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# STATEMENT OF WORK

REPAIR OFFICE SPACE AT US EMBASSY OFFICE BUILDING  
TO BUILDING STANDARDS

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FEBRUARY 2014

1. SITE ADDRESS:

US Embassy

#16 Kozyak St

Sofia

## 2. BACKGROUND

The subject of this Scope of Work is repair 80 square meters office space at Level 0 of the Embassy building to building standards

## 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. DEMOLITION WORK

- 3.1.1. Remove all sinks, faucets and toilet bowl and put them at the Chancery loading dock
- 3.1.2. Take apart all cabinets and put them at the Chancery loading dock
- 3.1.3. Demolish the restroom walls and floor and take away the debris
- 3.1.4. Remove and take away the floor rubber tiles (the vinyl tiles stay)

### 3.2. OTHER (PLUMBING, SUSPENDED CEILING, PAINTING, FLOOR TILES)

- 3.2.1. Flush all water supply and sewerage pipes into the wall and cap them.
- 3.2.2. Restore 35 square meters suspended ceiling. The Embassy provides the Armstrong ceiling tiles only, not the grid
- 3.2.3. Prepare all wall surfaces for latex painting included fixing holes, patching the wall with the drawing, removal all panduits, fix gypsum board around demolished restroom walls
- 3.2.4. Put primer on the walls and latex paint the same color all walls in the area using OIKOS latex paint
- 3.2.5. Prepare the floor and install 14 square meters carpet tiles 61/61 cm, provided by the Embassy, 65 square meters vinyl tiles 31/31 cm, provided by the Embassy and 50 m vinyl baseboard, provided by the Embassy. Use water-based glue
- 3.2.6. Clean the construction site

## 4. GENERAL CONDITIONS

- 4.1. Government furnished property

4.1.1. Carpet tiles 61/61 cm, 16 m<sup>2</sup>

4.1.2. V

4.1.3. Expanded steel sheet – 2 m<sup>2</sup>

4.1.4. Vinyl baseboards – 50 m

4.1.5. Suspended ceiling tiles – 100 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).

- 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 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.