

## STATEMENT OF WORK

*Roof Repair, American Ambassador Residence, 208 Sukuna Road, Suva Fiji*

- 1.0 INTRODUCTION.** This is a firm fixed price contract for roof repair 208 Ratu Sukuna Road, American Ambassador Residence, Suva. Please contact **Ellen Moses on 3314466** Email: [MosesEE@State.gov](mailto:MosesEE@State.gov) and **Jane Denham** [DenhamJL@state.gov](mailto:DenhamJL@state.gov) for questions or to request a site visit walk-through. All proposal packages must include the items listed in section 2.0, and are due to Ellen Moses no later than 2 pm on Friday 10<sup>th</sup> July 2015.
- 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) Work Summary that outlines the method of roof repair and the project details.
  - d) Work Schedule that clearly shows the dates and tasks of the project.
  - e) Portfolio of similar roof work, or references for similar roofing projects.
  - f) Total price, inclusive of all material, labor, transport, and fees
- 3.0 SCOPE OF WORK:** The intent of this work scope to clean enter roof and replace corroded roof sheets as designated on attached Attended A – Roof Plan Showing Areas’ Designated for Replacement
- 4.0 SITE PREPERATION:** Prior to any roof repairs the roof must be sprayed with mold inhibitor, and then power washed off after 24 hours. The spraying of mold inhibitor over all roof surfaces will be inclusive of all associated ridge caps and flashing. The contractor shall wash mold inhibitor off after 24hrs shall be inclusive of clearing all gutters of rubbish and debris.
- 5.0 DEMOLITION:** The awarded contractor must use care in the demolition of existing roofing material. All corrugated roof sheets designated for removal and replacement shall be done with care to ensure there is no damage to adjacent roof sheets designated to remain. Any collateral damage caused to existing roof sheets due to contractor negligence will be replaced at the contractor’s expense.

All roofs screws and nails removed are not for reuse and shall be disposed of properly. All Demolition of designated areas’ shall include removal and making good associate ridge caps, fascia and barge flashing. Demolition shall include removal and replacing of the roof Sisalation.

All sub-structural supports purlins, rafters, beams, fascia's & barge boards shall be inspected for structural integrity. Visible signs of dry and wet rot, termite infestation shall be immediately brought to the attention of the US Embassy site escort, and the Embassy Project Manager. Replacement of any wooden structure or support beams is not part of this work statement and the cost of such would be handled under a separate work statement and purchase order. If structural roof damage is noted the subsequent repair may delay the installation of corrugated roof panels under this work statement. No compensation will be provided to if this job is placed on hold due to unforeseen roof damage.

The contractor is responsible for site safety and cleanliness. All new roofing material shall be staged neatly onsite, and all disposal material must be placed in one trash consolidation location and removed daily during the project.

**6.0 CORRUGATED ROOF SHEETS REPLACEMENT:** Replace the corrugated roofing sheeting in the areas highlighted in Attachment-A. The measurements in Attachment-A are only estimates and not the exact m2 required. The contractor must confirm the exact m2 and measurements prior to conducting any roofing material replacement. It is the responsibility of the contractor to ensure that enough replacement roofing material is purchased and installed to meet the scope requirements.

Prior to removing any existing roofing material the contractor must confirm all area's (m2) designated for replacement, and have onsite the correct amount of replacement roofing material. Replace the roofing panels at the designated areas per Attachment-A. The replacement roofing material shall be .42mm thick galvanized/zincalume corrugated roof sheets as designated. Color to match the newer existing galvanized roofing pieces. Associated ridge cap and flashing shall be .48 galvanized/zincalume sheets. Roofing material fixing shall be strictly in accordance with manufacturer's recommendations and local roofing codes.

**7.0 SPECIAL INSTALLATION REQUIREMENTS:** Apply a continuous of polyurethane sealant onto overlapping rib before panels are overlapped and fastened. (Refer to Attachment-2)

All new fasteners and roof screws shall have a rubber grommet/washer. All existing fastener heads showing signs of rust shall be caulked off with a polyurethane caulk leaving no part of the fasteners exposed. Caulk all holes from old repairs and misplacement of fasteners with a polyurethane caulk. Caulk at base of all pipe and conduit penetration with polyurethane caulk/sealant.

**8.0 CLEAN-UP UPON COMPLETION:** Upon completion of the roof replacement and maintenance works, the contractor shall wash the entire roof to ensure all rubbish and roof filings are removed.

**9.0 CONTRACTOR PROVIDED:** The contractor shall provide all labor and materials to complete all requirements of this work statement, and to meet the intent of the roofing replacement areas as outlined in Attachment-A.

**10.0 WORK STANDARDS AND QUALIFICATIONS:** This Statement of Work requires the awarded contractor to provide qualified and experienced roofers and carpenters.

**11.0 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 residences will only be by prior, approved schedule and escort by US govt. representative.

**12.0 HOURS OF WORK:** The work will have to be scheduled for normal working hours on Monday - Friday and Saturday 8.00am – 17.00

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

**14.0 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.

**15.0 REQUIREMENTS AND DELIVERABLES:**

- a) Clean entire roof area
- b) Supply and install corrugated zincalume/galvanized roof sheets and associated flashing
- c) Remove all demolished materials from site

**16.0 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.

End SOW