNITS US Embassy- Amman, Jordan

CONTENTS:

- 1.0 GENERAL.
- 2.0 Preventive Maintenance check list.
- 3.0 Contractor Employee.
- 4.0 Administration.

PREVENTIVE MAINTENANCE FOR AIR CONDITIONING SPLIT UNITS AT RESIDENCES

1.0 GENERAL:

- 1.1 OVERVIEW: the facilities management of the US Embassy Amman is seeking the services of a professional Air conditioning systems maintenance contractor to conduct professional preventive maintenance services for residences outside the compound. The contractor will provide approved professional labor and all required tools, equipment and spare parts to conduct in timely manner and to get the results indicated in this (SOW). The contractor responsibility is to submit his personnel for clearances. Those who do not get the clearance, the contractor should submit replacements. The contractor is to assure best practice services and should be subject to contract officer representative (COR) approvals. Duration of contact is one year. All services within this (SOW) will be conducted once for each residences or as instructed by the (COR) within the contract period and according to the times and locations specified by (COR). If system that the contractor conducted the PM on as per this (SOW) failed within three days after finishing his/her works there, the contractor should provide full coverage of attending the systems immediately, resolve and maintain any defects with no extra charges for labor or materials he/she replaced.
- 1.2 The works as per this (SOW) will be conducted by the contractor once a year for each residence or directed by the (COR). The contractor should submit a schedule with timeline to conduct these works after the (COR) approves and under the supervision of embassies representative. Contractor should not attend residence for any works without previous coordination and approval from the (COR/GTM). The contractor should not do any works beyond this (SOW) unless receives written instructions from (COR/GTM). The contractor should in timely manner report back to (COR/GTM) on any deficiencies in the air conditioning system that he/she either could not correct or beyond this (SOW).
- 1.3 Project Practice: the main aim of this contract is to conduct thorough preventive maintenance on the system to make sure it is running at its best performance according to manufacturer's recommendations and that regular operation will not face any operational problems. The required maintenance procedures should follow the best accepted and approved by (COR/GTM) practices. Spare parts, Tools, and requirement should be as recommended by the maintained equipment manufacturers and should be submitted to the (COR/GTM) for approval conducting the works. The manpower should be professional and subjected to (COR/GTM) approval. The manpower should be adequate to perform the required job in shortest timeline.

Protective materials should be used where needed for the contractor's workers and for the other things or people around. Any damage to any assets including the assets related to others should fall into the contractor responsibility. He/she should rectify/fix, or as needed and instructed by the (COR/GTM), any altered things as a result of his works. The contractor is to take required measures to assure safety and accessibility of all users. Place of worked should be left clean.

2.0 Preventive Maintenance.

Initials	Readings	Notes, Remarks
	Initials	Initials Readings

3.0 Contractor Employee:

- 3.1 Courteous at all times.
- 3.2 Arrive at the work site promptly at the scheduled time, with materials necessary to properly complete the job.
- 3.3 Identify themselves as employees of the contractor.(Use company badge)
- 3.4 Be clean and neatly dressed.
- 3.5 Refer any unresolvable questions to Post Procurement Office.
- 3.6 Smoke in the facility residence not allowed.
- 3.7 Arrive at the facility or residence under the influence of drugs or alcohol, or even with alcohol on the breath not allowed.
- 3.8 Drink alcohol beverages on the job, even if offered not allowed.
- 3.9 Use the client bathroom or towels without permission not allowed.
- 3.10 Perform any work for the client not specified in the work order is not allowed.

4.0 Administration:

- 4.1 Point of contact (POC): the contractor shall appoint a project manager to act on behalf of the POC for all communications between the Contractor and COR/GTM.
- 4.2 CONTRACTOR OFFICER'S REPRESINTATIVE (COR)/GTM: The designated COR/GTM for this task Order is Ra'Ed Khateeb Embassy Facilities BAS Technician Supervisor. All administrative matters, and request for technical clarifications and assistance regarding this Task Order shall be directed to Mr. Khateeb Tel. 06-5907411, 079/9061975
- 4.3 Payments: A receiving service report shall be submitted to the COR/GTM for each residence after completion of works, each report shall include the contractor number and property number. The vendor will send his invoice to FMO in a pdf format to the following e-mail AmmanBilling@state.gov for processing.
- 4.4 TERMINATION: If, for convenience to the Embassy, any phase or task of the delivery order is deemed unfeasible by Embassy, the United State Government may at this point pay the Contractor of this project for the work done to date and terminate the remaining portion of the delivery order.
- 4.5 The contractor shall NOT conduct any work that is beyond this statement of work (SOW) unless directed in writing by the COR/GTM.