



*Embassy of the United States of America*

42 Elgin Road  
Ballsbridge, Dublin 4

August 16, 2013

To: Prospective Quoters

Subject: Request for Quotations number SEI300-13-Q-0501

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for the repair and/or replace of cabinets and countertops in our Canteen. See below details of the request.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

A site visit will be held on Friday August 23, 2013 @ 11:00

Those interested in attending the site visit **MUST** submit name/s, date and place of birth and vehicle registration number/s before COB Thursday August 22, 2013. Names to be submitted to Emmet Downey at below email address. A maximum of 2 representatives from each company will be permitted to attend.

Quotations are due on or before Wednesday, August 28, 2013 at 15:00 and may be delivered in hard copy at the above address or via email to Emmet Downey, email: [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov)

Sincerely,

A handwritten signature in cursive script, reading "Ann Granatino", written in black ink over a horizontal line.

Ann Granatino  
Contracting Officer

**Replace Canteen Cabinets and Countertops**  
**STATEMENT OF WORK**  
**(SOW)**

**OVERVIEW**

The United States Embassy Dublin (EMBASSY) has a requirement to repair and/or replace the existing cabinets and countertops in the Canteen on the ground level of the Chancery building located at 42 Eglin Road, Ballsbridge, Dublin 4. To this end, the Embassy requires quotations for a contractor to complete the proposed work.

**INTENT**

Requirements in this SOW serve as direction to the Contractor for the repair and/or replacement of the existing kitchen cabinets and countertops on the ground floor of the Chancery building. The Contractor shall perform all services in accordance with professional standards of skill, care and diligence adhered to by reputable, first class firms and shall conform to generally accepted cabinetry and countertop installation practices.

**PROJECT DESCRIPTION**

The EMBASSY intends to repair/replace the existing, outdated wood cabinetry and countertops in the Canteen on the ground floor of the Chancery building located at 42 Eglin Road, Ballsbridge, Dublin 4. The requirements below form the bases for the new cabinets and countertops that are to be installed.

A site visit is scheduled for August 23, 2013 at 10:00 AM at the U.S. Embassy Dublin, 42 Elgin Road, Dublin 4. Please contact Mr. Emmet Downey at [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov) before 3.00pm August 22, 2013 if you intend to attend in order to ensure access to the Embassy.

**SCOPE OF WORK**

1. **Removal:** In order to fit in a new, larger cooker, the existing wood cabinets, base and wall-mounted (see **Note C** on attached diagram), shall be removed from the Canteen and disposed of properly by the Contractor. Likewise, the countertops (**Note D**) shall also be removed and disposed of. Cabinets in the back kitchen (**Note E**) are to be removed and disposed of also.
  
2. **Layout:** With the existing cabinets removed, layout the configuration of the new smaller base and wall cabinets for installation (Contractor shall field verify dimensions of the smaller sized units in the field). The base cabinet must be completely level both lengthwise and front-to-back. The wall cabinet shall be

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located such that the bottom of the cabinet is aligned with the existing wall cabinets. Similarly, the new wall cabinet must be perfectly aligned both vertically top to bottom, as well as across the top. The replacement base cabinets shall have a matching height of the existing base cabinets to provide a smooth, flat and level surface for mounting of the new countertop.

3. **Mounting:** Before anchoring the cabinets to the wall, check to ensure that the cabinets are perfectly aligned and that they are perfectly vertical and level. If shims are used to level the cabinets, make sure the shims are placed directly over a stud; fasteners must be driven straight through them so they do not slip out of place and cause the cabinets to shift over time.

4. **Under-counter cabinets:** Under-counter cabinets shall be installed to fit at the locations on the attached diagram – **Notes A and B.**

5. **Back kitchen:** The three overhead and floor-mounted cabinets in the back kitchen – **Note E** – are to be replaced in their entirety with two sets of 600 mm wide units. Each 600 mm unit will have a set of two 300 mm doors. Materials shall be as noted below.

6. **Doors, Drawers, and Hardware:** New cabinet doors, drawer faces and hardware shall all match in color, texture, finish and appearance. Install hinges and hardware ensuring that all of the handles line up evenly across the face frames of the cabinet doors and drawers.

