
STATEMENT OF WORK

PARTITION WALL AT CASHIER'S OFFICE
IN US EMBASSY OFFICE BUILDING

NOVEMBER 2013

1. SITE ADDRESS:

US Embassy

#16 Kozyak St

Sofia

2. BACKGROUND

The subject of this Scope of Work is construction of a partition wall in the existing US Embassy Cashier's office in order to divide the area into a smaller cashier's office and a private office space.

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. Preparation work

- 3.1.1. Move part of the office furniture and equipment out of the construction site. Cut and move part of the cashier's counter top.
- 3.1.2. Cover with plastic the floor and remaining furniture, install plastic drapes on the entrance of the construction site
- 3.1.3. Remove part of the suspended ceiling at the position of the partition wall

3.2. Construction work

- 3.2.1. Remove the existing door, leave the door frame and fix the openings for the hinges
- 3.2.2. Wall up the new cashier's office as per the drawings below, wall type <7>, including door opening with reinforced studs for the door frame. The Embassy provides the gypsum board 16mm and studs
- 3.2.3. Leave two openings W/H 80/80cm on the partition wall between new cashier's office and private office, above the suspended ceiling, in order to allow flow of the exhaust air. The openings should be covered with expanded steel sheet (provided by the Embassy) in metal frame, welded to the studs.
- 3.2.4. Install a new LH door frame provided by the Embassy and reinstall the existing LH door at the new position
- 3.2.5. Wall up the small corridor before the new cashier's office as per the drawings below, wall type <1>, including door opening with reinforced studs for door frame. The Embassy provides the sheetrock and studs.
- 3.2.6. Install a new RH door set provided by the Embassy for the private office

3.3. Final touches

- 3.3.1. Restore the suspended ceiling from the activities connected with construction of the wall and also from activities connected with moving of light fixtures and redoing the HVAC. Spare tiles shall be provided by the Embassy
- 3.3.2. Restore the gypsum board at the places where new light switches and outlets are installed by the Embassy technicians.
- 3.3.3. Prepare for painting and paint the same colour the interior walls in both offices using OIKOS latex paint
- 3.3.4. Paint all door frames (3 ea) the same colour as the existing, using OIKOS water-based paint
- 3.3.5. Install new baseboards provided by the Embassy in both offices
- 3.3.6. Restore the cashier's counter top up to the new door
- 3.3.7. Clean the construction site

4. GENERAL CONDITIONS

4.1. Government furnished property

- 4.1.1. Gypsum board 16mm – 25 m²
- 4.1.2. Metal studs for 25 m² drywalls
- 4.1.3. Expanded steel sheet – 2 m²
- 4.1.4. Vinyl baseboards – 25 m
- 4.1.5. Suspended ceiling tiles – 20 ea

4.2. Materials, tools and codes

- 4.2.1. All materials to be used shall be indicated in the quote and approved by the COR
- 4.2.2. All work must be executed strictly in accordance with the current Codes of Practice.
- 4.2.3. All works to be completed in accordance with the relevant and current Bulgarian Standards.

4.2.4. 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. 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 7 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.

5.2. 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)
- Sturdy shoes with full foot cover.
- Respiratory mask
- Hearing protection

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.

5.3. 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.

