



United States Department of State  
Washington, D.C. 20520-0611

U.S. Embassy Mexico City  
Facility Management Office (FAC)

## FACILITY MANAGEMENT OFFICE

# STATEMENT OF WORK FOR CONTRACTOR SERVICES

TWO NEW OFFICES IN THE VISA SECTION IN THE CONSULATE OF  
CIUDAD JUAREZ, MEXICO

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## **1. Introduction/Background**

The United States Government (U.S.G) requires a Contractor to build two new offices in the Visa Section in the Consulate of Ciudad Juarez. The Visa Section in this Consulate has grown and there is a lack of private offices for the American officers. Two new private offices are needed to cover the situation. Each office will be located in a separate location within the Visa section to each cover a group of workstations.

## **2. Scope of Work**

### **2.1. Contractor shall:**

-Remove/Move the workstations as needed to free the space for the new offices. In the space to build the offices: Remove carpet, remove existing electrical and voice and data installations, remove drop ceiling, remove light fixtures and air diffusers. Measure the space to mark and define the areas to ensure the workstations, furniture and equipment fit. Labor, installation, construction, supply of material to: build new walls with mineral fiber insulation, plaster, paint, install baseboard; install new clear glass windows around the offices; new drop ceiling system (suspension and tiles) following US guidelines; make new electrical, voice and data installations for the new offices and for the relocated workstations; relocate light fixtures outside the area and install new light fixtures with light switches inside the new offices; install new door frames and doors; install new VAV single duct unit boxes with diffuser, control and return grille, the new VAV shall be sized based on the projected new room load calculations; relocate fire sprinklers, add new fire sprinklers; replace carpet tile; reassemble existing modular workstations around the new offices as project indicates, connect electrical, voice and data installation for the workstations. Clean the site during construction and final clean up. Deliver as built A&E drawings.

2.2. Contractor shall provide all labor, materials, hand tools, electrical tools, equipment, safety equipment, personal protective equipment, to complete the maintenance and repair work and shall ensure that it has adequate resources to successfully manage and deliver this project on-time and within the quoted amount.



- 2.2.1. Contractor furnished materials shall include, but not limited to, any material needed to satisfactorily complete and deliver a high quality product, as to:  
Containers, x-rated dry wall, studs, runners, mineral fiber, plaster, vinyl paint, water based enamel paint, vinyl baseboard, water based carpet tile adhesive; ceiling suspension system and tiles; electrical material as per example, junction boxes of different sizes, galvanized rigid conduit, electrical cable according to code, light switches, motion sensor detection light switches, light fixtures, LT plasticized flexible cable, curve connectors; voice and data cable (according to specification) junction boxes, jacks and plugs; aluminum/glass windows of different sizes; solid wooden doors and metal frames, VAV a/c equipment, etc.
- 2.2.2. U.S.G. furnished materials shall include:  
Carpet tiles.
- 2.3. Contractor shall protect all building assets during construction and shall be held liable for damaged as stated in the Contract.
- 2.4. Contractor shall use U.S. source Fire Alarm Technician to program the fire alarm system. As per OBO project permit requirement.
- 2.5. Contractor shall use sprinkler technician qualified per DOS specifications. As per OBO project permit requirement.

### **3. Place of performance:**

Consulado General de Estados Unidos en Ciudad Juárez  
Paseo de la Victoria #3650  
Fracc. Partido Senecú  
Ciudad Juárez, Chihuahua, México C.P. 32543

### **4. Work Requirements**

#### 4.1. Safety Requirements

- 4.1.1. Contractor shall meet, comply and follow all applicable Local Codes and U.S. OSHA Safety Standards for Construction.  
OSHA Regulations are available on [www.osha.gov](http://www.osha.gov) OR via this link:  
**[http://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_ty pe=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=Construction](http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_ty pe=STANDARDS&p_toc_level=1&p_keyvalue=Construction)**
- 4.1.2. Contractor shall abide by the U.S. Department of State Post Officer Safety Health Officer (POSHO) Safety Instructions for Contractors



and Post Policies for Contractors attached to this SOW as Attachment A.

**4.2. Technical Specifications**

4.2.1. Construction of this project is governed by:

The 2012 OBO Building Code, (2009 International Building Code (IBC), amended by the 2012 OBO International Codes Supplement (OBO-ICS)), The host country’s local building codes, including zoning requirements and product standards in accordance with OBO-ICS IBC Section 101.

**4.3. Materials & Installation Specifications**

4.3.1. Contractor shall provide the following materials as described below or equivalent

See quantity survey, it includes line items of the work needed and the specification of materials. Quantity survey is attached as Attachment B.

**4.4. Architectural/ Engineering Specifications, Drawings, Details & Measurements**

4.4.1. Drawings are attached as Attachment C.

Drawings with floor plans of present lay out, demolition, new walls, new furniture, new electrical power, new lighting, new drop ceiling, new voice and data.

4.4.2. Seismic specifications are attached as Attachment D

4.4.3. Electrical Material Specifications

**4.5. Other Stipulations**

4.5.1. As built drawings. Contractor shall deliver as built drawings (2 sets double letter paper copies and 2 CD) in AutoCAD after finishing the work. Drawings will include A/C, sprinklers and fire alarms (location/survey to be performed by the Contractor).

**5. Schedule & Milestones**

5.1. Contractor shall observe the following working hours:

	From	To	Notes
Monday	8:00	17:00	Pending to be defined by POST
Tuesday	8:00	17:00	Pending to be defined by POST
Wednesday	8:00	17:00	Pending to be defined by POST



Thursday	8:00	17:00	Pending to be defined by POST
Friday	8:00	17:00	Pending to be defined by POST
Saturday	8:00	17:00	Pending to be defined by POST
Sunday	0	0	None

- 5.2. Additional hours may be approved by the Contracting Officer Representative (COR) but the Contractor shall base the quote and schedule on the hours described above. Contractor shall be liable for Liquidated Damages as stated in the Contract.
- 5.3. Contractor shall start the work within 10 (ten) calendar days after Notice To Proceed is issued by U.S.G (GSO Procurement)
- 5.4. Contractor shall complete the project within 21 calendar days from the Notice To Proceed is issued by U.S.G (GSO Procurement)
- 5.5. Other scheduling stipulations:  
In case of disruptive work that affect the area, Post and the contractor shall reach an agreement on afterhours or weekend work.

**6. Management & Supervision**

6.1. Contract Management by Contractor

6.1.1. Supervision & Project Manager. Contractor shall designate a Project Manager who shall be held responsible for on-site supervision of the Contractor’s workforce at all times. This Project Manager shall be a focal point for the Contractor and shall be the point of contact with the COR. In some cases, the Contractor him/herself might be the Project Manager.

6.1.2. Quality Control. Contractor shall be held responsible for Quality Control.

6.2. Contract Management by U.S.G.

6.2.1. Contracting Officer Representative (COR). The U.S.G. will designate a COR to act as the main point of contact and respond to technical questions that the Contractor may have.

**7. Warranty**

7.1. Labor Warranty. Contractor shall provide Standard Labor Warranty for completed work materials for 12 (twelve) months from the Project Completion Date.



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7.2. **Materials / Manufacturers Warranty.** Contractors shall transfer applicable manufacturer's warranty in full for the supplied materials, especially, on new installations.

7.3. **Other Warranty Stipulations**

Social Security registration number for the company and for the workers.

END