

**STATEMENT OF WORK
INTERIOR WALL PAINTING
UNITED STATES EMBASSY, SUVA, FIJI**

- 1.0 **INTRODUCTION:** This is a firm fixed price contract to repaint approximately 1860m² of interior walls of the U.S. Embassy, 158 Princes Rd, Suva, Fiji. To this end, the US Government requires quotations for a contractor to complete the proposed painting as outlined in this work statement. Please contact **Ellen Moses on 3314466** Email: MosesEE@State.gov to schedule an appointment for a bidder's site visit. All cost proposal packages are due to Contracting Officer, 158 Princes Road, Tamavua or email DenhamJL@state.gov and MosesEE@state.gov no later than 12 noon local time March 29th 2016.
- 2.0 **PROPOSAL:** The package evaluation will be based on lowest price, technically acceptable. The proposal package must include all of the following to be considered for this service:
- a) Company Name
 - b) Total price, inclusive of all material, labor, transport, and fees
 - c) Company Director or Project Foremen for this work statement include email and telephone number.
 - d) Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services.
 - e) Quality of work product as demonstrated in submitted work samples.
 - f) Experience of the firm with comparable projects.
 - g) Number, complexity, and the nature of the General Contracting handled by the firm.
- 3.0 **SCOPE OF WORK:**
Note: This is an USG Property; the materials used should be of an international standard for a property of this standing. Requirements in this SOW serve as a direction to the Contractor for the repainting of the interior of the Embassy. The Contractor shall perform all services in accordance with international professional standards of skill, care and diligence adhered to by reputable firms and shall conform to accepted professional practices.
- 3.1 **Pre-Paint Schedule:** The awarded contractor must present the COR with a painting schedule that provides planning details concerning the areas to be painted, approximate number of staff and access hours needed for that section. The Embassy COR will work out an agreed upon timetable for access and order of painting based on the contractor's submitted schedule.
- 3.2 **Preparation:** Practice standard recommendations in regard to preparation of surfaces to receive paint and application of paint itself. Procedures shall include, but not necessarily be limited to, the following:
- a. Cleaning - Clean down and remove oil, grease and loose foreign matter, including, mold mildew, dirt and corrosion products, in a manner which causes neither undue damage to the substrate nor damage to, or contamination of, the surroundings or the paint system to be applied;
 - b. Glossy Surfaces - Adequately scuff and/or solvent or chemically etch as appropriate to provide satisfactory adhesion for subsequent paint coats;
 - c. Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and sand smooth, to ensure all coats finish smooth;
 - d. Drying - Unless otherwise specified, ensure that surfaces are cured before applying additional coats of paint;
 - e. Tape non-painted surfaces adjacent to areas of painting to ensure that no brush or roller marks appear on doors, wood frames, or stone floor and skirting. Place painting canvas and tarps to prevent drip marks or spills onto carpet or stone floors.
 - f. Light sand away runs or rough surfaces noted between coats.
- 3.3 **Pre-Paint Sample:** The awarded contractor must paint a 1m x 1m test patch of the nominated finished paint color for approval by the COR. Once approved the contractor can proceed with the agreed upon painting schedule.
- 3.4 **Paint Material:** Use only premium quality lines from approved manufacturers such as the following:

Nominated Paint: Taubmans – Chantly Lace - Living Proof Silk Acrylic – Water base – with gloss level indicator of 8 to 15%: painting supplies should be Delux Products, Berger Products or Apco Products. If using other than one of the above named products, the contractor shall note the name of the product they intend to use in their estimate. **No products containing lead shall be used on this project.** Primers, sealers, undercoats - Ensure that primers, sealers and undercoats are suitable for the substrate and compatible with the finish coat and each other;

3.5 Paint Application:

- a. Wet Paint Warning - Place notices and do not remove until paint is dry.
- b. Initial coat; using 3/8" nap rollers approved for smooth surfaces apply paint and related material with over any patched or repaired drywall surface and let dry prior to applying final coats.
- b. Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, visible roller marks, or other discontinuities;
- c. Final paint shall be applied in two coats and according to the instructions of selected finish color paint. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer;

3.6 Work Area & Protection:

Before painting in any section of the building, use drop sheets and masking tape wherever necessary to protect finished work or other surfaces liable to damage during painting, as noted in preparation.

Do not paint areas or wall heights exceeding 10ft or above unless COR confirms in writing. Walls designated for painting and those not required will be confirmed onsite during the walk through.

3.7 Touch Up:

Clean off marks, paint spots and stains throughout including on glass, restoring damaged surfaces to their original condition.