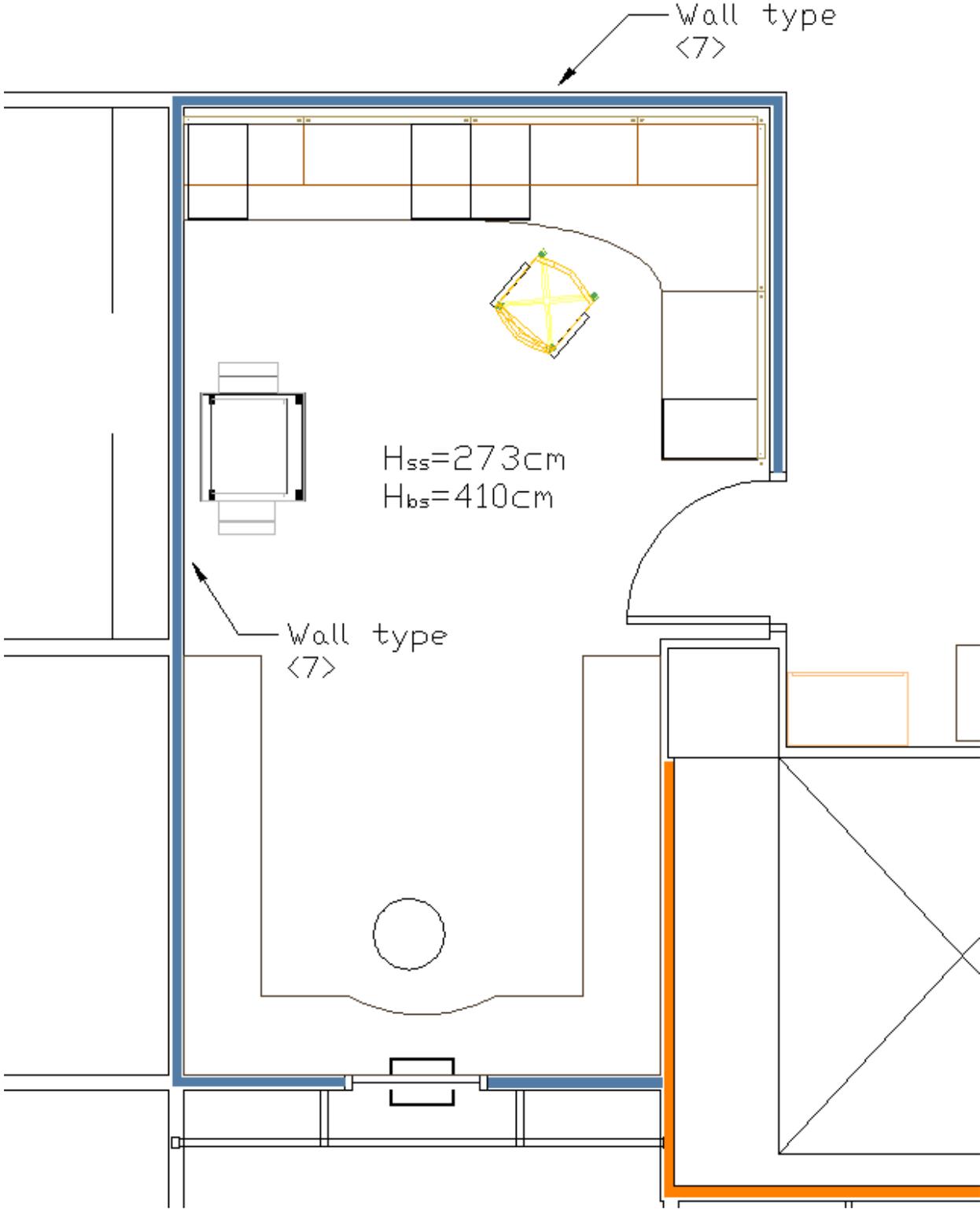
All product warranties greater than one year shall be conveyed to customer.

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.

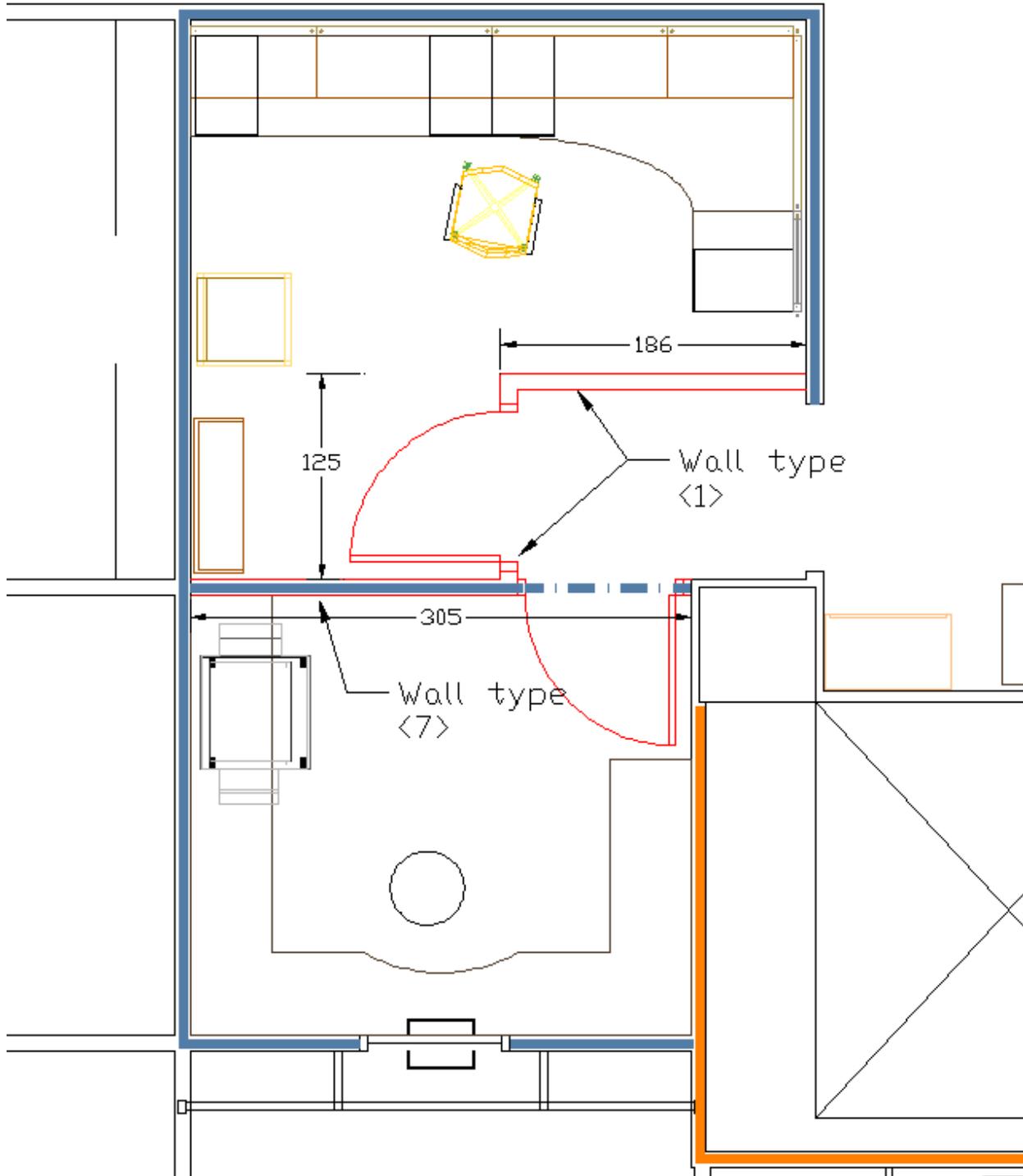
Contractor shall repair or replace low quality work that does not meet industry standards.

