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# STATEMENT OF WORK

REPAIR OFFICE SPACE  
AT US EMBASSY OFFICE BUILDING  
TO BUILDING STANDARDS

PART 2

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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 92 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 the double door and frame at ex-store and take it to the Embassy storage
- 3.1.2. Remove the teller window and take it to the Embassy storage area.
- 3.1.3. Remove the door and door frame between the ex-store and storage area
- 3.1.4. Remove and dispose the two non-standard doors at storage
- 3.1.5. Destroy part of the suspended ceiling where the new partition walls go.
- 3.1.6. Cut and cap the ½" copper water supply pipe at the level above suspended ceiling

### 3.2. CONSTRUCTION WORK

- 3.2.1. Upgrade the walls type '1' at storage area to walls type '7'
- 3.2.2. Wall up new dry walls type 1 as shown on the attached drawings (in red)
- 3.2.3. Install 2 new door sets, provided by the Embassy, including preparing new door slabs for locks and hinges, installation of locks provided by the Embassy.
- 3.2.4. Restore wall finish on the openings of the teller window, the double door and non-standard door at storage area.
- 3.2.5. Redo the suspended ceiling around the new partition walls
- 3.2.6. Install 5 new junction boxes flushed into the drywall with ½" metal conduits ending above suspended ceiling. The Embassy shall provide conduits and junction boxes.

### 3.3. OTHER (PAINTING, FLOOR TILES)

- 3.3.1. Prepare all wall surfaces for latex painting included fixing holes, removal all panduits, fix gypsum board around sealed openings

- 3.3.2. Put primer on the walls and latex paint the same color all walls in the area using OIKOS latex paint
- 3.3.3. Prepare the floor and install 51 square meters carpet tiles 61/61 cm, provided by the Embassy, including 15 m vinyl baseboard, provided by the Embassy. Use water-based glue. The carpet tiles shall be installed over existing vinyl tiles
- 3.3.4. Paint the new door frames the same color as the existing door frames using water based paint R-Lak
- 3.3.5. Clean the construction site
- 3.4. REMARK: Exclude from painting all walls that are exterior for the construction site

#### 4. GENERAL CONDITIONS

- 4.1. Government furnished property
  - 4.1.1. Carpet tiles 61/61 cm, 55 m<sup>2</sup>
  - 4.1.2. Vinyl baseboards – 15 m'
  - 4.1.3. Suspended ceiling tiles – 50 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

