

PROJECT: Conference Room Reconfiguration-Diamond Plaza

A/ STATEMENT OF WORK (SOW)

Project includes main work on the 8th floor of Diamond plaza and the work is outlined as below:

1. Demolishment and removing of a wall, glass panes, door, electrical lighting fixtures, electrical outlets, electrical switches, data outlets, electrical and data wires, and other stuffs which are on the wall or areas affecting the job.
2. Re-using a glass pane. Installing it in the opposite wall.
3. Removing a moveable partition system.
4. Construction a ceiling area including relocating lighting fixtures.
5. Construction a new gypsum board wall from slab to slab.

Installing system of studs of aluminum 90mm wide from slab to slab with the interval is 400mm center by center. Then apply two 12 mm-gypsum board layers, a layer for each side of walls, then paint the wall.

Because there are many conduits, air ducts and other things above ceiling, the contractor must create cutouts for them. The gaps between the cutouts' circumferences/ perimeters and the conduits, air ducts' ones are not are not bigger than 1mm.

The wall shall be soundproofing wall.

The wall shall be stuffed with soundproofing material in the gap between two sides of the wall.

Soundproofing material shall be rock wool 50Kg/m³ density.

When the gypsum board wall installed, the area of conference room will be narrower than the current and the hallway will be larger. Contractor shall install the ceiling and carpet at additional area of the hall way with the same carpet and ceiling tiles of the current hallway.

6. Providing and installing three cubicles (desk, chair and hanging cabinet).
7. Relocating an electrical switch and two receptacle outlets.
8. Relocating a television, a scrolling screen and their accessories including wires, 3 receptacle power outlets, 1 data outlet.
9. Relocating a cabinet which contains television.
10. Relocating 3 floor data outlets.
11. Relocating a horn on wall.
12. Installing 6 duplex receptacle power outlets and 16 data outlets for telephone and computers, printer and fax machine.
13. Installing wires for 6 duplex receptacle power outlets and 16 wires for data outlets for three new cubicles and fax machine, printer.

Electrical/ data/ telephone requirements are as follows:

- a. Minimum of 2.5mm² wire for lighting
- b. Minimum of 4 mm² wire for outlets
- c. All electrical wires must be solid, except for wire larger than 6mm.
- d. All data/ telephone wires must be CAT6.
- e. All wire must be in metal conduit

- f. Minimum size of metal conduit is 20mm.
- g. At locations where the length of wires and conduits of electrical outlets, switches, data outlets relocated or added are short, the Contractor shall provide and install EMT conduit and the wires must be installed solidly from the source (electrical panel/ data rack) to outlets/ switches.

All dimensions mentioned in the attached drawing are just estimated; contractors shall make accurate measurement when they make site survey before submitting the quotation.

B/ SPECIAL NOTES:

- (a) All materials, equipment to be used or installed for this project, shop drawings, working schedule shall be approved in advance by the Contracting Officer Representative of U.S. Consulate General (COR), in accordance with recommendations of the manufacturer.
- (b) Debris and other waste materials must not be allowed to accumulate on the site. Contractor will transport materials off Diamond Plaza property and legally dispose of them on daily basis. Contractor must not burn any materials on site.
- (c) Construction workers do not stray into other restricted areas of Diamond Plaza compound.
- (d) Contractor agrees to comply with the rules and regulations as directed by U.S. Government security and safety personnel at all times while on site.
- (e) Hot works such as electrical welding, oxy-acetylen welding are not permitted in this project.
- (f) Contractor will not damage, break or breach the perimeter walls or adjacent facilities at Diamond Plaza in places other than that specified under this scope of work.
- (g) Contractor will provide liability insurance for workers on site.
- (h) Contractor must outline its methodology (in the proposal) to complete the task specified in this Scope of Work.
- (i) Toilet and parking facilities for workers during the project shall remain the responsibility of the contractor.
- (j) Working hours shall be:
 - 17:00 to 24:00 from Mondays to Fridays. But noisy works such as drilling, hammering...must be done from 18:30 until 22:00.
 - On Saturdays, from 8:00 to 24:00, but the noisy works must be done from 12:00 to 22:00.
 - On Sundays, from 8:00 to 24:00 including noisy works.
 - During construction period, depending on specific work, contractor can request U.S. Consulate General to allow work during normal business hours. (8:00-17:00, Monday to Friday)

- All works that may make noises shall be done at the period requested by U.S. Consulate General and Diamond Plaza.
- (k) The Contractor shall provide safety and work plans to complete the requirements of this scope of work, and include drawings and schedules for the project to be reviewed and approved by the Contracting Officer Representative.
- (l) The Contractor will examine all accompanying drawings and specifications, if applicable, to make sure that all requirements are thoroughly understood. In cases where, in the opinion of the Contractor, there are omissions and /or errors in any of these documents, the Contractor shall inform the Contracting Officer Representative immediately.
- (m) Bids must include:
- Length of time in days necessary to complete the project;
 - References;
 - Total cost estimate with clearly defined line items and costings by line items. Provide specifications, quantities, staffing plans and schedules, and costs for all materials, labor and services.
- (n) The U.S. Government will pay upon completion and acceptance of the project.

END OF SCOPE OF WORK