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

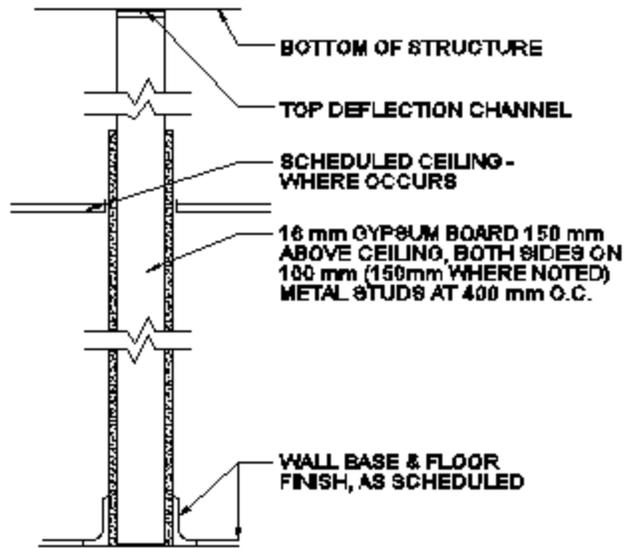
Cashier's office Existing Layout



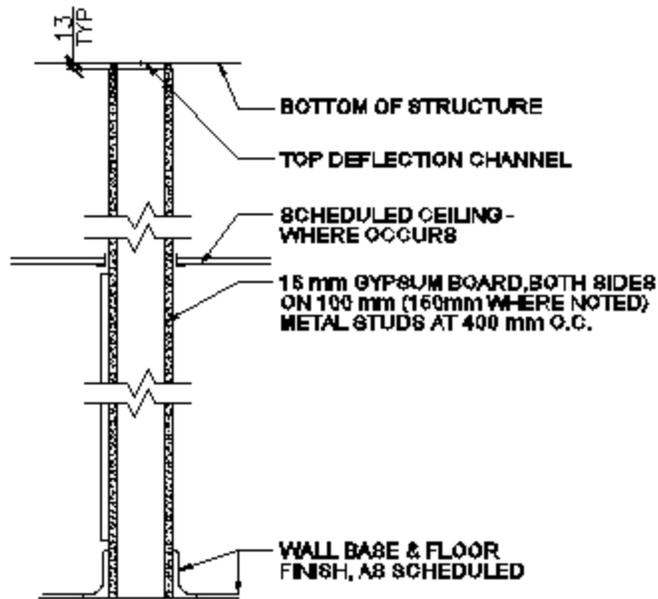
New Layout



WALL TYPES



1	FIRE RATING: NON RATED	DESIGN:
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7	FIRE RATING: NON RATED	DESIGN:
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