

Scope of Work

Design, modify and install blinds, shades and curtains in CMR

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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 hour 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.

Design, modify and install blinds, shades and curtains Project – Description of Work

Preparation,

- Use construction tape barriers and signs to clearly identify areas that are off limits to CMR/Embassy staff to alert people and prevent people from entering work area. Mask off, tarp, tape and otherwise protect the surrounding area from dust, drips and spills, dirt and debris from the project activities. The tape, tarps and protective materials are to be clean so as to not cause damage to the Residence.
- 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 Residence floors, walls etc.
- Prepare windows as needed, for the blinds, shades and curtains to be installed properly and without flaws.
- Prepare and insert blinds, shades and curtains film for windows.
- Remove / dispose of any garbage, tape, tarps and debris caused by the blinds, shades and curtains project in accordance with local regulations for the disposal of items.
- Fully clean all work areas.

Pricing Schedule

You must provide the Embassy with quotations for the different types of blinds, shades and curtains required.

Samples / Color Charts:

The quotation is to include samples / selection cards to allow the Embassy to choose what colors and types of blinds, shades and curtains to be used in the Residence. All bedrooms need to have black out blinds, curtains.

Site Visit / Quotation Submission Deadline

A site visit will be held on Tuesday September 3rd at 14 o'clock at Manatun 5. Meeting point is Lobby at no later than 13.50. Inform of participants by email or phone before 2pm Friday 30th.

Please submit the quotation by 16:00 hours on Friday September 10th at the reception area in the lobby of the US Embassy or by E-mail to benediktsdottirgk@state.gov phone: 693 9234.

Specific areas the blinds, shades and curtains are to be installed:

1) CMR Interior

1. All windows in bedrooms on 1st floor. These will need blackout blinds or and curtains, needs to prevent any light from outside to enter the room.
2. Balcony doors on first floor, blinds or curtains solutions.
3. Kitchen on 1st floor, blinds.
4. Windows on 1st floor blinds or curtains solutions.
5. Double floor windows reaching between 1st and 2nd floor, blinds solutions with possible motor driven option.
6. Balcony doors on 2nd floor, blinds or curtain solutions.
7. Windows on 2nd floor, blinds or curtain solutions.
8. Estimated total sqm of window panes is 107 sqm, contractor verifies by doing exact measurements. Windows vary in height and width and different solutions are needed throughout the house.

Pricing Option Two

Price per Square Meter the blinds, shades or curtains is to be installed:

CMR / Residence Interior

A) Prepare windows for installing blinds, shades or curtains.

Materials needed for installment, like curtain, blinds or shades paths.

<u>Unit Price sqm in KR</u>	<u>Estimated Quantity</u>	<u>Estimated Total</u>
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B) Install blinds or curtain solutions

Installing blinds, shades or curtains in different areas of house. Cost for each type of material and type of material specified.

<u>Unit Price sqm in KR</u>	<u>Estimated Quantity</u>	<u>Estimated Total</u>
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