

**OCCUPATIONAL HEALTH ADVISORY SERVICES**

**PART III – STATEMENT OF WORK**

**JWC-19-R-009**

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## 1. INTRODUCTION

The Statement of Work describes in detail which requirements JWC have related to this solicitation for the provision of Occupational Health Advisory Services.

The scope of the work is to provide Occupational Health Advisory Services as defined by JWC to its approximate 80 offices for 260 people (various size offices and open space offices) in three buildings, E Block, F Block level 4 and 5 and Gausel magazine.

## 2. OCCUPATIONAL HEALTH ADVISORY SERVICES REQUIREMENTS

The frequencies of when the below mentioned services will be required are different. (a) and (b) will most likely be onetime events, while (c) and (d) would be a more frequent occurrence and (e) will be upon request

**a. Onetime base line site survey;**

Conduct a base line site survey of all permanent staff workplaces and offices to evaluate the following HES aspects;

- Ergonomics
- Noise
- Light
- Climate
- Hygiene

**b. Development of an HES Action plan;**

Develop an HES Action plan in accordance with findings in above mentioned base line study in cooperation with JWC HES Committee

**c. Lead contact person (POC) / HES advisor;**

A lead contact person to deal with JWC HES matters and act as HES advisor at JWC HES Committee meetings twice a year. The POC / HES advisor should also be available to give advice via phone calls or email during JWC normal working hours (0730 – 1530)

The lead contact person / HES advisor must have oral and written English communication skills at a functional level on subjects related to Occupational Health Services. He/she must be able to understand face-to-face conversation delivered with normal speed and clarity in a standard English dialect.

**d. Hygiene inspections**

To be performed at JWC discretion as requested

**e. Chemical / biological sampling**

To be performed at JWC discretion as requested

**f. Basic HES courses**

Hold basic HES courses for selected JWC personnel upon request

## 3. LOCATION

All services will be performed at JWC except HES advice via phone/emails as detailed in 2(c) above or otherwise agreed in advance.

#### **4. CONTRACT DATES**

The duration of the Contract is from 01 May 2019 to 30 April 2020, with the possibility for four (4) extension-option years (2019-2024) pending requirement and funding. Notice of execution of the extension(s) will be provided in writing by the Contracting Officer.

#### **5. SUMMARY**

JWC is asking for fixed rates for the following, with reference to Annex B, Bid Form;

- Onetime base line study
- Development of HES Action plan
- POC / HES Advisor
- Hygiene inspections
- Chemical / biological sampling
- Basic HES courses

Contract will be awarded based on a Lowest Price Technically Compliant basis for the entire contract (Base plus 4 option years). JWC individual financial commitments are limited to the amounts specified in the Purchase Order.