

# STATEMENT OF WORK

## Request for Proposals for Roof Inspection and Repair Works

### 1.0 INTRODUCTION.

This is a firm fixed price contract for repairing various roofing areas that is showing signs of deterioration and potential leak hazards at 158 Princes Rd, American Embassy, Suva. Please contact **Ellen Moses on 3314466 Email: [MosesEE@State.gov](mailto:MosesEE@State.gov)** for questions or to request a site visit walk-through. A 24 hour notice is required for a site visit request. All proposal packages must include the items listed in section 2.0 and are due to the Contracting Officer, 158 Princes Road, Suva or email: [GSO\\_Suva@state.gov](mailto:GSO_Suva@state.gov) no later than 12 noon local time on August 8<sup>th</sup> 2016.

**2.0 PROPOSAL PACKAGE.** The package evaluation will be based on lowest price, technically acceptable. To be technically acceptable the proposal package must include all of the following:

- a) Company Name.
- b) Company Director or Project Foremen for this work statement, include mobile number.
- c) Portfolio of similar roof type installation, or references for similar projects. (see qualification requirements in section 6.0)
- d) Datasheet for materials and installation details.
- e) Total price, inclusive of all material, labor, transport, and fees.

### 3.0 SCOPE OF WORK: *Roof Inspection and Repair Works*

The contractor shall provide all necessary labor materials and equipment to complete the work as hereinafter specified but not limited to or as directed by the COR. The areas of particular concern to the embassy is around the existing service compound access control building (~160m<sup>2</sup>) and the main compound access control building (~180m<sup>2</sup>) where there is signs of water damage. Some sections of roof sheet metal flashings were blown off during the recent cyclone Winston and were not properly secured down and never properly sealed as a result. Attachment A shows the equipment & manufacturer details of the existing roofing membranes installed onsite. Attachment B shows pictures of the roof that needs to be repaired.

#### 3.1 Debris Removal

- a) Removal of debris (i.e., leaves, branches, paper and similar items) from the roof membrane.
- b) All debris will be disposed of at the Government's approved on-site location.

#### 3.2 Flood Tests

- a) Only test based on regional availability of water
- b) Spray water in areas of reported leaks, spray from low to high areas
- c) Do not flood deck with water. Immediately stop testing upon reporting a leak
- d) Repair leaks and retest the following day.

#### 3.3 Roof Field

- a) Roof inspection: walk the entire roof to gain knowledge of the general condition and

- configuration. Locate all roof drains and confirm slope to drain.
- b) Roof membrane maintenance: check all seams for full adhesion and repair to seal all loose seams. Temporary movement of pavers or gravel is not required.
  - c) Repair incidental holes, tears, breaks and splits in the field membrane and base flashings with appropriate repair mastics and membranes.
  - d) Repair incidental blisters that are open or broken or that are in danger of breaking.
  - e) Document potential field areas for future problems or failure.

#### **3.4 Roof Drainage**

- a) Removal of debris from the roof drains, gutters and scuppers.
- b) Check that clamping rings at drains are fully attached and repair.
- c) Check that strainer domes are in proper position and not broken. If broken, document type and size for future replacement.

#### **3.5 Parapets & Base Flashings**

- a) Metal edge flashing components: incidental splits and breaks in the metal flashings shall be repaired with appropriate repair metals.
- b) Intermittent voids in metal projections sealants shall be resealed.
- c) Exposed fasteners shall be tightened and sealed.
- d) Intermittent voids in termination bar and counter-flashing sealant shall be resealed.
- e) Filling and topping off pitch pockets with appropriate repair mastics.

**4.0 CONTRACTOR PROVIDED:** The contractor shall provide all labor and materials to complete all requirements of this work statement.

**5.0 WARRANTY.** The installing contractor shall provide 6 months warranty on workmanship. The contractor shall correct any noted discrepancies by the COR within 7-days of being notified at no additional cost within the 6 month warrant period. The 6 month warranty will come into effect after the project completion date.

**6.0 WORK STANDARDS AND QUALIFICATIONS:** This Statement of Work requires the awarded contractor to provide qualified and experienced in two-ply modified bitumen atactic-Polypropylene (APP) Modified Bituminous Membrane Roofing types of roofing installation.