3.8 Paint Types and Specifications:

Where Standard Specifications describe and define the standards required for specific materials, the materials used in the works shall conform to all applicable requirements of the relevant standard specification. Use only premium quality lines from approved manufacturers. Use only unadulterated paint except as per manufacturer directions. Do not combine paints from different manufacturers. Use only the type and quantity of thinners recommended by the paint manufacturer.

Provide finish coats, which are compatible with prime and undercoat paints used. Provide barrier coats over incompatible primers or remove and reprise as required.

Do not apply paints when surrounding temperatures and the paint manufacturer exceeds humidity conditions beyond that recommended. Do not store or mix paint in areas or on surfaces liable to damage.

3.9 Surface Preparations:

All painted surfaces are to present a clean and even appearance with no evidence of poor workmanship.

Finished paint surfaces shall be free from sags, wrinkles, drips and other defects or imperfections.

Do not paint over dirt, dust, scale, grease, moisture or conditions detrimental to the formation of a durable and acceptable finish.

3.10 Filling:

All holes, cracks and marks should be repaired with fillers, sealant, putties or grouting cements as appropriate for the finishing system and substrate, and treat to achieve the required finish in accordance with industry standards before painting. Tint the filler to match substrate if the finish is transparent.

Walls should be wiped down as necessary before painting.

3.11 Workmanship Standards:

Care shall be taken to ensure that the base surfaces are properly prepared and that the materials are used correctly. Where approved Codes of Practice are applicable, the workmanship and procedures described by the relevant Codes shall be regarded as the minimum standard acceptable. Store and apply paint in accordance with the manufacturer's directions and the methods nominated. Use applicators and techniques best suited for the type of material being applied.

"Ridging" at roller overlaps shall not be permitted. Apply finish as heavily as possible without running to provide a uniform finish and color free from brush marks, hairs and other imperfections. Paint surfaces behind mobile equipment and furniture the same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture. Finish exterior painted doors on tops, bottoms and side edges the same as the exterior face. Sand lightly between each successive coat as imperfect areas are spotted such as drywall patch marks, runs, or other non-finished blemishes.

3.12 Remove hardware:

Remove all hardware, hardware accessories and similar items in place and not to be painted or provide surface applied protection prior to surface preparation and painting operations. After completion reinstall all removed items

Exceptional care must be taken to assure tidiness of work. Suitable temporary covers, masking, drop sheets, drapes and/or barriers shall be provided and maintained effectively where necessary to protect carpeting and furniture or other finishes that are to be painted or not to ensure what they are not exposed to paint and put at risk. These are to be removed when the protection is no longer required. Provide "Wet Paint" signs as required to protect newly painted surfaces. Carefully remove and reinstate paint splatters from adjacent surfaces. Upon completion of the work all paint cans, other materials, containers, debris and protective coverings shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer. **Any variations are to be priced and approved in writing by COR before proceeding with the work.**

NOTE: Any damage caused by the Contractor or his contractors is to be made good at the Contractor's expense.

- 4.0 **CONTRACTOR PROVIDED MATERIALS:** The Contractor shall supply everything necessary for the execution and completion of the work including paint, brushes, rollers, drop sheets, sandpaper, fillers, sealants, scrapers, thinners, tints, color charts, painters tape (not masking tape), ladders and scaffolding. Site preparation and installation performance shall be in accordance with building codes and standards.
- 5.0 **WORK STANDARDS AND QUALIFICATIONS:** This Statement of Work requires the awarded contractor to provide qualified tradesmen to accomplish each varying trade discipline requirements.
- 6.0 **WARRANTY:** The contractor shall provide 6-month warranty to start upon date of invoice that covers all painted wall finishes that the contractor must correct at no additional cost any discrepancies of workmanship, or color fading caused by product or application.
- 7.0 **SITE PREPARATION AND CLEANING UP:** The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government. Unsightly materials and debris including excess materials, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.
- 8.0 **SECURITY REQUIREMENTS:** Upon award of contract, the contractor must furnish details of all staff that will be onsite. The details will be inclusive of:
 - a) Full Name
 - b) PositionThe 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 residences will only be by prior, approved schedule and escort by US govt. representative.
- 9.0 **HOURS OF WORK:** The work will have to be scheduled for normal working hours on Monday – Thursday 08.00 – 17.00 & Friday 08.00 – 15.00. Some work may be scheduled for after hours or weekend on a need to basis.
- 10.0 **UTILITIES:** The contractor will have access to water and electricity on site.

11.0 **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 the 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.

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.
- 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.