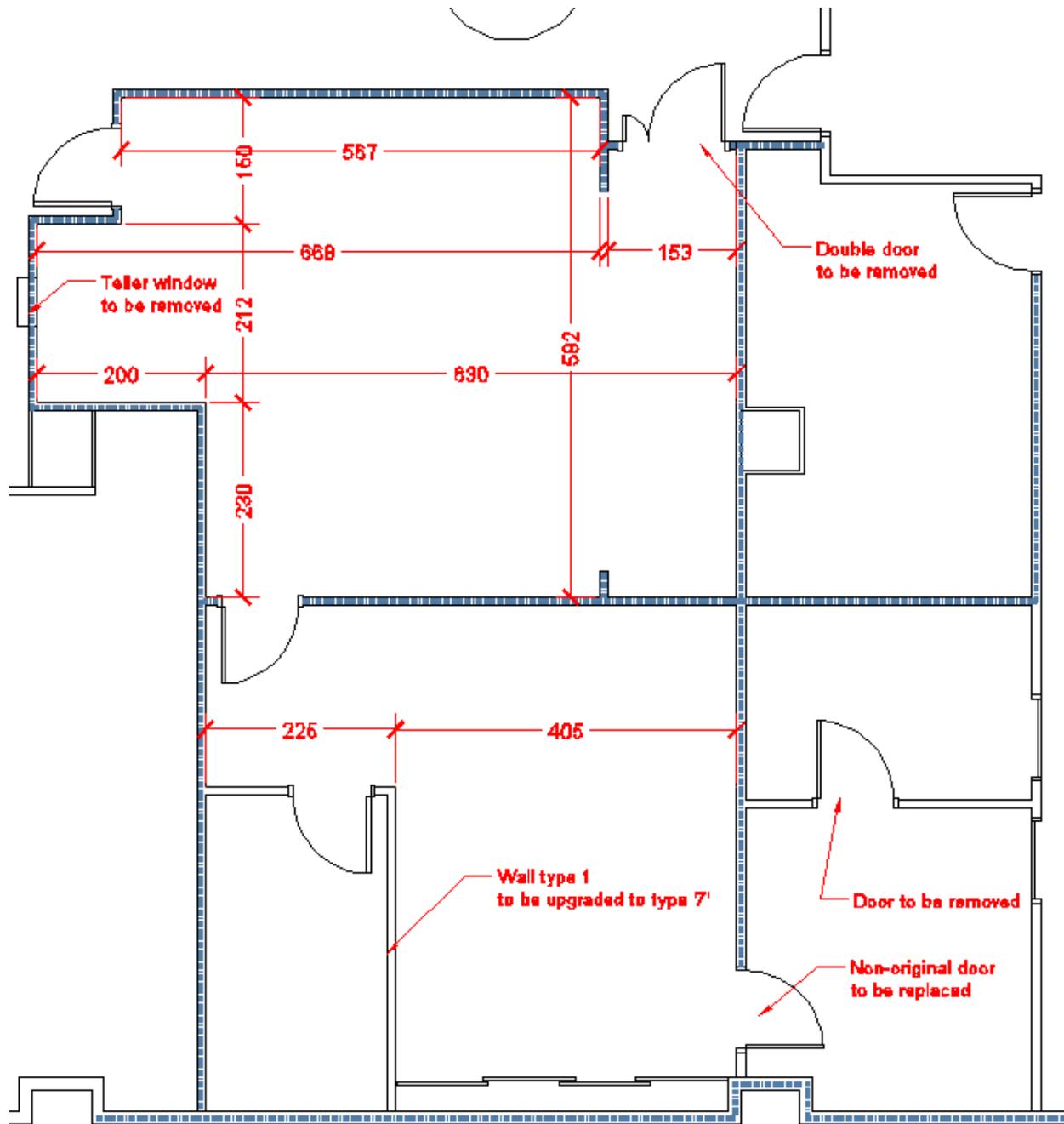
The warranty of contractor work shall continue for a period of one year from the date of customer final acceptance of the work.

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

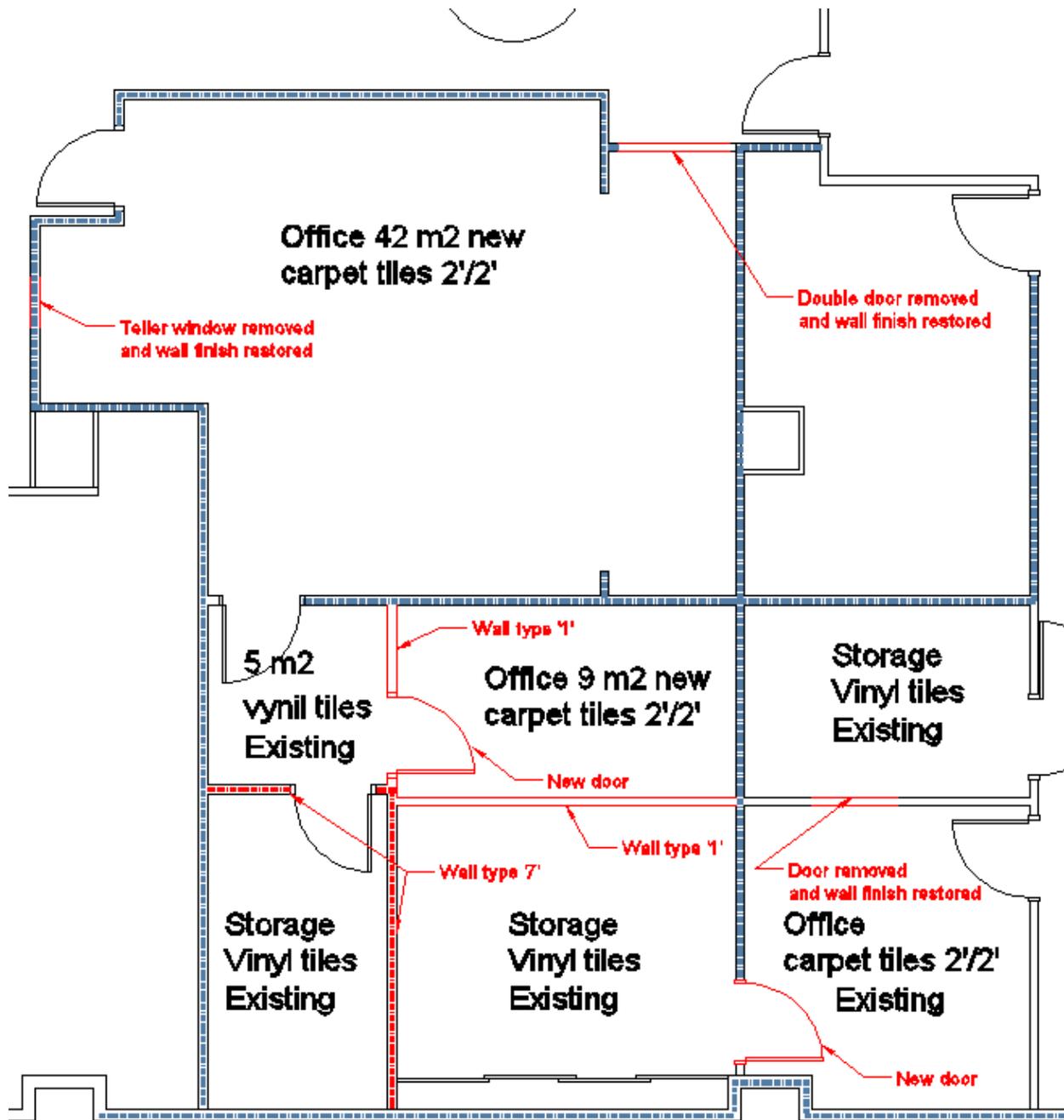
Contractor shall be responsible to correct any and all faults or defects which may occur within a year from the date of final acceptance of the work.