7. **Warranty** – Contractor shall provide a one-year warranty on materials and workmanship.

8. **Materials** – All exposed surfaces of the cabinets/drawers shall be smooth and impervious to grease and other cooking emissions, easily washable and capable of being sanitized on a routine and regular basis without warping or deformation. Acceptable materials and finishes include, but are not limited to:

- a. Cabinet and drawer doors: PVC membrane, solid hardwood with clear varnish, or paint finish with a flexible vinyl primer and tough enamel color coat finalized with a heat cured catalyzed topcoat varnish with UV inhibitors.

## **Replace Canteen Cabinets and Countertops**

- b. Countertops: Quartz, granite, solid acrylic, laminate, recycled, and stainless steel.
- c. Hardware: Exposed handles and pulls shall have a satin silver nickel finish. Hinges shall be concealed from view.

### **9. WORK AREA PROTECTION –**

During execution of this work, the Contractor shall adequately protect surrounding areas and will be responsible for any ancillary damages caused during the performance of the work. Damages shall be corrected by the Contractor in a manner satisfactory to the Contracting Officer.

### **10. WORKMANSHIP STANDARDS –**

Exceptional care must be taken to assure tidiness of work. Upon completion of the work, materials, containers, packaging, and debris 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.

## **GENERAL**

1. The contractor will rectify any damage caused by this project, to all areas on completion of the works.
2. The contractor shall supply all materials and labour in order to complete the works.
3. All waste material shall be taken from the site and properly disposed of by the contractor.
4. Site is to remain tidy at all times and cleaned up on completion of works.
5. All work to be carried out in a professional workmanship like manner.
6. All Documentation regarding warranties, guarantees and instructional literature are to be handed to the Contracting Officer's Representative (COR).
7. All care must be taken to protect surrounding areas and finishes within the property and ensure that the work does not present a slipping or tripping hazard during the course of the work.
8. All measurements and dimensions are to be confirmed by the contractor on site.

## Replace Canteen Cabinets and Countertops

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

### **CONTRACTOR PROVISIONS**

The Contractor shall supply everything necessary for the execution and completion of the work. Material, finishes and colors/styles proposed for this work shall be submitted to the Contracting Officer, through the Contracting Officer's Representative (COR) for review and approval prior to ordering.

### **WORKING HOURS**

This work shall be coordinated with other governmental entities and must commence and complete within one work day, between 0830 and 1600 to ensure security of the MSG Room during the off-hours. Access to the site is strictly controlled and workers must present personal identification information for review prior to gaining security approval for access to the Chancery.

### **SITE PREPARATION AND CLEANING UP**

The Contractor shall at all times keep the work area free from accumulations of waste materials. Before completing the work, the Contractor shall remove from the work and premises any rubbish, tools, equipment, and materials that are not the property of the Government. Unsightly materials and debris including excess soil, garbage, and equipment should be removed as required.

### **PROPOSAL**

Proposal shall include all labor, materials, supplies, equipment, etc. for a complete job.

#### *Cabinet Proposal -*

Note A: € \_\_\_\_\_

Note B: € \_\_\_\_\_

Note C: € \_\_\_\_\_

Note E: € \_\_\_\_\_

*Cabinet total:* € \_\_\_\_\_

#### *Countertop Proposal (Note D) -*

## Replace Canteen Cabinets and Countertops

<i>Quartz</i>	€ _____
<i>Granite</i>	€ _____
<i>Solid</i>	€ _____
<i>Laminate</i>	€ _____
<i>Stainless Steel</i>	€ _____
<i>Recycled</i>	€ _____

### **EVALUATION OF PROPOSALS**

Proposals received in response to this Request for Quotations will be evaluated based on optimal value to the US Government.

### **CONTACT INFORMATION**

Inquiries can be directed to:

Emmet Downey  
Procurement Specialist  
(1) 630-6241  
[DowneyEJ@state.gov](mailto:DowneyEJ@state.gov)

Please submit your proposal to Mr. Emmet Downey at the above email address by 3:00 PM on Wednesday, August 28, 2013. In lieu of an email submission, proposals may be submitted by hand or by mail to Mr. Emmet Downey, U.S. Embassy Dublin, 42 Elgin Road, Dublin 4, Ireland.

