| REQUEST FOR QUOTATION (THIS IS NOT AN ORDER) | THIS RFQ [X] IS [ ] IS NOT A SMALL BUSINESS SET-ASIDE | PAGE 1 OF 3 |
|---|---|---|

| 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 |
|---|---|---|---|---|
| BBG45-13-Q-00719 | 09/10/2013 | 1088-13-FQ-00719 | | |

5a. ISSUED BY
Mary Amps, Office of Cuba Broadcasting, 4201 NW 77th Ave, Miami, FL 33166

6. DELIVER BY (Date)
10/15/2013

5b. FOR INFORMATION CALL (NO COLLECT CALLS)

| NAME | TELEPHONE NUMBER | |
|---|---|---|
| | AREA CODE | NUMBER |
| Mary A Amps, email: mamps@bbg.gov | 305 | 437-7031 |

7. DELIVERY
[X] FOB DESTINATION [ ] OTHER (See Schedule)

9. DESTINATION
a. NAME OF CONSIGNEE
Marathon Transmitter Station
b. STREET ADDRESS
Sister Creek Island, Sombrero Blvd.
c. CITY
Marathon
d. STATE
FL
e. ZIP CODE
33050

8. TO:

| a. NAME | b. COMPANY |
|---|---|
| All Prospective Offerors | |

c. STREET ADDRESS

| d. CITY | e. STATE | f. ZIP CODE |
|---|---|---|
| | | |

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)
09/20/2013

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 service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation 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) |
|---|---|---|---|---|---|
| | The Broadcasting Board of Governors(BBG), Office of Cuba Broadcasting (OCB) Transmitter Station located in Marathon, Florida has a requirement for Grounds Maintenance Services per the attached Statement of Work (SOW). All responsible parties may submit a price proposal by Sept. 20, 2013. This procurement award is contingent upon availability of FY-2014 funds.<br><br>Please submit responses to Contracting Officer Mary Ann Amps via email at mamps@bbg.gov or mail to Office of Cuba Broadcasting, 4201 NW 77th Avenue, Miami, FL 33166 by due date indicated in Block #10 of this RFQ. | 12 | MO | | |

| 12. DISCOUNT FOR PROMPT PAYMENT | a. 10 CALENDAR DAYS (%) | b. 20 CALENDAR DAYS (%) | c. 30 CALENDAR DAYS (%) | d. CALENDAR DAYS NUMBER | PERCENTAGE |
|---|---|---|---|---|---|
| | | | | | |

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 OF QUOTER | | |
| b. STREET ADDRESS | 16. SIGNER | |
| | a. NAME (Type or print) | b. TELEPHONE AREA CODE |
| c. COUNTY | | |
| d. CITY / e. STATE / f. ZIP CODE | c. TITLE (Type or print) | NUMBER |

# Statement of Work

## Marathon Station Grounds Maintenance Services

1.0 **PERIOD OF PERFORMANCE:** The government intends to award the contract for ground maintenance services as described herein for a twelve month period which shall begin October 15, 2013 contingent upon the availability of FY-2014 appropriation.

2.0 **LOCATION:** Radio Marti Transmitter Station, Sister Creek Island, Sombrero Blvd., Marathon, FL 33050

3.0 **SCOPE OF WORK/DELIVERABLES:** The Broadcasting Board of Governors/International Broadcasting Bureau (BBG/IBB) is an entity of the US Government that conducts international television and radio broadcasting. The Office of Cuba Broadcasting (OCB) that is headquartered in Miami, Florida is a component of this federal agency. One of OCB's broadcasting facilities is located on Sister Creek Island, Sombrero Blvd, Marathon, Florida. Under this contract, the Contractor shall provide all labor, materials, and services necessary to perform turnkey grounds maintenance services including but not limited to, the following tasks:

**A.** Maintain grass over the entire 28 acres at a level not to exceed one foot in height for the term of the contract. The use of a full-size tractor and shredder is recommended due to the large area, 28 acres, to be mowed.

**B.** The contract shall be based on 12 cuts per year, at monthly intervals, and should be performed the third week of the month unless otherwise directed by the Station Manager.

**C.** Utilize appropriate equipment: weed eaters, hand mowers, etc., to keep grass from growing at the base of all fences, including the perimeter and inner fences. This should include both sides of the fence to keep grass, weeds and branches off the fence. Contractor may use their own discretion on the use of weed killers to perform this service or to continue the removal of this grass each month with weed eaters. All chemical use shall be in strict accordance with applicable Monroe County and Florida laws and rules.

**D.** Trim grass to grade level around all light poles, antenna tuning units, antenna guy anchors, guard house and satellite antenna.

**E.** Keep the area inside of the building compound, the road to the antennas, the graveled area under each of the four antennas free of weeds and grass. Spot spray with appropriate weed killers as required.

**F.** Keep all mangroves trimmed from the fence on both sides of the entrance drive.

4.0 **CONTRACTOR FURNISHED EQUIPMENT/MATERIAL:** Unless otherwise specified herein, the Contractor shall be responsible to provide all necessary tools, equipment, materials and any/all applicable labor to perform work under this contract.

5.0 **SECURITY:** OCB has restricted access to its station. The Contractor shall be provided access to the site when properly coordinated with the station manager. Generally, this access will be only allowed when OCB personnel are present and on-site. At the sole-discretion of the OCB Manager and with prior coordination, access arrangements may be made which will allow OCB Miami security guards to open the security gates without the on-site personnel present.

**6.0** **WORKING CONDITIONS:** Contractor must submit a list of job site personnel 3 days before start of services under the contract. Work shall be performed between the hours of 7AM to 6PM, Monday through Friday. No work shall be performed by the Contractor that might disrupt the transmitter station operations.

**7.0** **OCB COR:** The government will designate the Station Manager, Mr. Kurt Tuckerman, as the Contracting Officer's Representative (COR). Overall management of the project will be the responsibility of Mr. Tuckerman. The primary mode of communication with the Contractor shall be on-site or email. The Contractor is advised and cautioned that no additions, deletions or any other changes are to be made to this contract without the written approval of the Contracting Officer.

**8.0** **SAFETY REQUIREMENTS:** The work specified herein shall be performed by the Contractor in full compliance with all requirements of applicable Federal, state and local laws, rules and regulations.

**A.** No work shall be performed by the Contractor that might endanger any of the sensitive environmental conditions surrounding the antenna towers at the station. Care must be taken to avoid the underground nests of the endangered Burrowing Owls. Five known nesting sites will be marked and carefully not disrupted to the satisfaction of the Station Manager.

**B.** Should any safety issues be found, the Contractor shall advise the Station Manager and recommend actions to be taken to correct these situations.

**C.** Care must be taken to avoid damaging the existing underground radials and buried conduits of the MW antenna system. The entire antenna field is built with sand fill. Vehicles, trailers, and equipment should be deployed on the existing site's paved and unpaved road system unless there are compelling reasons to do otherwise, such as the use of the mowing tractor. Each instance of off-road deployment of vehicles and equipment shall be cleared with the Station Manager.

**9.0** **INVOICES**: Invoices shall be submitted either electronically or by mail to the COR, Mr. Kurt Tuckerman, ever thirty (30) days for those services performed and in accordance with the price schedule.

-end of statement of work-