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# STATEMENT OF WORK

PARTITION AT THE MAIN CONTROL ACCESS AREA

FEBRUARY 2014

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1. SITE ADDRESS:

US Embassy Sofia, #16 Kozyak St.

## 2. BACKGROUND

The purpose of this scope of work is to separate the screening area from the Embassy employee entrance in the Main Access Control area of the Embassy, by manufacturing and installing a partition from flush glazed aluminium.

## 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. Prefabrication of a flush glazed aluminium framing partition, including 7 ea window modules and a door module as per the attached drawings
- 3.2. Installation of the prefabricated partition modules at the Main Access Control area as per 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. Prefabrication of partition parts

- 5.1.1. Prefabricate the partition parts as per the attached drawings.
- 5.1.2. The partition should be flush glazed aluminium framing system for ¼" glass. The size of the aluminium frame should be as close as possible to

- the existing frames at the Control Access area. The frame profile should ensure 25 mm cover of the glass
- 5.1.3. The aluminium finish should be 'Brushed' aluminium
  - 5.1.4. The glass should be ¼" (8mm) heat strengthened
  - 5.1.5. The door should be equipped with a lock CISA, procured by the vendor
  - 5.2. Preparation
    - 5.2.1. Move scanners, screening tunnels and other furniture to arrange space for the construction work
    - 5.2.2. Remove the existing half-door
    - 5.2.3. Deliver the prefabricated construction
    - 5.2.4. Cover with plastic the construction site
  - 5.3. Construction work
    - 5.3.1. Install the prefabricated partition panels on place and attach them firmly to the existing half-wall and to the gypsum board on the ceiling
    - 5.3.2. Install the door and the door locking mechanism.
    - 5.3.3. Procure and install locking mechanism CISA with 2 handles and lock CISA
  - 5.4. Final touches
    - 5.4.1. Fix any damages caused by the construction including touch-up paint.
    - 5.4.2. Take away all debris.
    - 5.4.3. Move back the furniture and screening equipment.
  - 5.5. 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 18:00 only on a weekend.

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 2 days (non-working for the Embassy) 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.

## 5.6. 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(If overhead work)
- Safety Glasses
- Sturdy shoes with full foot cover.
- Hearing protection such as ear plugs.

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.

## 5.7. 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.



