

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

**Invitation for potential service providers to provide quotations to
replace slate roof at the official residence for the South African
Embassy in Washington DC, USA.**



TERMS OF REFERENCE

Invitation for potential service providers to provide quotations to replace slate roof at the official residence for the South African Embassy in Washington DC, USA.

1. PURPOSE

- 1.1 To obtain quotations from potential service providers to replace the existing slate roof at the state-owned official residence with a synthetic roof slate in strict compliance with Washington DC city's ordinance, guidelines, and recognized construction standard methods.

2. BACKGROUND

- 2.1 The property was built in 1945 and the existing natural slate roof was installed according to the Washington DC construction guidelines and standards that prevailed at the time. Throughout the years and due to extreme and harsh weather condition the roof suffered damages due to deteriorating and popping up roof slate nails, cracked and brittle flashing roof cement sealant, rupture sheathing and roofing underlayment. Consequently, due to heavy thunderstorms, snow, and ice condition plus period of high velocity winds, the roof waterproofing capabilities declined to a point that rain and snow water often infiltrates the ceiling and walls of the upper floor rooms damaging the drywall ceiling.
- 2.2 The Embassy of South Africa to the United States of America wishes to appoint a service provider to replace the roof slate to be in line with the current guidelines and construction methods.
- 2.3 The services are required at the DCM's official residence located at the below address:
Address : 5285 Partridge Lane NW,
Washington DC
20016

3. PROJECT SPECIFICATIONS

- 3.1 Removal and disposal of the existing slate roof.
- 3.2 Inspect roof deck, sheathing and / or plywood to ascertain structural reliability of the existing base. Repair and / or replace appropriately if needed to prepare deck for new roof slate.

- 3.3 Supply and install new ice and water shields on eaves, valleys, and penetrations.
- 3.4 Supply and install felt underlayment according to selected roof slate.
- 3.5 Supply and install roof slate according to standard recognized procedures.
- 3.6 Supply and install new drip edges all around.
- 3.7 Supply and install new valley flashings.
- 3.8 Supply and install new pipe collars and dry vents as needed.
- 3.9 Supply and install flashing at all brick chimneys.
- 3.10 Supply and install new copper snow guards at all eaves.
- 3.11 Remove and haul away all debris.
- 3.12 Pick up all small remaining metal pieces using magnets.
- 3.13 Optional or unforeseen cost must be all specified in the proposal. Examples: gutters, maximum cost of plywood if needed, repairs to fascia if deemed necessary.

4. GENERAL CONDITIONS

The bidders shall provide and secure, at a minimum, the following requirements in their proposals:

- 4.1 Proposals must be made on Synthetic roof slate.
- 4.2 The assigned employee(s) must be covered by Workmen's Compensation under the service provider's insurance policy in compliance with US Federal and State Laws.
- 4.3 The prospective company providing the services must produce and provide the Embassy a copy of the certificate of General Liability Insurance. The General Liability Insurance coverage must be compliant with US Federal and State Laws.
- 4.4 The General Liability Insurance must name the Embassy as an additional insured entity.
- 4.5 The service provider company will be responsible to apply and obtain all and any required city or state permit to complete the project. The cost involved should be included in the quotation.
- 4.6 While working at the residence the employees must abide and observe all city rules and regulations regarding good neighbour manners.
- 4.7 The Embassy reserves the right to request substitution or full replacement of any employee not complying with acceptable civil conduct.

- 4.8 The selected service providers' employee(s) will be required to start on/or after 09h00 and end the workday no later than 16h00 Monday to Friday.
- 4.9 No work will be scheduled during weekends.
- 4.10 The selected company will be required to completely clean and remove all debris from the work and adjacent areas.
- 4.11 The selected company will pay extreme attention not to damage landscaping, trees, and shrubbery in the surrounding areas.
- 4.12 The proposal must clearly state material, parts, and labour warranty. Warranty must be clear as to extent of coverage and duration.

5. COST ESTIMATES

The All prices quoted must be in United States Dollars (US \$). The quotation must include all applicable costs inclusive of state and/or city sales tax and all and any applicable fee.

6. PERIOD OF QUOTATION VALIDITY

The quotation must be valid for three months (90 days).

7. RESPONSIVENESS CRITERIA

The minimum requirements that must be met by prospective suppliers: -

Requirements
▪ Valid Company Business Licence (Company registration)
▪ Minimum of 40 years lifespan of the synthetic slate
▪ Guarantee on the product/synthetic slate
▪ Minimum 4 years warranty on workmanship/labour
▪ Permit for previous similar projects issued by the Washington DC Department of Buildings
▪ Detailed project plan highlighting duration of the project.
▪ Proof of a minimum of one (1) previous contract of the same nature. Please provide contactable references.
▪ A detailed quotation which itemizes all costs on services offered by means of the specifications.

8. GENERAL CONDITIONS:

- 8.1 All bidding companies are expected to conduct a site survey visit or walk through prior to submitting a written quotation/proposal.
- 8.2 The bidder shall bear all costs associated with the preparation and submission of the proposal. The Mission will not be liable for any costs regardless of the outcome of the proposal.
- 8.3 The Mission reserves the right not to appoint any service provider.
- 8.4 The Embassy will not be liable for any loss or accident; the selected company must show current and proper business insurance coverage compliant with local city law.
- 8.5 The selected company must declare the Embassy of South Africa and the official residence located at 5285 Partridge Lane NW Washington DC 20016, as co-insured under its General Liability insurance for the duration of the roof replacement.

7. CONTACT PERSON AND SUBMISSION OF BIDS

- 7.1 All appointments to visit the property or enquiries can be directed to Ms Duduzile Khumalo by email at khumalod@dirco.gov.za or telephonically on + (202) 431 4914.
- 7.2 Please send your proposals to the abovementioned email address by no later than Monday, **27 November 2023**, at 16h00.

Post and hand deliveries can be made to : **Attention: Ms D. Khumalo**
Embassy of the Republic of South Africa
3051 Massachusetts Avenue, NW
Washington, DC 20008-3631

- 7.3 Prospective service providers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

Non-compliance with any of the above conditions will result in bid disqualification.