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.

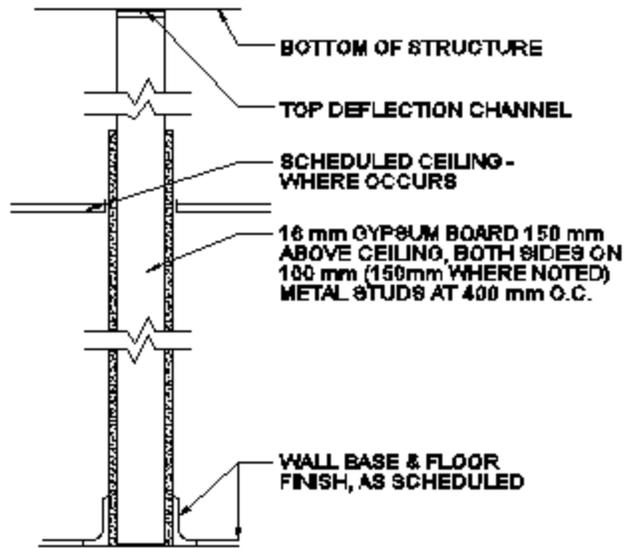


# EXISTING LAYOUT

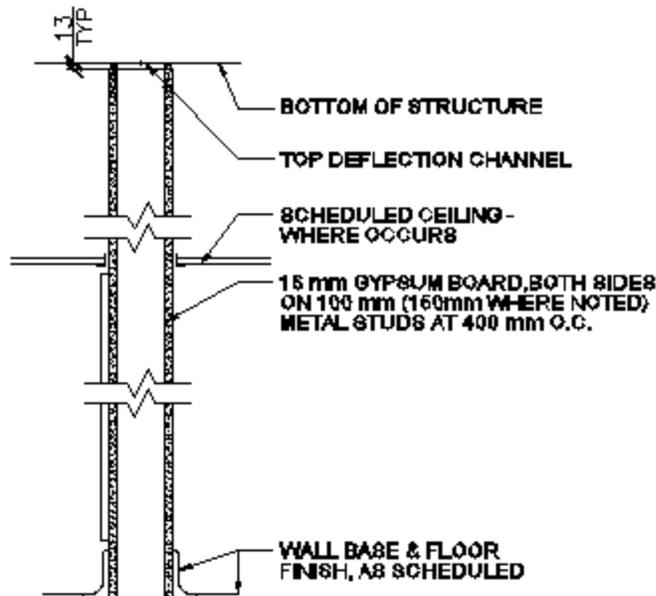


## NEW LAYOUT

# WALL TYPES



<b>1</b>	<b>FIRE RATING: NON RATED</b>	<b>DESIGN</b>
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<b>7</b>	<b>FIRE RATING: NON RATED</b>	<b>DESIGN</b>
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