

## **Scope of Work**

Replace windows Thingholtsstraeti 34.

Date: August 22nd. 2013

Revision: Initial Release

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### **Work to Comply with Local Codes**

- All work to be in compliance with all local Icelandic Construction, Painting, Electrical Safety Codes and Standards.

### **General Embassy Rules**

- Cell phones and electronic devices are only allowed as necessary to complete the work or maintain normal business activities. Please inform us of your needs so that we can make arrangements for bringing those required items on compound.
- No weapons are allowed on compound.
- All personnel entering the embassy to be clothed in a manner representative of their trade. All workers must have protective clothing providing for full leg and foot coverage.
- Smoking is allowed outside of the buildings only in designated areas.
- Embassy prohibits the use of alcohol and drugs on the premises and will not allow access to anyone suspected of being under the influence of any mind or performance altering substances.
- The Embassy reserves the right to prohibit access to any person.

### **Work Hours / Access to the Embassy**

All work to be performed during the hours of 08:30 to 16:30 Monday thru Friday excepting US and Icelandic holidays. Exceptions by written approval only.

### **Quotations**

- a. All quotations to be provided at the contractors risk. The USG does not pay for quotations, and does not guarantee that a contract (purchase order) will be awarded. Every effort is made by the Embassy to only solicit offers where there is a real possibility of pursuing a project.
- b. Quotations will only be evaluated if they provide either a firm fixed price for a product or service or if they provide for completion of a service under time and materials with an estimate for the materials including a specified material markup rate and a total estimated labor hours with a fixed hourly labor rate.
- c. The contractor is expected to supply all materials, tools and labor required to complete the project in a "turn-key" (fully completed and ready to operate) manner. The quotation must clearly specify if the Embassy is required to provide tools, materials or labor of any kind.

### **Warranty / Guarantee:**

The quotation must clearly state the Warranty period, what is warranted and any warranty conditions.

### **Completion Schedule / Time Frame**

The quotation must clearly state the estimated completion schedule based on the receipt of purchase order or notice to proceed.

### **Award of Contract**

If the Embassy awards work, a Purchase Order will be issued to the lowest cost technically acceptable bid in the form of a firm fixed price or on a time and material basis specifying estimated material cost with material markup rate, estimated labor hours with a set price per labor hour and a fixed not to exceed total cost.

## **Windows replacement Thingholtsstraeti – Description of Work**

### **Scope of work**

- Use construction tape barriers and signs to clearly identify areas that are being worked on to prevent accidents. Mask off, tarp, tape and otherwise protect the surrounding area from dust, paint drips and spills, dirt and debris from the working activities. The tape, tarps and protective materials are to be clean so as to not cause damage to the Embassy.
- All ladders, tools and safety equipment to be in good operating condition, clean and used in a manner so as to prevent damage to the Embassy floors, walls, floors, carpets etc.
- Close window openings (total of 7 windows) on the inside to prevent dust and debris entering the office area while the work is carried out.
- Remove glass and frames from the windows (total of 7 windows) and dispose of.
- Install new PVC windows, (total of 7 windows in various sizes) including all finishing work required to finish the work in good professional manner. All scaffolding/ladders/tools etc. used outside of the Embassy site, are to be taken down every night and stored away. Sidewalk and all surrounding areas should be kept as clean as possible during the work day and be swept and returned clean by the close of business every day.
- The PVC windows and all material are to be included in the price quote. All tools needed are to be provided by the contractor. The Embassy does not provide any tools or materials. Electricity at the Embassy is 240 V single phase.
- Remove two glass windows in the basement, facing Thingholtsstaeti and dispose of. Replace with white aluminum plates, install Vent Axia fans and connect in a professional manner. The fans and all material are to be included in the price quote.
- Replace wooden bottom lists on basement windows with fittings and paint. Dispose of the old ones.
- Remove / dispose of any garbage, tape, tarps and debris caused by the painting project in accordance with local regulations for the disposal of items.
- Fully clean all work areas.
- All work should be completed in no more than 30 working days from acceptance of offer and permission to start work.

**Material:**

The quotation is to include **Windows** and any materials not excluded, such as nails, glue, tools and other materials.

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**Paint Samples / Color Charts:**

The quotation is to include paint color sample / selection cards to allow the Embassy to choose what color or color scheme to be used in the Embassy. Trim and details may be of a different color than wall paint.

**Site Visit / Quotation Submission Deadline**

A site visit will be held on August 29 2013 09:00

Please send the names of the representatives coming to the site visit no later than August 27 2013 to [sveinssonk@state.gov](mailto:sveinssonk@state.gov)

Please submit the quotation by 16:00 hours on September 06. in a closed envelope at the reception area in the lobby of the US Embassy. Or by E-mail to [sveinssonk@state.gov](mailto:sveinssonk@state.gov)

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