**7.0 SECURITY REQUIREMENTS:** Upon award of contract, the contractor must furnish the following details for their staff.

- a) Full Name
- b) Position

The US Embassy reserves the right to refuse entry to any or all contractor personnel. Each contractor personnel must have a valid identity card. Access to the embassy will only be by prior and approved schedule. The contractor will be escorted by US govt. representative at all times.

**8.0 HOURS OF WORK:** The work will have to be scheduled for after hours on – Friday after

3:00pm and Saturday 8.00am – 17.00

**9.0 UTILITIES:** The contractor will have access to a toilet, water and electricity on site.

**10.0 SAFETY:** Safety is the highest priority on this and all US Embassy contracts. The contractor shall direct all of those under his charge to work safely. The US Embassy reserves right to stop and/or remove from site contractor personnel who fail to comply with relevant OHS/OHSA requirements. The contractor shall ensure and maintain the site is clean and rubbish removed upon completion of installation and commissioning.

**11.0 REQUIREMENTS AND DELIVERABLES:**

a. Detailed report noting the discrepancy found and action taken.

**12.0 POINTS OF CONTACT:**

a. The US Embassy point of contact for this quotation is Ellen Moses; Phone # 331-4466; Email: [MosesEE@State.gov](mailto:MosesEE@State.gov) .

b. The US Embassy point of contact for the coordination, implementation, and final acceptance of this project scope and work performed will be provided upon award.

Attachment A:

	Equipment Item	Manufacturer	Model
Equipment Item 1	APP Torch Applied System	Johns Manville	APPeX 4.5M FR
Equipment Item 2	APP Torch Applied System	Johns Manville	Appex 4S
Equipment Item 3	APP Torch Applied System	Johns Manville	DuraBoard Roof Insulation
Equipment Item 4	APP Torch Applied System	Johns Manville	Energy 3 Roof Insulation
Equipment Item 5	APP Torch Applied System	DOW Building Solutions	Insta Stik

Attachment B:



1.



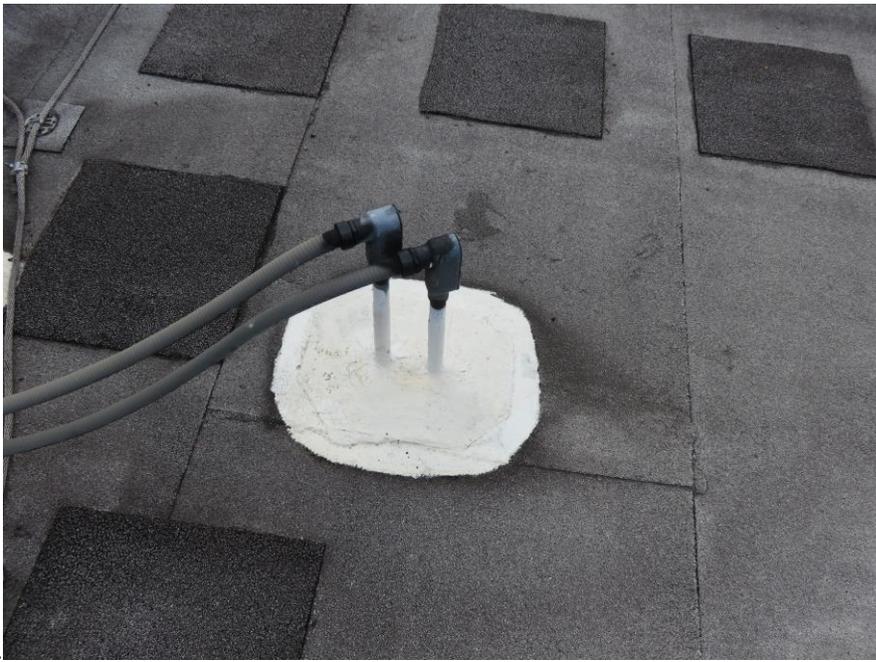
2.



3.



4.



5.



6.



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**End SOW**