
STATEMENT OF WORK

INSTALLATION OF A MAIL SCREENING FACILITY AT THE EMBASSY
COMPOUND

DECEMBER 2013

CONTENTS:

- 1. Site Address.....3
- 2. Background.....4
- 3. Scope of Work.....4
- 4. General Conditions.....4
- 5. Particular Conditions.....4
 - 5.1 Padding.....4
 - 5.2 Installation.....5
 - 5.3 Reception of work and cleaning.....5
 - 5.4 Safety.....6
 - 5.5 Warranty.....7

1 SITE ADDRESS:

US Embassy Sofia, #16 Kozyak St.

2. BACKGROUND

The purpose of this scope of work is work-out of a padding and installation of a decorative fence for a mail screening container. The scope includes also installation of the container on the padding using a mobile crane.

3. SCOPE OF WORK

This document is being issued by the US Department of State with the purpose to enter into a contract the following works:

- 3.1. Work out of padding for the container as per the attached drawings
- 3.2. Installation of the container onto the padding using mobile crane. The weight of the container plus equipment will be 3 tons
- 3.3. Installation of the decorative fence around the container as per the attached drawings
- 3.4. Work out of a driveway and a 12% ramp from the driveway before Warehouse to the container's finished floor level (see the attached drawings)

4. GENERAL CONDITIONS

4.1. Materials, tools and codes

- 4.1.1. All materials to be used shall be indicated in the quote and approved by the COR
- 4.1.2. All work must be executed strictly in accordance with the current Codes of Practice.
- 4.1.3. All works to be completed in accordance with the relevant and current Bulgarian Standards.
- 4.1.4. The contractor is responsible for all the contractor-owned tools and equipment at all times and shall provide a lockable tool and material box for their operatives if required.

5. PARTICULAR CONDITIONS

- 5.1. Work out of padding for the container

- 5.1.1. Excavation for the foundations shall be made manually because of the existing underground cables/pipes at that area
- 5.1.2. The forms for the foundation shall be removed no earlier than 15 days after laying of the concrete
- 5.1.3. The contractor shall provide a certificate from the concrete factory about quality of the concrete prior to pouring out of the concrete.

5.2. Installation of the container

- 5.2.1. The contractor shall be responsible for downloading of the container from a truck next to the proposed location onto the finished padding. The capacity of the mobile crane shall cover moving of the container (3 tons) up to 7 meters.
- 5.2.2. The container should be centered on the foundation as per the drawings and the bottom of the container shall be welded to the square HSS anchored on the foundation
- 5.2.3. The decorative fence shall be installed after installation of the container. Tiles on the fence shall match the colour of the tiles on the façade of the Warehouse
- 5.2.4. The contractor shall procure and install exterior roll-down aluminium shutter (no automation), colour 'off-white', size W/H 200/220 cm. The shutter shall be installed on the short side of the fence before container's entrance door
- 5.2.5. The contractor shall install a 200 cm wide concrete ramp from the driveway up to the roll-down shutter, The maximum height of the ramp shall be 40 cm and the maximum slope shall be 12%.
- 5.2.6. The contractor shall provide and install a metal platform 120/200 cm to bridge the ramp to the container's main entrance. The platform shall be made of galvanized perforated steel sheet on metal frame. The platform should withstand a palette trolley up to 2 tons
- 5.2.7. The contractor shall restore the ground surface and grass around the decorative fence

5.3. Reception of works and cleaning requirements

The Contractor is required to keep the work site neat and in presentable condition at all times and, at his own cost.

The Contractor will visit the site personally, and prepare technical specifications and drawings for all works that are included in the project. The Contractor shall verify all measurements, surface areas, and material specifications prior to providing a proposed work schedule and time line to the Embassy for approval. The Contractor shall be responsible for removal and disposal of all construction debris by providing adequate number and size of waste receptacles and other cleaning supplies. The Contractor will be responsible for site restoration and damages due to work.

The Contract personnel will only use restrooms and break areas identified and assigned to them by embassy personnel.

A full time technical supervisor will be assigned, who will be available on project site during the working hours. The technical supervisor will have working knowledge of written and spoken English and will be capable of interpreting drawings and specifications.

Work hours will be from 08:30 to 17:00 only on working days.

Requests to do work outside of these hours must be approved in advance by the Embassy, and shall be detailed in the Contractor's proposal.

All off hour work not identified in proposal must be scheduled in advance and require embassy approval.

The Embassy reserves the right to stop contractor work due to Embassy business and special events. All effort will be made to provide advance warning and minimize contractor losses.

The project shall be completed within 20 working days of the scheduled start date. The start date will be determined by the Embassy and communicated to the Contractor a minimum of 10 working days before work is scheduled to begin.

5.4. Safety

The COR or GTM will ensure that all equipment used during the project is in safe operating condition.

All personnel on the job site shall have the appropriate job safety equipment and Personal Protective Equipment (PPE).

- Hard Hats

- Sturdy shoes with full foot cover.

COR or GTM reserves the right to stop the work if any unsafe contractor conditions are observed or encountered.

All electrical equipment such as drills, saws, and electrical extension cords must be properly grounded and be free from any defects or missing insulation.

All ladders, scaffolds and climbing gear will be in good condition and used in a proper manner.

All site personnel must wear proper fall protection while working from heights in excess of 2 meters.

5.5. WARRANTY OF CONSTRUCTION

The warranty of contractor work shall continue for a period of one year from the date of customer final acceptance of the work.

All product warranties greater than one year shall be conveyed to customer.

Contractor shall be responsible to correct any and all faults or defects which may occur within a year from the date of final acceptance of the work.

Contractor shall repair or replace low quality work that does not meet industry standards.

The contractor shall bear all the cost to fix the repairing work during the warranty period.